

## ***Policies and Procedures***

<i>Section:</i> <b>School of Medicine</b>		<i>NO.</i>				
<i>Chapter:</i> <b>Psychiatry Residency Child &amp; Adolescent Psychiatry Fellowship</b>	<i>Issued:</i> <b>10.10.2019</b>	<i>REV. A</i> 08.09.2023	<i>REV. B</i>	<i>REV. C</i>		
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### **PURPOSE**

GME Programs, in partnership with Creighton University, must design an effective program structure that is configured to provide residents with educational and clinical experience opportunities, as well as reasonable opportunities for rest and personal activities.

### **SCOPE**

This policy applies to all Creighton University **Psychiatry Residents and Child and Adolescent Psychiatry Fellows.**

### **DEFINITIONS:**

*Clinical and Educational Hours (Work Hours)* are defined as all clinical and educational or academic activities related to the program, i.e., patient care (both inpatient and outpatient), administrative duties relative to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled activities, such as conferences.

*Work from Home (Home Call)* must be included in the 80-hour limit. Types of work from home that must be counted include using an electronic health record and taking calls from home. In such circumstances, residents should be mindful of their professional responsibility to complete work in a timely manner and to maintain patient confidentiality.

Work hours do *not* include research or studying done at home, i.e., educational activities such as reading and preparation time spent away from the work site.

*Work Hour Flexibility:* Residents who have appropriately handed off patients following the conclusion of scheduled work periods have the flexibility to voluntarily remain at work in unusual circumstances if, in their judgment, those circumstances benefit patient care or education. Such additional time must be counted toward the 80-hour limit. The resident must not stay if fatigued.

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- It is important to note that a resident may remain in-house or return to the service only if the decision is made voluntarily.
- Residents must not be scheduled beyond work period restrictions or required to stay by an attending or more senior resident.

*Time off Between scheduled clinical work and educational periods:* Adequate time for rest and personal activities must be provided. This should consist of a period of time as set forth in the ACGME Clinical and Work hour requirements between all daily duty periods and after in-house call.

*Fatigue:* Any resident who feels that they are fatigued or are not able to stay within work hour regulation, or for any reason cannot carry out their duties should contact their supervisor. The program director and the faculty must monitor the daily demands and responsibilities of each resident and make scheduling adjustments and/or provide back-up support as necessary to mitigate excessive service demands and/or fatigue.

### **POLICY**

The Creighton University Psychiatry & Child Psychiatry Programs have implemented and supports the institutional policy, in accordance with ACGME policy on work hours.

Clinical and educational assignments must be assigned while recognizing that faculty and residents collectively have responsibility for the safety and welfare of patients. The ACGME common program requirements recognize that residents may choose to work beyond their scheduled time or return to the clinical site during a time off period to care for a patient. The requirements preserve the flexibility for residents to make those choices as long as residents recognize the responsibility to work rested and fit for duty.

### **Call/Consult Responsibilities:**

- At-home call
  - Must not be so frequent as to preclude rest and reasonable personal time for each resident.
  - Residents taking at-home call must be provided with one day in seven completely free from all educational and clinical responsibilities, averaged over a four-week period.
  - When residents are called into the hospital from home, the hours residents spend in-house are counted toward the 80-hour limit. Resident will use the “Home Call – Called In” option to log these hours in New Innovations.

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- When residents are on at-home call and triage a call or work remotely in a chart, this time is logged using the “Home Call – Not Called In” option in New Innovations.
- When residents are on at-home call and do not receive any calls, then no work hours are logged for this time in New Innovations.
- Does not require a rest period after assignment.
- Residents take ED and floor consult phone calls from CUMC from home, per the on-call schedule.
  - Consults must be seen within 24 hours.
  - The line of supervision for the in-person resident on-call will be the senior supervising resident, then the attending covering that service’s call duty (unless otherwise stipulated by the rotation’s policy).
- Weekend Call – consults/ED at CUMC, consults at Immanuel, and inpatient rounding when assigned to Psychiatry inpatient and Child Psych inpatient.

### **Weekend Rounding and after-hours coverage on Rotation Services**

- Weekend Rounding - Requiring weekend rounding is at the discretion of the individual rotations within work hour regulations.
  - Each rotation must have a written policy concerning weekend rounding responsibilities for residents assigned to their service.
  - This policy is to be given to the resident on the first day of the rotation
  - Any weekend rounding responsibilities must adhere to the ACGME's and training program's work hour policies:
    - Residents must have at least one day per week free from duties averaged over 1 month,
    - The rounding resident may be available to take pages concerning patients on whom they have rounded that day until 8pm at the latest. The specific cut-off time for that duty must be written in the rotation's policy,
    - The rounding resident should hand off in-person to the call resident before relinquishing their pager duties.
  - Residents on the services to be covered by another resident on weekend days should contact that resident to hand-off the care for the following day.

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- The policy must contain a clear description of the supervision lines available to the resident/fellow,
- Lack of a written policy could preclude resident from rounding on that service during weekends.
- After-Hours Coverage of Patients on Rotation Services - Residents assigned to inpatient or consultation services will be available to take pages concerning patients on their assigned services to provide continuity of care. This must be balanced with work hours that do not preclude rest and reasonable personal time.
  - Residents assigned to inpatient and consultation services must be available by pager to respond to that service's staff until 5PM on weekdays.
  - After 5PM the resident will answer pages concerning patients on these services. Prior to that time, residents on the consultation and inpatient services should contact the on-call resident to hand-off the care of their patients overnight.
  - The on-call resident will also take pages from the staff of these services on weekend days, except for those times that the residents doing weekend rounds is responsible for this duty, as described by the individual rotations' weekend policy.
  - The line of supervision for the on-call resident concerning these calls will be the attending covering that service's call duty.

### **Moonlighting**

Creighton University Psychiatry Residents and Child Psychiatry Fellows are allowed to moonlight. Because residency education is a full-time endeavor, moonlighting activity is only allowed with approval of the residency program director and must be in compliance with the departmental and institutional moonlighting policies and procedures.

### **Resident Duty Hour Logging**

- Work hour compliance will be monitored using New Innovations logs, rotation evaluations (for both residents and attendings) and at semi-annual training director meetings. Failure to log weekly will result in vacation time being held until they are up to date. Failure to comply could also result in “under review” or other corrective action.
  - Residents are required to document their duty hours in New Innovations on a

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weekly basis.

- In the case of a duty hour violation, the resident must document on why there was a violation. The program director will then review and document on that violation. A violation may be justifiable, but the program director must approve.
- Violations - Caseloads will not be so heavy as to cause the resident to exceed the weekly limit on resident duty hours. The training director will respond to reports or evidence of excessive duty hours by:
  - Discussions with appropriate house staff and attendings
  - Use of logs to document time spent on duty.
  - Modify rotation or call schedules to ensure compliance.
  - If necessary, remove residents from an offending rotation.

Caseloads will not be excessive as to negatively impact a resident's physical and/or emotional well-being. This will be monitored by the resident's attending on each rotation and/or other staff who work with the resident and by the training director at the semi-annual meetings. If there is evidence of resident stress or fatigue:

- The attending will explore the situation with the resident initial duty.
- If the attending is unable to resolve the issue, it will be referred to the Program Director.
- The resident may bring concerns directly to the Program Director at any point.

### **REFERENCES**

<https://www.acgme.org/>

For additional information regarding the Graduate Medical Education policies, please see their policies at the following link:

<https://www.creighton.edu/medicine/residencies-fellowships/residencies-fellowships-omaha/graduate-medical-education-office/policies>

### **AMENDMENTS OR TERMINATION OF THIS POLICY**

Creighton University reserves the right to modify, amend or terminate this policy at any time.

*The GME policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.*