General Guidelines.

Policy: All fellows will log all their duty hours whether internal or external to the program.

Procedure:

It is the responsibility of the Pulmonary, Critical Care Medicine Division fellows for accurately reporting their duty hours, by logging them on the New Innovations web site https://www.new-innov.com/login/. This is a professional responsibility and a requirement of the Accreditation Council for Graduate Medical Education (ACGME).

1. Duty hours are defined as all clinical and academic activities related to the program; i.e., patient care, 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.

2. The fellowship program coordinator will review duty hours periodically. Fellows who are noncompliant in logging hours will be contacted by the Program Director.

3. Fellows who have duty hour violations will be notified and documentation must be submitted, identifying the reasons for the violation and how the program might prevent the issue(s) in the future.

4. Fellows not logging hours in a timely fashion will not have vacation approved by the Program Director.

5. All of the following must be logged in New Innovations:

   1. External Moonlighting
   2. Weekend Call
   3. Home Call (called in)
   4. Internal Moonlighting
   5. Normal Working Hours