

## Resident Duty Hour Documentation Policy

(Excerpted from the Policy and Procedure Manual)

### A. Documentation of Duty Hours

Residents are expected to document their duty hours on all rotations so as to assess compliance with duty hours and to allow the program to make systematic changes in rotations not meeting regulation.

Internal medicine rotations are divided into “high” and “low” risk programs based on the possibility for duty hour violations. “High” risk rotations include: OHSU and VA Wards, OHSU and VA MICU/CCU, Providence Wards, VA and OHSU Emergency Medicine. All other rotations will be considered “low risk”.

#### i. Expectations High Risk Rotations:

Residents:

1. Will document duty hours weekly on the following rotations:
  - i. OHSU: MICU; CCU; General Medicine Wards, Emergency Department
  - ii. VAMC: CMICU; General Medicine Wards, Emergency Department
  - iii. Providence: General Medicine Wards
2. Will receive a reminder notice each week if not in compliance.

#### ii. Expectations Low Risk Rotations:

Residents:

1. Will promptly complete the the survey containing questions regarding duty hour compliance sent at end of low risk rotations.
2. Failure to complete documentation of duty hours within 14 days of the completion of the rotation will result in a notation under Professionalism in the resident’s ACGME Competencies portfolio.
3. The occurrence of 2 notations within any academic year will result in formal counseling.
4. The accumulation of **3 or more** notations will lead to disclosure in future employment communications (fellowship and job applications) and credentialing requests.

#### iii. Residency Program Will:

1. Monitor and track adherence to Duty Hour Documentation Policy.
2. Send weekly reminders to residents on high risk rotations.
3. Send a notation prior to the official letter being placed in the resident’s portfolio.
4. Review of duty hour documentation will occur during semi-annual performance reviews as a component of the Professionalism Competency.