“Resident” means a physician in an Accreditation Council for Graduate Medical Education (ACGME) accredited Emory Training Program for a clinical specialty. Unless otherwise specified, “resident” includes fellows in an ACGME accredited Emory Training Program for a clinical subspecialty. Emory residents or fellows in non-accredited training programs or those accredited by other organizations such as member boards of the American Board of Medical Specialties should be considered included in these policies if their salaries are managed by the Emory Office of Graduate Medical Education or unless specifically excluded by the Emory Graduate Medical Education Committee (GMEC) or Associate or Assistant Dean for GME (the Designated Institutional Officials or “DIO”).

6. A Resident DUTY HOURS POLICY
The GMEC follows guidelines established by the ACGME regarding the clinical learning environment including those related to duty hours for residents in accredited training programs as defined in the ACGME Common Program Requirements (CPR). Duty hours are defined as all clinical and 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.

**General Guidelines**

1. Residents are responsible for accurately reporting their duty hours, including all time spent in Internal and External Moonlighting, per program requirements, and for honestly reporting concerns of non-compliance.
2. Program Directors are responsible for monitoring and enforcing compliance with duty hour guidelines.
3. If specialty/subspecialty-specific program requirements for duty hours as defined by an individual ACGME Review Committee (RC) are more restrictive than the CPR, then the duty hour requirements of that RC will apply for residents in that specialty/subspecialty program and will supersede the CPR.
4. Concerns regarding duty hours may be reported to the Associate or Assistant Dean for GME or through the Confidential Helpline 1-888-594-5874. Concerns may be reported anonymously.

**Specific Guidelines**

The ACGME duty hour requirements are found within the CPR on the ACGME web site (https://www.acgme.org/Portals/0/PFAssets/ProgramRequirements/CPRs_07012016.pdf, accessed 01/03/2017). The 2011 ACGME guidelines are summarized in appendix D.1 below, but Emory programs are required to follow the most recently approved ACGME version of the CPR.

All programs must have policies for duty hours that at a minimum meet the ACGME's institutional and program requirements. Programs must monitor in-house and from-home duty hours on an ongoing basis in a way that provides accurate data. The GMEC Duty Hour Subcommittee (“Subcommittee”) has established reporting requirements, one of which is that each monitoring period must be 4 weeks in length, not a moving average or extrapolated from a shorter length of time. With GMEC oversight, the DIO and the Chair of the Subcommittee will review program data resulting from internal reviews, annual administrative processing sessions, random audits and other times as determined by the DIO, the GMEC...
or by the Duty Hours Subcommittee. If a program has received approval from the ACGME to extend the 80-hour weekly duty hour limit, if the program received a duty hour citation or if an internal review reveals a duty hour issue, then these training programs must send reports to the sub-committee at a minimum of every other month.

Program Directors must monitor call-from-home duty hours in terms of frequency and characteristics to assure that residents and fellows are following basic guidelines established by the ACGME.

**6.A.01: Transportation Option for Residents Too Fatigued to Return Home Safely**
For residents/fellows who may be too fatigued to drive home, the GME Office has arranged for residents/fellows' transportation home with a next day return trip through Lyft at **NO EXPENSE TO RESIDENTS/FELLOWS!!!** This service must only be used to transport resident/fellows from hospital to home and return to the hospital. All rides will be audited.

**Set Up Instructions:** 1) Accept initial invite from Lyft via email (Emory email only) 2) Download Lyft App 3) Make “Emory-GME” default payment method for “Business” profile

**To Request Ride:** 1) Set Destination 2) Select “Business” for payment 3) Request ride

**6.A.02: Duty Hour Reporting for Residents on Off-Service Rotations**
This section of the Duty Hour Policy aims to establish a process that will address duty hour compliance in a rapid and timely manner when a resident is rotating onto another Emory ACGME training program’s clinical service (off-service rotations). Problems regarding compliance with duty hour guidelines should be reported to the Chief Resident of the accepting training program. If the Chief Resident does not respond to the report of noncompliance, then the resident must make a report to the Program Director of the sending program. The Program Directors of the two programs must address the issues that led to the violation of the guidelines. The resident may escalate notification to the GME Office at any time, as must the Program Directors if a timely resolution is not established. When escalated to GME, the Associate Dean for GME will report to the Chairs of the two training programs and has the option of reporting to the Dean if the issues are not settled in a timely manner.

The GME office maintains a direct phone line to receive confidential complaints about all issues including duty hours. This phone number 1-888-594-5874 is private and secure. The Associate or Assistant Dean for GME will respond to the recorded messages as appropriate.

**6.A.03: Duty Hour Extensions**
On occasion, individual programs could determine a need to extend the ACGME’s 80-hour work week requirement rule up to a maximum of 10% above the current limit or a total of 88 hours per week, in accordance with ACGME requirements. This extension must be approved by the Emory GMEC. If the request to extend work hours has been approved by the GMEC, then Program Directors must petition their specialty RC for permission to extend hours. The letter from the GMEC must be used when communicating to the RC.

Program Directors must use the following guidelines to petition the GMEC.

1. Program Directors requesting an extension of duty hours must do so in writing to the Associate Dean for GME.
2. Exceptions will only be considered for specific rotations. Blanket exceptions for a duty hour exemption will not be considered.
3. The letter must include the following information:
   a. A description of the resident's work week to delineate specific problem areas,
   b. A clear explanation of why the program cannot maintain the 80-hour limit,
c. A clarification of the RC requirements the program will not meet if residents work 80 or fewer hours,
d. Planned monitoring procedures to assure that residents will not work greater than 88 hours per week,
e. Information describing how the program will monitor, evaluate and ensure patient safety with extended resident work hours,
f. A sound educational rationale that should relate to the program's stated goals and objectives for the particular assignments, rotations and levels of training for which the increase is requested,
g. The program's moonlighting policies and how the program will assure that it is accounting for these hours,
h. Call schedules for the rotation in question and
i. Evidence of faculty development activities regarding the effects of residents fatigue and sleep deprivation.

4. The Subcommittee will serve as the committee to review requests for extensions of duty hours. The Associate Dean will review the membership of the Subcommittee to assure that conflicts of interest do not enter the decision process.

5. The written findings and recommendations of the Subcommittee will be presented at the next regularly scheduled meeting of the GMEC.

6. Members of the GMEC, based on the letter from the Program Director and the findings and recommendations of the Subcommittee, will develop its report and send this report to the Program Director.

7. The decision of the GMEC is final.

8. Program Directors will not implement the extension of duty hours until approved by the appropriate ACGME Review Committee.

9. Program Directors must monitor resident work hours on a more intense basis if the ACGME has granted an extension.