# THE GEORGE WASHINGTON UNIVERSITY

# SCHOOL OF MEDICINE AND HEALTH SCIENCES

# Department of Critical Care Medicine

**Policy:** Duty Hours and Work Environment

**Program Director:** Danielle Davison, MD

**Assistant Program Director:** Katrina Hawkins, MD

**Last Revision:** June, 2015

**Program: Critical Care Medicine**

**Policy: Duty Hours and Work Environment**

**Purpose:**

This policy is designed to establish an institutional policy to ensure an appropriate work environment for all fellows of The George Washington University School of Medicine and Health Sciences and to assist program directors in the development of their individual program policy governing working environment and duty hours.

**Policy:**

Duty hours are defined as all clinical and academic activities related to the fellowship training program. This includes patient care, administrative activities relative to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled activities such as conferences. Duty hours do not include reading and preparation time spent away from the duty site.

Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities. Duty hours must be accurately logged on the on-line tracking system, E-value.net as required. Fellows will be provided with 1 day in 7 free from all educational and clinical responsibilities, averaged over a 4-week period, inclusive of call. One day is defined as 1 continuous 24-hour period free from all clinical, educational, and administrative duties. Adequate time for rest and personal activities are provided, this consists of at least a 10-hour time period between all daily duty periods and after in-house call.

In-house call, must occur no more frequently than every third night, averaged over a 4-week period. Continuous in-house call will not exceed 24 consecutive hours.

The fellow may not work on night shift for more than 6 nights in a row.

Fellows may remain on duty for up to 4 additional hours to participate in didactic activities, transfer care of patients, and maintain continuity of medical and surgical care.

Structure of Daily Rounds on the Clinical Service ICU 5-6

0700: HAND-OFF. The fellow receives hand off from night fellow.

07:30-0800: The fellow sees new admissions and sick patients

0800-0800 Clinical and case conference (except Mondays which is resident orientation)

08:30 - 12:00 Formal morning rounds with the presentation of each patients at the bedside with the ICU team.

12:00: The ICU 2 team hands off all admissions to ICU 6-5 team

1700: Evening rounds conducted at the discretion of faculty and fellow. Sign out the team

19:00: Formal Sign out to the night float fellow. Conducted in nursing lounge with charge nurse, both fellows, resident, intern, and night attending present. The night fellow handles all emergencies, admissions and takes all calls at night.

ICU 2 Service – See Goals and objectives.

Structure of Responsibilities for Non-Clinical Weeks

The non-clinical weeks are composed of unstructured study time, research activities, required conference attendance, elective conference attendance, and meetings with faculty advisors regarding research projects, journal review, and focus discussions of areas of concentration.

Structure of Responsibilities for Night Float Weeks

The fellow covers the night float service Thursday through Tuesday from 19:00 to 07:00 am. There is an additional fellow that works Wednesday evening (same hours) so to avoid the too many evenings in a row. The fellow's responsibilities include completion of any outstanding procedures and chores, response to emergencies, and assisting the team with continuity of care and new admissions. The night float updates the clinical service fellow at 07:00 and has no clinical responsibilities until the next shift. During the night float week, the fellow attends all mandatory conferences and, depending on workload, attendance at other conferences is optional.

Process of Reporting Duty Hours and Ensuring Compliance:

As the sponsoring institution, The George Washington University School of Medicine and Health Sciences, through its Graduate Medical Education Committee, is responsible for promoting education and for ensuring that the working environment and duty hours are appropriate and in compliance with institutional and program requirements. This is accomplished by the GMEC through the following methods:

1. Fellows will record duty hours monthly in the Medhub system. Failure to do so will result in a deficiency in Professionalism competency.
2. Monitoring the duty hour hotline in the GME Office which allows anonymous reporting of duty hour violations. The hotline number is 202-994-9760.
3. Review of call schedules

All residents/fellows, Program Directors, and designated faculty are required to complete the sleep education training program developed and adapted from the SAFER program of the American Academy of Sleep Medicine.