Tracking Duty Hours in E*Value
for Residents and ACGME Clinical Fellows
Office of Graduate Medical Education
June 2014
Best Practices for Duty Hours Entry for Residents and ACGME Clinical Fellows
Office of Graduate Medical Education

1. Maximum hours rule: In order to view accurate reporting data on compliance, statistics and violations, trainees must run the DH 2.0 statistics/violation report to monitor their hours. Trainees should only refer to the weekly totals on the duty hours entry calendar to view cumulative hours per week (sun – sat). This is not a report and cannot be used in lieu of reports.

2. There is an important distinction between a duty hours entry of “Time off” and “Vacation.” When entering vacation, the system calculates a reduction of allowable work hours. Therefore, weekly day off should be correctly entered as “time off” and vacation must be entered as “vacation.”

3. Time off rule: Trainees are required to have one 24 hour period free from clinical duty per week. If the trainee does not enter the weekly “time off,” E*Value looks for a 24 hours period free from service when calculating the weekly time off rule violation.

4. Breaks between shift rule: Regular breaks between shifts must be 8 or more hours. When a trainee completes a shift of more than 24 hours, he/she must ensure that he/she return back to service only after a break of 14 or more hours to avoid a break between shift violation.

5. Trainees that are called back to the clinical site for clinical responsibilities must log this shift as “called in from home” to prevent a violation of the break between shift rule. If this type of entry is not available then contact your program coordinator.

6. Shift length: PGY1 residents can work a maximum of 16 hours. All other PGY ranks can work up to 24 hours with an additional 4 hours for continuity of patient care = 28 hours (if permitted by the program).

7. Transition of care (continuity of care = >24 hours) shifts must be documented by the trainee under the comments field. These will be reviewed by the program director and program coordinator.

8. Permitted shift length with transition of care: The trainee will be prompted to answer YES or NO to the question “were you assigned additional patient care responsibilities?” while logging any shifts that exceed the permitted shift length, but are less than the permitted shift length with transition of care (24 + 4 hours).

If the trainee answers No, then the shift will not be flagged for review and will appear as a violation. However, if the trainee answers Yes, then he or she will be prompted to answer any additional violation notice questions in use by the program. The shift and the trainee’s responses will be reported to the program director for review and sign-off.

9. Home call is not factored into duty hours or time off. Programs may use the hours under this log for internal tracking only. This will not appear on any duty hour reports as time worked.

10. Whenever prompted the trainees must enter comments to validate any duty hour shift that potentially violates a duty hour rule.

11. Trainees must consult with the site director and/or program director proactively should they have any concerns that they may be nearing their maximum hours per week or other duty hour violations.

12. For those trainees who have split month rotations, they must ensure they have at least four days as time off during that period. This will be factored in by the program director and Office of GME when viewing time off requirements.

The Office of GME audits the ACGME accredited training programs bi-annually in February and September. During these two audit months residents and clinical fellows in ACGME-accredited programs must be 100% logged (including time off) to be compliant.

ACGME Duty Hours Violation Rules (effective July 1, 2011)

Time off rule: All trainees require 1 day off in 7 (avg. 4 days in 28 days)
Shift Length rule: Maximum shift length 16 hours for PGY1, 24 hours for all others with an additional 4 hours for transitions of care
Break between shifts: Required 8 hours, preferred 10 hours.
Exception: 14 hour break for trainees post a transition of care shift.
Maximum hours: 80 hours per week (or 320 hours in 28 days).
Exception: PGY1s in some specialties have a max of 60 hours per week.