Documents Status: **APPROVED**

IDENT	GME12
Type of Document	Policy
Applicability Type	Department-Level
Title of Owner	Dir GME
Title of Approving Official	GMEC
Date Effective	10/15/2026
Date of Next Review	10/15/2029

TITLE: Resident/Fellow Clinical and Educational Work Hours

PURPOSE: This policy delineates the clinical and educational work hour requirements for residents/fellows training in Accreditation Council for Graduate Medical Education (ACGME) and Council on Dental Accreditation (CODA) accredited programs at UVM Medical Center.

POLICY: Graduate Medical Education (GME) medical and dental programs are responsible for ensuring their residents/fellows adhere to all requirements for clinical and educational work hours as set forth by the ACGME or CODA, respectively, by their specialty/subspecialty specific Review Committee (RC), and UVM Medical Center. Each program must have and enforce a program-specific work hours policy. The Graduate Medical Education Committee (GMEC) must oversee the adherence of all GME programs to ACGME and CODA work hours requirements. Clinical and educational work hours include in-house clinical and educational activities, clinical work done from home, and all moonlighting.

Clinical Work from Home: The availability of technology provides flexibility for residents/fellows to do work from home. It is expected that scheduling of clinical and educational activities is structured so that residents/fellows have the ability to complete most work on site during scheduled clinical work hours without requiring them to take work home. Resident/fellow decisions to leave the hospital/clinic before their clinical work has been completed and to finish that work later from home should be made in consultation with their supervisor. Hours spent completing that work must be counted toward the 80-hour maximum weekly limit,. Reading done in preparation for the following day's cases, studying, preparing for presentations and/or didactics, and research done from home do not count toward the 80-hour work hour limit.

Monitoring Clinical and Educational Work Hours: Residents/Fellows are required to submit a monthly work hour form via New Innovations attesting to their adherence to work hour requirements. Alternatively, a program's residents/fellows may be required to record their daily work hours via a specified logging system.

PROCEDURE:

1. Clinical and Educational Work Activities:
    - Patient care:
        - Inpatient and outpatient care occurring at the hospital/clinic or while at home as noted above, including care related phone calls and care coordination within the electronic health record (EHR)
        - Patient care documentation in the EHR
        - Time spent in-house during call activities
        - Moonlighting activities (internal and external)
    - Education/Academic/Administrative:
        - Scheduled academic activities such as conferences or unique educational events,
        - On-site research,
        - Time spent at regional/national conferences/meetings when attendance at the meeting is required by the program, or when the resident/fellow is acting as a representative of the program (i.e. presenting a paper or poster). Only actual meeting time counts towards work hours. Travel to and non-conference time at regional/national conferences and meetings are excluded from work hours reporting,
        - Hours spent on activities that are required by accreditation standards, such as membership on a hospital committee, or that are accepted practice in residency/fellowship programs, such as participation in resident/fellow recruitment.
2. Residents/Fellows must be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during their working hours.

3. ACGME Common and RC Clinical Experience and Education requirements (ACGME CPR, RC 6.20-6.28.a.) delineate the work hours requirements.
4. Each GME program's policy must include procedure(s) to ensure coverage and continuity of patient care in the event that a resident/fellow is unable to attend work due to fatigue, illness, family emergency, and medical, parental or caregiver leave. These policies must be implemented without fear of negative consequences for the resident/fellow who is or was unable to provide the clinical work.
5. Monitoring:
    - Residents/Fellows must complete the monthly "Clinical Experience and Education" form in New Innovations unless the GMEC grants a program an exception, e.g., when a program's residents/fellows are required to log daily hours.
    - Residents/Fellows are not expected to complete a monthly "Clinical Experience and Education" form while on maternity, caregiver, disability medical, or other approved leave.
    - The GMEC reviews duty hours compliance reports quarterly.
    - Programs not in full compliance are expected to implement action plan(s) to bring their program into compliance. The GMEC may develop corrective action plan(s) for programs that fail to develop and implement action plans to resolve work hours non-compliance.

DEFINITIONS:
GME Programs – UVM Medical Center residency and fellowship training programs accredited by ACGME.

REFERENCES: Accreditation Council for Graduate Medical Education, Institutional and Common Program Requirements

REVIEWERS: Dir GME

OWNER: Dir GME

APPROVING OFFICIAL: DIO, GMEC

DISCLAIMER: Only the online policy is considered official. Please compare with on-line document for accuracy.