

CHRISTIANACARE

POLICY:	Timeliness for Completion of Clinical/Education Work Hours Reporting
DEPARTMENT:	Academic Affairs - iLEAD
DATE OF ORIGIN:	June 16, 2011
LAST REVISION DATE:	December 2021
REGULATORY REFERENCE:	Academic Affairs

POLICY:

Residents/fellows are responsible for completion of his/her clinical education work hours. Records must be kept current and must include all hours worked (moonlighting, on call, night float, day(s) off) etc. Hours worked and time off must comply with the ACGME Clinical/Education Work Hours Requirements (effective July 2017). All hours must be submitted at the end of each rotation, supervised, and monitored as per program protocol.

PURPOSE:

Work Hour reporting is the mechanism ChristianaCare uses for determining adherence to the ACGME Clinical/Education Work Hours Requirements, monitoring and reporting of all duty hour activity.

SCOPE:

All graduate medical education programs at CC.

PROCEDURE:

Timeliness for Completion. All work hour reporting should be kept up to date and current.

- **NOTIFICATION PROCESS FOR INCOMPLETE RECORDS:** Residents will be notified by the Program Director or Coordinator of any incomplete work hour reporting.
- **DELINQUENCY CONSEQUENCES:** Residents/fellows are expected to enter Clinical/Education Work Hour reporting daily and not less often than every 7 days. Effective July 1, 2011, residents/fellows who are more than one week deficient in reporting clinical/education work hour reporting will receive warning notification from the Program Director, beginning on the 8th day of delinquency. If the resident is more than 28 days delinquent in clinical/education work hour reporting, they will receive a delinquency notification from the Academic Affairs - iLEAD Office (beginning day 29), their supplemental educational fund will be frozen, and that fund will be decreased at a rate of \$50 per week until the clinical/education work hour reporting is current. Continued violations will be addressed, up to and including termination of the resident.

Program Directors may initiate more stringent policies or procedures, should this be in the best interest of the program or department.

Failure to complete clinical/education work hour reporting in a timely fashion is a personal responsibility and becomes a matter of record. A deficient pattern of clinical/education work hour reporting completion will be submitted to the DIO. Repeat offenses may be treated as academic violations.

There will be no exceptions to this policy. Repeated failure to complete clinical/education work hour reporting in a timely manner will result in disciplinary action up to and including termination from the graduate medical education program.

SIGNATURES/APPROVALS:

A handwritten signature in black ink, appearing to read "H. Dival". The signature is fluid and cursive, with a prominent initial "H" and a long, sweeping tail.

Reviewed 1/2/2025

DO, FACP, FAAP
Associate Designated Institutional Official