

<b>POLICY AND PROCEDURE</b>  <b>AND RURAL HEALTH CLINICS / CENTERS</b>	<b>Code No.      HR RES 05</b>
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	Effective Date:  Last Review              05/06/2025 GMEC Board              05/06/2025 Approval Date
<b>DEPARTMENT:</b> HUMAN RESOURCES RESIDENCY	
<b>SUBJECT:</b> Work Hours and Adequate Rest between Shifts	

**PURPOSE:** Guideline to ensure rest is scheduled and wellness managed.

**SCOPE:** All Residents

**COIMPLIANCE RESPOINSIBILITY:** GMEC

**POLICY:** To ensure that Residents have adequate rest between scheduled duty periods and after in-house call.

**PROCEDURE:**

A. Program Director Responsibilities:

- a. The Program Director will oversee scheduling of duty hours to ensure that residents never have a shift longer than 24 hours and always have 8 hours off between shifts not to exceed 80 hours per week averaged over 4 weeks.
- b. The Program Director will inform faculty and attending physicians of the importance of residents adhering to scheduled hours.
- c. The Program director will review all reported variances from this with the residency.
- d. The Program Director will monitor resident moonlighting to ensure that moonlighting does not exceed the required rest periods.
- e. Residents should have at least eight hours off between scheduled clinical work and education periods. However, they may choose to return to the hospital with fewer than eight hours off to care for their patients, provided this occurs within the context of the 80-hour weekly limit and one-day-off-in-seven requirement.
- f. Night float rotations must adhere to the 80-hour weekly limit and the one-day-off-in-seven requirement. The maximum number of consecutive weeks of night float, and the maximum number of months per year, may be further specified by the relevant Review Committee.
- g. Residents must not be scheduled for in-house call more frequently than every third night, averaged over a four-week period.
- h. Time spent on patient care activities during at-home call must count toward the 80-hour weekly limit. While the frequency of

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at-home call is not subject to the every-third-night limitation, it must allow for one day in seven free of clinical work and education, averaged over four weeks. At-home call must not be so frequent or taxing as to preclude rest or reasonable personal time for each resident.

- i. The Program Coordinator conducts weekly surveys to monitor compliance and identify any potential program violations. Survey results are reviewed promptly to ensure timely corrective actions if necessary.
- j. In the event of a violation, the resident is required to notify the Program Director (PD) immediately. The PD will arrange for a back-up resident or faculty member to assume duties as needed to maintain continuity of care and adherence to duty hour regulations.
- k. To support resident wellness and compliance with rest requirements, both an on-call room and an apartment will be made available for residents to use as needed.

#### B. Faculty Responsibilities:

- a. Faculty and attending physicians are responsible for oversight of resident workload and resident team functions to ensure that anticipated tasks can reasonably be completed during assigned shift.
- b. Faculty and attending physicians are responsible for being aware of signs of fatigue in residents and for teaching residents about their responsibility to get adequate rest.

#### C. Program Coordinator Responsibilities:

- a. The program coordinator is responsible for creating individual resident schedules to ensure that residents never have a shift longer than 24 hours and always have 8 hours off between shifts.
- b. The program coordinator is responsible for ensuring that any changes in resident schedules adhere to these hour limitations.
- c. The program coordinator is responsible for collecting each resident's report of Rotation Hours Worked at the end of each block and to alert the program director of any variance.

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**D. Resident Responsibilities:**

- a. All Residents are responsible for arriving at the beginning of their scheduled shifts and leaving at the end of their scheduled shifts.
- b. Residents are responsible for communicating with attending faculty when the workload exceeds that which can be managed in the allotted time.
- c. Residents are responsible to use scheduled time off to get adequate rest before their next scheduled shift.
- d. Residents are responsible for completing and returning their Rotation Hours Worked reports to the residency coordinator at the end of each block rotation.

**E. Program Responsibilities**

- a. Alertness Management/Fatigue Mitigation.  
The program will:
  1. Educate all faculty members and residents to recognize the signs of fatigue and sleep deprivation.
  2. Educate all faculty members and residents in alertness management and fatigue mitigation processes; and,
  3. Adopt fatigue mitigation processes to manage the potential negative effects of fatigue on patient care and learning, such as naps or back-up call schedules.
  4. The program will have a process to ensure continuity of patient care in the event that a resident may be unable to perform their patient care duties.
- b. The sponsoring institution must provide adequate sleep facilities and/or safe transportation options for residents who may be too fatigued to safely return home.