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| Policy Title: Clinical Student Duty Hours | |
| Accountable Dean or Director: Senior Associate Dean for Curricular Affairs | |
| Approved By: Executive Oversight Committee | |
| Approval Dates: November 2020 6/2/2023 | |

RELEVANT LCME STANDARDS:

8.8 Monitoring Student Time

POLICY:

I. Duty Hours:

- Duty hours in Years 3 and 4 related to clinical and educational activities must be limited to 80 hours per week, averaged over the clerkship period.
- Duty hours during a typical week:
 - *Include*: all clinical and educational activities where a student is physically present in the hospital or clinic—direct patient care (e.g., rounding, seeing patients) and their attendant administrative duties (e.g., completing medical records, ordering and reviewing lab tests); time spent when a student is on overnight in-house call; time in scheduled academic activities such as didactics (synchronous or asynchronous) and conferences; time spent completing mandatory clerkship assignments (e.g. online modules, watching recorded lectures); and time in required longitudinal experiences.
 - *Exclude*: time spent commuting, reading, studying, or preparing academically at home or away from the patient care site (e.g., preparing for presentations or conferences, studying for exams); or on hospital premises for activities that are not scheduled as part of the student’s clerkship.
- Students must have a minimum of 8 hours free of duty between scheduled duty hours/shifts.
- Students must be provided with a continuous 24 hours off during every seven days of duty, free from all clinical and educational responsibilities.
- Students must attend to clerkship duties on the day before their NBME Subject Exam Assessment Day. Clerkship duties must end no later than 5:00 pm on that day.

- During Year 3, students are given one half day of protected FlexTime for every four weeks of curriculum.
- During Year 4, students are given one full week of protected FlexTime after Match Week.

II. In-House Call Activities:

- In-house call is defined as those duty hours added to the normal work shift when students are required to be immediately available in the assigned patient care site.
- Students must be scheduled for in-house on-call activities no more frequently than every third day.

A. In-House Extended Day Call

- In house extended day call is defined as those duty hours added to the normal work shift, if overnight in-house call is not required
- Extended day call ends no later than 9:00pm and the student is expected to return the next morning (no earlier than 5:00am on any service)

B. In-House Overnight Call

- In-house overnight call is defined as those duty hours added to the normal work shift when students are expected to be immediately available overnight in the assigned patient care site.
- If a student is required to be on overnight in-house call, following regular duty hours/shifts, then the student is required to be off duty by 9:00 am the next morning.

III. Night Float Rotation:

- Night float is defined as duty hours that occur in the late evening or overnight, with time off during the day to rest.
- Night float rotation is considered shift work and not an in-house call.
- Night float rotation should not exceed 5 nights in a row; at a minimum, there are 8 hours off between shifts.

PROCEDURE:

- The Curricular Affairs Support Team disseminates the duty hours policy to Clerkship Directors and Site Directors at the beginning of each academic year.
- Clerkship Directors disseminate the duty hours policy to clerkship faculty and house staff at all clinical training sites annually.
- Residents, Faculty and non-educators receive the policy at the beginning of each academic year.
- Students receive and review the policy prior to the start of Year 3 and during each clerkship's Orientation.
- Anonymous end-of-clerkship evaluations allow students to report violations to duty hours and the data are reviewed quarterly by the Clinical Curriculum Subcommittee (CCS). Yearly reports on student duty hours are presented to the Executive Oversight Committee (EOC).