

**UC Riverside, School of Medicine Policies and Procedures****Policy Title:** Duty Hours**Policy Number:** 950-06-015

<b>Responsible Officer:</b>	Senior Associate Dean, Medical Education
<b>Responsible Office:</b>	Office of Medical Education
<b>Origination Date:</b>	
<b>Date of Revision:</b>	<del>01/26/2017</del> 05/20/2021
<b>Scope:</b>	This Policy applies to Years 3 and 4 Clerkship Program

**I. Policy Summary**

Clerkships must provide students with adequate time for individual study, sleep and relaxation. The following policies set forth the acceptable amount of time that clerkships may require of students. "Duty hours" include inpatient and outpatient clinical activities and scheduled academic exercises such as conferences and lectures that are related to the clerkship.

**II. Definitions**

Accreditation Council for Graduate Medical Education (ACGME)

Assessment and Evaluation Subcommittee (AES)

Medical Education Committee (MEC)

Clerkship Curriculum Subcommittee (CCS)

ACGME: Duty hours are defined as all clinical and academic activities related to the program; i.e., patient care (both inpatient and outpatient), administrative duties relative to patient care, the provision for transfer of patient care, time spent in house during call activities, and scheduled activities, such as conferences. Duty hours do not include reading, self-study and preparation time spent away from the duty site.

**III. Policy Text**

- A. All clerkships must be committed to and be responsible for promoting patient safety and medical student well-being and provide a supportive educational environment. Clerkships must ensure that faculty provide appropriate supervision of medical students in patient care activities.
- B. All 3rd and 4th year medical students will follow the same duty hour regulations mandated by the ACGME for residents.
- C. Duty hours are limited to no more than 80 hours per week averaged over four weeks including all overnight and evening call.
- D. Students should be scheduled for 10 hours away from their site between shifts. Just as individual practices vary, actual office hours at each site may vary.

- E. Students should be respectful and adaptable to the schedule expected at the physician's office/hospital site.

#### **IV. Responsibilities**

Assessment and Evaluation Subcommittee (AES)

Medical Education Committee (MEC)

Clerkship Curriculum Subcommittee (CCS)

- A. The MEC is responsible for the curriculum of the medical education program, along with program's administration and leadership. MEC develops and implements policies regarding the amount of time medical students spend in required activities, including the total number of hours medical students are required to spend during a given week in the clerkship phase of the curriculum.
- B. Work hours reports for clerkships is generated by the Office of Assessment and Evaluation and reviewed by the AES every 6- and 12-months.
- C. The CCS and the Associate Dean for Clinical Medical Education will regularly monitor the reported work hours of students of the individual clerkship and each clerkship clinic site every 6- to 12-months each year.

#### **V. Procedures**

A. Reporting of Work Hour and Work Hour Violations by Medical Students

- 1. Students log work hours in the designated online system.
- 2. Students review their work hours at the Mid-clerkship feedback session with the designated faculty at the site.
- 3. Failure to adhere to duty hour expectations is considered to be student maltreatment and all reporting mechanisms for student maltreatment are available to students.
  - i. This includes direct reporting to the clerkship director, block director, associate dean for clinical medical education, the senior associate dean for education or the senior associate dean for student affairs.
  - ii. This also includes direct reporting to the Grievance Committee with both formal and informal follow up available.

B. Institutional Communication and Monitoring of Work Hours

- 1. Any quality or comparability performance gaps related to work hours regulations requires a continuous quality improvement strategic plan for closing the gap to be filed in writing and by an oral presentation by the Clerkship Director to the Clerkship Curriculum Subcommittee and the Associate Dean for Clinical Medical Education.
- 2. The School of Medicine also utilizes a live dashboard where members of the UME team can track duty hour violations.
- 3. Work Hours policies are communicated to all students via the Student Handbook and at orientations by the Clerkship Director. A copy of this work hours policy is also sent electronically (e.g., DocuSign) once a

year to all faculty and non-faculty instructors (e.g., residents) in every required clerkship.

**VI. Forms and Attachments**

Not Applicable

**VII. Related Information**

*Medical Student Handbook*

**VIII. Revision History**

Approval(s):

COMPLIANCE COMMITTEE (04/25/2017)

---

PAUL HACKMAN, J.D., L.L.M.  
COMPLIANCE AND PRIVACY OFFICER,  
SCHOOL OF MEDICINE

---

DEBORAH DEAS, M.D., M.P.H VICE  
CHANCELLOR, HEALTH  
SCIENCES DEAN, SCHOOL OF  
MEDICINE