



POLICY TITLE: <i>Duty Hours Policy</i>	APPROVAL DATE: <i>August 3, 2017</i>
RESPONSIBLE DEPARTMENT: <i>Office of Medical Education</i>	APPLIES TO: <i>M3 & M4 Students</i>

POLICY STATEMENT

Introduction

In an effort to effectively train and educate medical students it is necessary to comply with the following guidelines related to attendance limitations in clinical educational experiences. This policy is intended to prevent fatigue and the inability of medical students to master the essential concepts of the assigned experience.

Attendance Limitations on Student Assignments

- A. The following attendance limitations must be implemented and enforced for all clinical experiences:
1. For all clinical sites (hospital, nursing home, clinic, etc.), the maximum number of required hours should not exceed 80 hours per week, averaged over a 4-week period. A written explanation must be submitted to the clerkship director explaining any week with more than 80 hours.
 2. Overnight in-house call should not be assigned more than an average of every third day and not the day before administration of the end of the clerkship examination.
 3. An average of one day (24 hours) in every seven must be free of clinical responsibilities (including seminars, clinic, rounds, lectures), averaged over a four week period.
 4. In-house consecutive duty hours cannot exceed 24 hours.
 - a. It is essential for medical student education that effective transitions in care occur. 4 additional hours after the initial 24 hours may be used for transitions of care and educational purposes. Medical students must not be assigned new additional clinical responsibilities after 24 hours of continuous in-house duty.
 - b. If medical students are assigned shifts, the students should have 10 hours off between shifts.
 5. The Student Duty Hours Policy and how to report violations are to be discussed during the orientation to each clerkship

B. Violations in Student Duty Hours Policy

If violations occur, the procedure for reporting duty hour violations will be as follows:

1. Verbal reporting will occur first through supervising clerkship director, site preceptor and/or the Office of Student Affairs.
2. End of clerkship evaluations occur after every required clerkship, acting internship, specialty clerkship, and elective clerkship. Duty hours reporting occurs on these evaluations.

3. Students may access the online Anonymous Learning Environment Reporting System (ALERT) form to report violations of duty hours. These reports will be reviewed by the Associate Dean of Medical Education upon submission.

**Link to ALERT – Anonymous Learning Environment Reporting System
online form:**

[http://comdo- wcnlb.uc.edu/EMOS/Resources/ReportMistreatment.aspx](http://comdo-wcnlb.uc.edu/EMOS/Resources/ReportMistreatment.aspx)

The above guidelines do not account for independent study time aside from clinical responsibilities or other activities in which students choose to participate.