


Name of Policy: <u>Pharmacy Residency Duty Hours Policy</u> Policy Number: 3364-133-142 Department: Pharmacy Approving Officer: Senior Hospital Administrator Responsible Agent: Director of Pharmacy Scope: UTMC Department of Pharmacy	 Original Effective Date: 5/18/2022
<input checked="" type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

PGY1 Pharmacy residents shall follow American Society of Health-Systems Pharmacy (ASHP) requirements for duty hours restrictions.

(B) Purpose of Policy

The intent of the Duty Hours policy is to establish and define the requirements for pharmacy resident work hours such that appropriate rest and time away from work functions support a safe work environment for residents and the patients they care for.

(C) Procedure

1. Definitions

- a. Duty hours: Duty hours are defined as all scheduled clinical and academic activities related to the pharmacy residency program. This includes inpatient and outpatient care; in-house call; administrative duties; and scheduled and assigned activities, such as conferences, committee meetings, and health fairs that are required to meet the goals and objectives of the residency program. Duty hours must be addressed by a well-documented, structured process.

Duty hours do not include: reading, studying, and academic preparation time for presentations and journal clubs; travel time to and from conferences; and hours that are not scheduled by the residency program director or a preceptor.

- b. Schedule duty periods: Assigned duties, regardless of setting, that are required to meet the educational goals and objectives of the residency program. These duty periods are usually assigned by the residency program director or preceptor and may encompass hours which may be within the normal work day, beyond the normal work day, or a combination of both.
- c. Moonlighting: Any voluntary, compensated, work performed outside the organization (external), or within the organization where the resident is in training (internal), or at any of its related participating sites. These are compensated hours beyond the resident's salary and are not part of the scheduled duty periods of the residency program.
- d. Continuous duty: Assigned duty periods without breaks for strategic napping or resting to reduce fatigue or sleep deprivation.

- e. Strategic napping: Short sleep periods, taken as a component of fatigue management, which can mitigate the adverse effects of sleep loss.
2. Duty Hours Tracking:
 - a. Duty hours will be recorded in the PharmAcademic system within each resident's individual profile.
 - b. Duty hours must be reviewed quarterly, at a minimum, by the RPD and resident.
 - c. Any duty hours violations must be reported to the RPD within one calendar week.
 3. Maximum Hours of Work per Week and Duty-Free Times:
 - a. Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all inhouse call activities and all moonlighting.
 - b. Moonlighting (internal or external) must not interfere with the ability of the resident to achieve the educational goals and objectives of the residency program.
 - c. Mandatory time free of duty: residents must have a minimum of one day in seven days free of duty (when averaged over four weeks). At-home call cannot be assigned on these free days
 - d. Residents must have 10 hours free of duty between scheduled duty and must have at a minimum 8 hours between scheduled duty periods.
 4. Maximum Duty-Period Length
 - a. Continuous duty periods of residents should not exceed 16 hours. The maximum allowable duty assignment must not exceed 24 hours even with built in strategic napping or other strategies to reduce fatigue and sleep deprivation, with an additional period of up to two hours permitted for transitions of care or educational activities.
 - b. Should a situation call for in-house call with continuous duty beyond 16 hours:
 - i. Continuous duty will not exceed 24 hours
 - ii. The resident will be provided access to a sleeping area for strategic napping
 - iii. The resident may be relieved from call prior to 24 hours if the supervising pharmacist deems them too fatigued to safely maintain on call responsibilities. In this case, the RPD will be notified immediately and will arrange alternative coverage if needed
 - iv. Following in-house call of 16-24 hours, there must be an uninterrupted 16 hour period free of scheduled duty
 5. Moonlighting Requirements (
 - a. All moonlighting hours are counted toward residency duty hours
 - b. All moonlighting shifts, whether internal or external, require RPD approval and acknowledgement by the primary preceptor of the current rotation
 - i. Moonlighting shift request form can be found in Appendix A, in the residency manual, and in the "blank forms" folder on the Z drive
 - c. If approved, all preceptors who serve as supervisors during the two weeks surrounding the moonlighting shift (one week prior, one week after) will be notified to be on the lookout for signs of fatigue and lack of rest.
 - d. Approval of moonlighting shift can be revoked by the RPD if signs of fatigue are present prior to the moonlighting shift
 - e. If signs of fatigue are noted after the moonlighting shift, it will be up to the discretion of the RPD and/or supervising preceptor to remove the resident from patient care activities.
 - i. Should a resident be removed from duty due to fatigue following a moonlighting shift, they will be required to take suitable PTO for a minimum of one working day to recover before returning to regular residency activities

Appendix A: Moonlighting Approval Form:

**UNIVERSITY OF TOLEDO MEDICAL CENTER
RESIDENCY PROGRAM**

**MOONLIGHTING APPROVAL FORM
(Individual request form required for each shift)**

Name _____

From _____ Thru _____
Date Time Date Time

Number of Hours (inclusive) _____

If requested shift is within the next 2 weeks, provide the total number of duty hours claimed in the last 2 week period: _____ hours

If requested shift is beyond 2 weeks from the time of request, provide the estimated duty hours for the 2 weeks prior to the shift, based on rotation and schedule. Assume a minimum of 10 hour days and include all on-call or staffing shifts: _____ hours

By signing below, I (resident) acknowledge that I have no actual or potential conflicts with residency requirements during the requested moonlighting shift. I have reviewed the requirements for duty hours and verified that I can maintain the requirements as outlined by ASHP without violation. If at any time during my scheduled residency duty I am unable to maintain good judgement as it pertains to patient care due to fatigue or lack of meaningful rest, I am responsible for contacting my direct supervisor and residency director immediately to find a suitable replacement.

Resident Signature Date

APPROVALS:

_____ Primary Preceptor

_____ Residency Program Director

Responsibilities of residency program director or delegate: Inform all preceptors who will be supervising the resident one week prior to and one week following the shift to be on the lookout for signs of fatigue. Residency program director should be notified immediately if there is concern for poor judgement or inability of the resident to complete safe and effective patient care. List preceptors notified below:
