



Name of Procedure:

Procedures for the Reporting of Clinical and Educational Work Hours

Last Updated:

December 1, 2023

To achieve timely completion and submission of resident/fellow work hour information, the Graduate Medical Education Committee at SIU School of Medicine has approved the following procedure for all residents and fellows.

Twice each month, as defined below, a review of all resident/fellow New Innovations work hour records will be made by the Office of Graduate Medical Education (OGME) to identify those residents/fellows whose work hour reporting may be delinquent.

The two reporting intervals will be:

Interval 1: the 1st of the month through the 14th of the month.

Interval 2: the 15th of the month through the end of the month.

Work hour reporting deadlines will be:

Interval 1: the 21st of the month, by 3:00 p.m.

Interval 2: the 7th of the following month, by 3:00 p.m.

- In the instance the reporting deadline falls on a Saturday or Sunday, the reporting deadline will be moved to 12:00pm the following Monday.
- In the instance the reporting deadline falls on a holiday, the deadline will be adjusted with notification from OGME to programs of adjusted deadline date.

OGME will monitor the status of work hour entry and will send a reminder to program coordinators a minimum of 2 days before the reporting period deadline. The morning of the work hour deadline, an email will be sent to the program coordinator with notification of any residents/fellows whose work hours have not been completed for the reporting period. A second delinquency notification will be sent to the program director and program coordinator a few hours before the deadline.

If residents/fellows have not entered, approved and signed off on their hours in New Innovations by deadline, they will serve a 24 hour paid clinical suspension. OGME will notify the program director and program coordinator if a resident/fellow needs to be suspended. The 24 hour suspension must take place within 7 days of the notification. A resident/fellow cannot use vacation or leave time to serve the suspension and this will count toward days away from clinical training.

This suspension counts towards the cumulative number of suspension days as specified in the Delinquent Time Recording and Required Annual Education policy which can be reviewed online at <http://www.siumed.edu/gme/policies/a-z>.