

 <b>SIU SCHOOL</b> of MEDICINE	Name of Policy: <b>Procedures for the Reporting of Clinical and Educational Work Hours</b>
	Last Updated: <b>August 20, 2019</b>

To achieve timely completion and submission of resident duty hour information, the Graduate Medical Education Committee at SIU School of Medicine has approved the following procedure for Springfield based residents.

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

The two reporting intervals will be:

- Interval 1: the 1<sup>st</sup> of the month through the 14<sup>th</sup> of the month.
- Interval 2: the 15<sup>th</sup> of the month through the end of the month.

Duty hour reporting deadlines will be:

- Interval 1: the 21<sup>st</sup> of the month, by 3:00 p.m.
- Interval 2: the 7<sup>th</sup> 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 noon 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 duty hour entry and will send a reminder to program coordinators a minimum of 2 days before the reporting period deadline. The morning of the duty hour deadline, an email will be sent to the program director and program coordinator notifying them of any residents whose duty hours have not been completed for the reporting period.

If residents have not entered, approved and signed off on their hours in New Innovations by the 3:00 p.m. deadline, they will serve a 24 hour paid clinical suspension. OGME will notify the program director and program coordinator if a resident needs to be suspended. The 24 hour suspension must take place within 7 days of the notification. A resident 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 Medical Records and Duty Hour Records policy which can be reviewed online at <http://www.siumed.edu/gme/policies/a-z>.