ISMMS Graduate Medical Education
Work Hours FAQ

What are the maximum number of hours a resident/fellow can work each week?
A maximum of 80 hours per week averaged over 4 weeks inclusive of all in-house clinical and educational activities; clinical work done from home; and all moonlighting.

What is the maximum number of continuous hours a resident/fellow may work?
Clinical and educational work periods for residents must not exceed 24 hours of continuous scheduled clinical assignments. An additional 4 hours may be used for activities related to patient safety, such as providing effective transitions of care, and/or resident education.

How much time do resident/fellows need off between work assignments?
Residents/fellow must have a minimum of 8 hours off between duty assignments and at least 14 hours free of clinical work and education after 24 hours of in-house duty call.

How many days off are required each week?
Residents/fellows much have one 24-hour period off per week . Though the ACGME allows this to be averaged, NYS does not allow for averaging, so the free day must occur once every 7 days. At home call may not be assigned on a resident's/fellow's day off.

How should research time be logged?
If a resident/fellow is scheduled by the program for research (i.e. during a scheduled research rotation), then the time spent on research should be logged as scheduled work hours. Time spent on reading and/or research during hours not specifically scheduled by the program should not be logged.

What about unscheduled time spent on reading/preparation for specific cases?
Reading done in preparation for the following day's cases, studying, and research done from home do not count toward your work hours limits.

How should work from home such as home call be handled?
When taking home call only the time spent either taking calls or using the electronic health record should be logged (New Innov Duty Types: *Pager Call-by phone; Pager Call-in hosp*).

    Home Call Example:
- A fellow is assigned home call from 7:00 PM on Thursday until 7:00 AM on Friday.
- During that 12-hour period the fellow receives four calls that each result in approximately 15 minutes of patient care between the phone calls and notes.
- In this case, the fellow would log a lump sum of 1 hour as "clinical work from home."
- These hours count toward the 80 hours/week limit, but do not "re-start the clock" on a required 8-hour period off.

Is it a requirement to log hours spent moonlighting?
Time spent by residents/fellows in internal and external moonlighting activities must be counted toward the 80-hour maximum weekly limit. A reminder that PGY-1 residents are not permitted to moonlight.

**Who should I contact if I have concerns about Work Hours?**
Residents/fellows may report concerns or violations related to duty hours standards to the internal, confidential Duty Hours Helpline at (866) MD-HOURS or (866) 634-6877; to the Ombudspersons; and/or to the GME Office at 212-241-6694 or https://mountsinai.formstack.com/forms/gme_concerns_reporting

Please see full Work Hours Policy at end of the document

# Work Hours Logging in New Innovations

Via desktop

1. Go to **Work Hours** > **Log My Hours**
2. Select an option that best describes how you spent your time from the list on the right side of the page. For Example: Clinic
3. Optional: Choose Training Location
4. Log Hours:
    1. Click and drag the cursor over the cells that represent the time worked
    2. Right + Click the cells on a day you want to log hours for and Set the Exact Date and Time
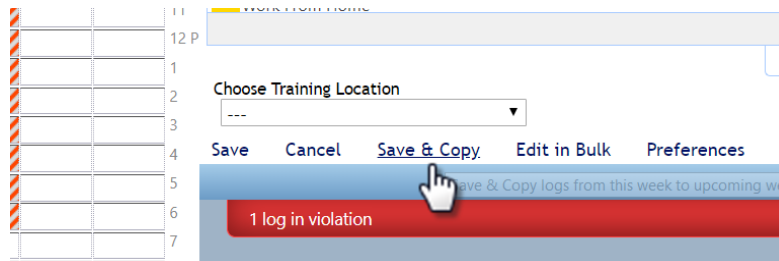5. Click Save
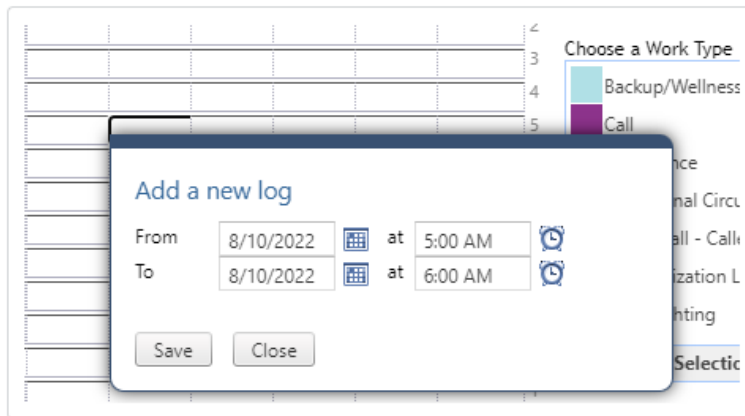
Copy a log to multiple days

1. Right click on the log you want to copy
2. Select Copy
3. Click the days you want to copy the log to
4. Click Save
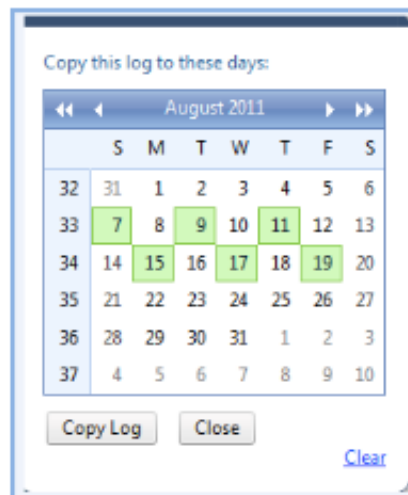
Copy a week of logs to other weeks

1. Log a week of work hours
2. Click Save & Copy on the right of the page

Rule violations on the entry grid

Entries that cause violations to the rules configured for your program show red grid lines over the entry.

Add Reason for Violation and Comment

1. Go to **Work Hours** > **Violations**
2. Click on a Rule in the Rule Column
3. Find the What caused this violation option and click **Add a Cause**
4. Select the reason from the drop-down list
5. Click **Add**
6. You may add another cause if needed
7. You may also leave a comment about the log by clicking **View Comments**
8. Add comment then **Save Comment**

Vacation Logging

Vacation is logged separately from work hours because it has an effect on the way some of the work hour rules are checked.

1. Go to *Work Hours > Log Hours > Log Vacation*
2. Complete the fields on the page
3. Select the first and last day of the vacation
4. Click **Save** to add the vacation log

3

To sign off on your hours:

1. Go to *Work Hours > Sign Off Hours*
2. Put a check in the box next to the month during which you have completed and approved your work hour logs
3. Click the **Sign Off** link at the bottom of the page

Using New Innovations Mobile App

Download the App
Scan the QR code to download the app if it's not already on your iPhone or Android device
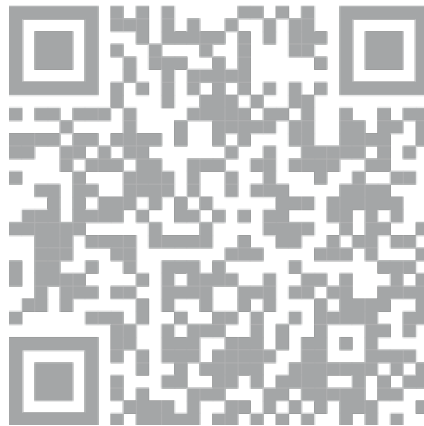
The steps below will help you use your mobile device to log your work hours
Log In

1. Enter www.new-innov.com
2. Click **Client Login**
3. Enter your institution, username and password
4. Tap **Log In**

Notes:
- If this is your first time logging into New Innovations, you'll be prompted to change your password.
- Tap **Remember Password** to have your device remember your password.
- Tap **Forgot Your Password** to reset your password.

Enter Work Hours

1. Tap Work Hours
2. Tap **Select Activity**
3. The next screen displays the rotation, work type and training location. Select your work type.
4. Tap **OK**
5. Enter the date, start and end times
6. Tap **Save**

Work Hours

You can complete some Work Hour tasks in the mobile app and others through a browser only:

Tasks	Mobile App	On the Web
Log today's work hours	✔	✔
Log work hours from 13 or fewer days ago	✔	✔
Log work hours 14+ days ago	X	✔
Log future work hours	X	✔
Log vacation hours	X	✔
Add notes/comments	X	✔
Approve work hours	✔	✔
View violations	✔	✔
Mark as "did not work" if you missed scheduled hours	✔	✔

Work Hours Policy

Policy: Clinical and Educational Work Hours

Scope: All Icahn School of Medicine at Mount Sinai (ISMMS) sponsored programs including those based at The Mount Sinai Hospital (MSH); Mount Sinai Beth Israel (MSBI); Mount Sinai Morningside and West (MSMW); New York Eye and Ear Infirmary of Mount Sinai (NYEEIMS); Mount Sinai South Nassau (MSSN); Health and Hospitals/Elmhurst; Health and Hospitals/Queens; and James J. Peters VA Medical Center.

Purpose: To establish guidelines in accordance with the ACGME and New York State requirements for the monitoring of work hours of the clinical and educational work week.

Policy: The New York State Hospital Code Section 405.4 (The Bell Commission Report) establishes guidelines for working hours of House Staff Officers. In addition, effective July 1, 2003, the Accreditation Council for Graduate Medical Education (ACGME) approved similar standards relative to supervision, on-call activities, and moonlighting. In July 1, 2011, the ACGME revised its Common Program Requirements to include additional standards related to work hours and supervision; these were in turn revised effective July 1, 2017.

As we must adhere to both sets of rules, the stricter interpretation is followed (far right column)

ACGME as of July 2017	New York State Health Code Section 405	
Hours worked ≤ 80 hours/week averaged over 4 weeks inclusive of all in-house clinical and educational activities; clinical work done from home; and all moonlighting.	Same	Same
Clinical and educational work periods for residents/fellows must not exceed 24 hours of continuous scheduled clinical assignments. Up to four hours of additional time may be used for activities related to patient safety, such as providing effective transitions of care, and/or resident education Additional patient care responsibilities must not be assigned during this time. *Note: Although PGY-1 residents can once again works 24 hour shifts, programs may elect to continue the 16-hour maximum shifts that were the rule from 2011-2017*	Cannot work more than 27 consecutive hours – after 24 hours of patient care	NYS
Residents/fellow must have a minimum of 8 hours off between duty assignments Residents/fellow must have at least 14 hours free of clinical work and education after 24 hours of in-house duty call. *There may be circumstances when residents choose to stay to care for their patients or return to the hospital with fewer than eight hours free of clinical experience and education. This must occur within the context of the 80-hour and the one-day-off-in-seven requirements.*	Minimum 8 hours off between duty assignments	NYS

One 24-hour period off per week averaged over 4 week; At-home call may not be assigned on these free days	One 24-hour period off per week NOT averaged	NYS

Work Hours rules common to both ACGME and NYS:
- On-call duty not more than every third night on average
- ER shifts cannot exceed 12 hours
- Home call – counts toward 1 day off in seven even if not called in
- Home call - if called in from home, hours count towards 80 hour rule

All training programs are required to maintain compliance with applicable work hour requirements. Compliance with working hours restrictions is monitored routinely and corrective action is developed and implemented when violations are identified.

In-House Night Float: Night float must occur within the context of the 80-hour and one day-off-in-seven requirements; The maximum number of consecutive weeks of night float, and maximum number of months of night float per year may be further specified by the Review Committee.

Maximum-In-House On-Call Frequency: Residents and fellows must be scheduled for in-house call no more frequently than every third night (when averaged over a four-week period).

Work from Home: Types of work from home that must be counted include:
- Using an electronic health record and taking calls from home
- Reading done in preparation for the following day's cases,
  Studying, and research done from home do not count toward the 80 hours.

PGY1 and PGY2 Residents: PGY-1 and PGY-2 residents may not have the experience to make decisions about when it is appropriate to utilize flexibility or may feel pressured to use it when unnecessary. Programs are responsible for ensuring that residents are provided with manageable workloads that can be accomplished during scheduled work hours. This includes ensuring that a resident's assigned direct patient load is manageable, that residents have appropriate support from their clinical teams, and that residents are not overburdened with clerical work and/or other non-physician duties.

Moonlighting: Moonlighting must not interfere with the ability of the resident to achieve the goals and objectives of the educational program, and must not interfere with the resident's fitness for work nor compromise patient safety. Time spent by residents/fellows in internal and external moonlighting must be counted toward the 80-hour maximum weekly limit. PGY-1 residents are not permitted to moonlight. Refer to **ISMMS GME Moonlighting Policy** for further Moonlighting guidelines and requirements.

Duty Hour Monitoring: All residents/fellows are asked to document the hours of work completed for no less than four weeks per quarter. Duty hour reporting periods are determined by the Office of Graduate Medical Education. Where appropriate, residents are asked to log their duty hours on a more frequent basis.

Residents enter their hours worked in the Duty Hours module of the New Innovations (NI) Residency Management Software. At the end of each reporting period (or more frequently if required), the Program Coordinator and Director report any violations of the New York State and ACGME duty hours requirements. Violations are identified in duty hour exception reports from NI and Mount Sinai's Resident Tracking software. When violations are identified, the Program Coordinator and Director are required to submit an action plan for resolving each issue identified.

The GME Office collects duty hours data and action plans from the residency training programs, verifies and analyzes the information submitted by the programs, and provides information to the GMEC, and the Program Directors. The Office for Graduate Medical Education and the GMEC may make recommendations for improvement based upon the information provided.

Residents may report concerns or violations related to duty hours standards to the internal, confidential Duty Hours Helpline at (866) MD-HOURS or (866) 634-6877; to the Ombudspersons; and/or to the GME Office (212-241-6694).