

All head and neck surgery residents are required to abide by the ACGME Common Work Hour Standards. The Y [\ Hour Requirements are listed below and FAQ's from the ACGME regarding these standards are attached in the following pages.

It is your responsibility as well as your colleagues and faculty members to be certain that you adhere strictly to these standards. I will monitor your , [\ hours on a weekly basis through a web-based program called MedHub (<https://ucla.medhub.com>). This is a user-friendly program that does not require extensive time commitment on your part but does require you to consistently enter your daily information.

I will be monitoring hours, as well as length of continuous duty and time periods off to be certain that you are getting the time off you are required to take. Chiefs and juniors who make the monthly on-call schedule need to be cognizant of these requirements when submitting the schedule to me.

If we determine that there are problems, you will be contacted, as well as the chiefs and faculty on your service to try to alleviate any on-going problems. While it may be tempting to stay so as not to miss a "great case", this defeats the purpose of the standards that have been developed to protect you and your patients.

Key Hour Requirements (ACGME: July 1, 2017)

Y [\ hours are defined as all clinical and academic activities related to the program; i.e., patient care (both inpatient and outpatient), administrative duties relative to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled activities, such as conference. Y [\ hours do not include reading away from the duty site.

Maximum Hours of Work per Week

Y [\ hours must be limited to 80 hours per week, averaged over a four week period, inclusive of all in-house call activities.

Mandatory Time Free of Work

Residents must be scheduled for a minimum of one day free of work every week (when averaged over four weeks). At-home call cannot be assigned on these free days.

Minimum Time Off between Scheduled Work Periods

- a) Residents should have eight hours between scheduled work periods. They must have at least 14 hours free of duty after 24 hours of in-house call.
- b) Residents must be prepared to enter the unsupervised practice of medicine and care for patients over irregular or extended periods. This preparation must occur within the context of the 80-hour, maximum work period length, and one-day-off-in-seven standards. While it is desirable that residents in their final years of education have eight hours free of duty between scheduled work periods, there may be

circumstances when these residents must stay at work to care for their patients or return to the hospital with fewer than eight hours free of work.

On-Call Activities

1. In-house call must occur no more frequently than every third night, averaged over a four-week period.
2. Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours. Residents may remain at work for up to four additional hours to participate in transfer care of patients, conduct outpatient clinics, and maintain continuity of medical and surgical care.
3. No new patients may be accepted after 24 hours of continuous work.
4. At-home call
 - a. Time spent in the hospital by residents on at-home call must count towards the weekly limit. The frequency of at-home call must adhere to the every-third-night limitation, but must satisfy a one-day-in-seven free of duty, when averaged over a four-week period.
 - b. At-home call must not be so frequent or taxing as to preclude rest or reasonable personal time for each resident.
 - c. Residents taking at-home call must be provided with one day in seven completely free from all educational and clinical responsibilities, averaged over a four-week period.
 - d. When residents receive a call or are called into the hospital from home, the time is counted toward their work hours.