

SUBJECT	NUMBER
CLINICAL AND EDUCATIONAL WORK HOURS	GME-6 Attachments <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
KEY WORDS	EFFECTIVE DATE
Hours, Program,	July 1, 1999
CATEGORY	LAST REVIEW DATE
Human Resources (HR)	January 2021
MANUAL	NEXT REVIEW DATE
Graduate Medical Education	January 2024
ISSUED BY	ORIGINATION DATE
Graduate Medical Education	July 1, 1999
APPLICABLE	RETIRED DATE
Applies to all HealthPartners Institute-sponsored post-graduate medical/dental trainees. The term “trainee” applies to residents and fellows	Not Applicable
REVIEW RESPONSIBILITY	CONTACT
Graduate Medical Education Committee (GMEC)	Graduate Medical Education

PURPOSE

To establish a policy for all HealthPartners Institute-sponsored post-graduate medical/dental training programs to monitor and schedule appropriate trainee clinical and educational work hours (“work hours”).

SCOPE

This policy applies to all HealthPartners Institute-sponsored post-graduate medical/dental training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), the Council on Podiatric Medical Education (CPME) and the Commission on Dental Accreditation (CODA). More detailed work hour information shall be delineated by each accrediting body and each clinical department in its respective Departmental Policy for Trainee Work Hours. The Graduate Medical Education Committee must approve all policies.

RESPONSIBILITIES/REQUIREMENTS

- A. Program work hours (including on-call work hours) must be in accordance with accrediting body requirements.
- B. The Program Director is responsible for monitoring trainee work hours in their respective department on a regular basis. The Program Director may choose their own method to monitor work hours.
- C. The Program Director is responsible for decisions regarding scheduling of work hours and addressing violations for all trainees within their scope of supervision.
- D. The GMEC will review program work hour reporting on a quarterly basis to ensure compliance with applicable requirements.
- E. The GMEC must review and approve all requests for exceptions to clinical and educational work hour requirements.

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