

<b>Title:</b> Clinical and Educational Work Hours	<b>Policy Number:</b> GME-6
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**PURPOSE:** To establish a policy for all HealthPartners Institute-sponsored post-graduate medical/dental training programs (“Sponsored Programs”) to monitor and schedule appropriate trainee clinical and educational work hours (“work hours”).

This policy applies to all Sponsored 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 may be delineated by each accrediting body. Each Program shall provide more detail in its respective Policy for Trainee Work Hours.

**DEFINITIONS:** Not Applicable

**POLICY:**

- 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.

**PROCEDURE:** See above.

**RELATED DOCUMENTS:** Not Applicable

**REFERENCE MATERIALS:** Not Applicable

**ADDITIONAL INFORMATION:** Not Applicable

**COMMITTEE/POLICY SPONSOR AND OWNER:** Graduate Medical Education Committee