

Policy Title	Medical Student Duty Hour Policy
Policy Intent	
<p>The CUSOM seeks to support students in their ability to maintain their health and well-being during their medical education. While clinical experiences necessitate demands on time within a setting, excessive hours working in a clinical setting may compromise rather than support student learning. This policy specifies the parameters under which medical students may work in clinical settings for educational purposes.</p>	
Policy Definitions	
<p><u>Duty or Work Hours</u>: Refers to hours spent on patient care and in required educational activities within the clinical setting. These hours do not include studying, reading academic preparation, or travel time.</p> <p><u>Clinical Setting providing Medical Education</u>: A site that a student is assigned in order to complete a clinical course.</p>	
The Policy	
<p>An important part of medical education involves student learning while in a clinical setting. The CUSOM has developed a medical student “duty hours” policy based on the policy requirements for second year residents (e.g., PGY-2, R-2). The CUSOM duty hour policy for medical students applies to all clinical sites providing education to medical students. Briefly, the requirement is:</p> <ol style="list-style-type: none"> 1. Students will not work more than 80 hours per week when averaged over four weeks. 2. Students will have a minimum of one day in seven off, when averaged over four weeks. 3. Students will not work more than 24 consecutive hours of scheduled participation during one period of time and no more than 4 additional hours to accomplish an effective transition of patient care. 4. Students should have 8 hours free of duty between work shifts. 5. After a 24-hour shift, students should have 14 hours free of duty. 6. No more than every 3rd night on call (excluding rotations in which students are working consecutive night or swing shifts and have days off) <p>Duty hour activities include patient care and all required educational activities. Studying, reading and academic preparation do not count towards the work hour maximums. Travel time to rotations does not count as work hours.</p> <p><u>Phase III Procedure</u>:</p> <p>During Phase III, students are required to indicate whether they have complied with duty hour policy as stated above, and if unable to comply, to provide the reason(s) for non-compliance. Duty hour compliance will be assessed randomly throughout the year and at the end of select clerkships as described below. Students should contact the clinical block or clerkship director when they are approaching duty hour limits, and discuss with block directors about how to proceed including possible schedule adjustment at the clinical site.</p> <p><u>Snapshot Surveys</u>:</p> <p>Periodically throughout the academic year (June, August, October, January, March), all active Phase 3 students enrolled in clerkships 4 weeks or longer will be asked to log duty hours every day for a week. Logging will be scheduled to avoid the first week of new blocks (orientation) and the last week of blocks (exams).</p> <p>Each day of the week, the students will receive an email invitation to complete a Qualtrics survey. Monday through Sunday, the survey will have one question that will ask the students to enter the number of hours they worked that day.</p>	

On the final survey day, the survey will have an additional question:

If you were not able to comply with Duty Hour Requirements during this course, please check the requirement that led to a violation of duty hour requirements:

- ☐ N/A
- ☐ Students will not work more than 80 hours per week when averaged over four weeks.
- ☐ Students will have a minimum of one day in seven off, when averaged over four weeks.
- ☐ Students will not work more than 24 consecutive hours of scheduled participation during one period of time and no more than 4 additional hours to accomplish an effective transition of patient care.
- ☐ Students will have 8 hours free of duty between work shifts.
- ☐ After a 24-hour shift, students will have 14 hours free of duty.
- ☐ Students will not have more than every 3rd night on call (excluding rotations in which students are working consecutive night or swing shifts and have days off)

(Comment box if any boxes checked): Please provide explanation of any areas above that you have not been able to comply with:

- The surveys will be set to send a reminder daily until each survey is complete.
- The Phase 3 Coordinator will monitor survey completion of the duty hour logs during the week and ensure completion. Each student will have a unique URL which will enable correlation of the student's schedule and duty hour logging. After the logging is completed, the survey data will be downloaded and combined with clinical site data.

End of Block Evaluations:

An evaluation question is included in the course evaluation for all clerkships 4 weeks and longer, and all sub-internships:

If you were not able to comply with Duty Hour Requirements during this course, please check the requirement that led to a violation of duty hour requirements:

- ☐ N/A
- ☐ Students will not work more than 80 hours per week when averaged over four weeks.
- ☐ Students will have a minimum of one day in seven off, when averaged over four weeks.
- ☐ Students will not work more than 24 consecutive hours of scheduled participation during one period of time and no more than 4 additional hours to accomplish an effective transition of patient care.
- ☐ Students will have 8 hours free of duty between work shifts.
- ☐ After a 24-hour shift, students will have 14 hours free of duty.
- ☐ Students will not have more than every 3rd night on call (excluding rotations in which students are working consecutive night or swing shifts and have days off)

(Comment box if any boxes checked): Please provide explanation of any areas above that you have not been able to comply with:

- For the Longitudinal Integrated Clerkships (DHLIC, COSMIC, ILMC), students will receive the end of block evaluation question by survey at the conclusion of each immersion block as well as all of the snapshot surveys given to the class as a whole. They will complete the standard course evaluation question at the conclusion of the LIC.

Review of data:

The Assistant Dean of the Clinical Curriculum will review reports including all snapshot, course evaluation and LIC immersion data annually to assess for patterns in which certain sites and/or courses are problematic in terms of duty hour violations. If problems are identified, an action plan to rectify duty hour violations will be required by the course director and surveillance will be instituted to ensure compliance with duty hour regulations moving forward.

Sub-Internships

During Sub-Internships, students should contact the Sub-Internship Director when they are approaching duty hour limits, and discuss about how to proceed including possible schedule adjustment at the clinical site. Students report awareness of and compliance with duty hour policy on required course evaluations at the end of the Sub-Internship.

Monitoring will occur with the end-of-course evaluation question being added to all sub-internship course evaluations.

Policy Title	Medical Student Duty Hour Policy
Policy Summary	This policy specifies the parameters under which medical students may work in a clinical setting providing education.
Policy Scope	Students enrolled in the Medical Degree Program, at the University of Colorado School of Medicine.
Effective Date	Continuing from prior years, see Authorization/Change History below.
Targeted Review Period	Yearly
Primary Governance Cmte	Clinical Block Directors Subcommittee
Unit or People Involved in Implementing the Policy	Clinical block directors, Phase III Operations Coordinator, Assistant Dean of the Clinical Core, Office of Student Life
CUSOM Website Location	

Authorization/Change History of Policy	
4/24/2019	Approved by the Clerkship Block Directors on April 24 th , 2019. Policy and process updated to better capture areas of non-compliance.
11/2/2016	Approved by the Curriculum Steering Committee on Nov. 2, 2016. Policy updated to remain consistent with existing policy governing resident duty hours.
8/4/2016	Added specific language regarding sub-internships at request of Assistant Dean of the Clinical Core and per conversation at CSC.
7/6/2016	Changes made and approved by CSC. Main changes: 1) remove “average over 4 weeks” from #6 and 2) specify notification applies to Phase III clinical blocks and clerkships.
3/21/2016	Existing policy formatted using policy template.
February 2016	Approved by CBDs electronically.
2/10/2016	Revised policy presented at CBD meeting. Main change: add detail and clarify work hours definition. To be approved via electronically via email.