

UNIVERSITY OF MICHIGAN HEALTH SYSTEM
DEPARTMENT OF EMERGENCY MEDICINE
PEDIATRIC EMERGENCY MEDICINE FELLOWSHIP PROGRAM

TIPS FOR DUTY HOUR RECORDING

This document has been created to assist PEM Fellows in recording duty hours in a consistent manner. *This document serves only as a reference and the ACGME and institutional policies are the ultimate practice policies.*

DEFINITION:

Duty hours are defined as all clinical and academic activities related to the GME training program, (i.e., patient care; both inpatient and outpatient), administrative duties related to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled academic activities such as conferences. Duty hours do NOT include reading and preparation time spent away from the duty site (e.g., at home study or home call, when you are at home, is not included; duty hours begin when you come to the hospital.)

WHAT TO INCLUDE!

Clinical Activity

- All patient care activities; both inpatient and outpatient

Didactic Activity

- Participation in PEM Fellowship didactic sessions
- Participation in other service's didactic sessions (i.e., Emergency Medicine Residency, Pediatric Residency, Trauma/Burn, etc.)
- Administration, Research, and Education Track Lectures

Research

- At the September 6, 2006 GMEC meeting it was agreed that work on research activities would be logged when the time spent is 1 hour or greater at either the UMHS or HMC site.
 - Enrolling patients into a study
 - Mentor/Mentee Meetings
 - SAOC Presentation

Administrative Program

- GMEC Quarterly Meetings
- Program Director initiated meetings (i.e., quarterly review meetings)
- EMS Meetings

Moonlighting

- Clinical moonlighting hours (internal only)

Other

- Logging Duty Hours
- Dictations

DO NOT INCLUDE!

Miscellaneous

- Travel time to/from work
- Local/State/National Conference participation
- Meetings (other than those listed above)
- Work hours to prepare for a lecture
- Reading hours
- Participation on committees and/or research projects that are not required by the GME training program