

ACGME Duty Hour Violation Rules

Rule 1: 24 hour break in a week, 4 days off in 28 days

Rule 2: 80 hour work week

Rule 3: Shift length can not exceed 24 hours (PGY 2 & higher)

Shift length can not exceed 16 hours (PGY 1)

Rule 4: 10 hour break between shifts recommended, 8 hour break required

Logging Duty Hours

You will have 14 task choices to choose from when logging your duty hours.

- Clinical Hours Worked
- Research Hours Worked
- In-House Call
- On Call at Home
- Called in From Home
- Internal Moonlighting
- External Moonlighting
- Didactic
- Educational Leave
- Leave of Absence
- Vacation
- Sick Time
- Day Off
- Orientation

★ ALL days on the calendar MUST be logged or you will not be compliant. This includes days that you do not work. If you are going on maternity leave or vacation, make sure that you log your hours before you leave because you will still be held accountable for any days not logged.

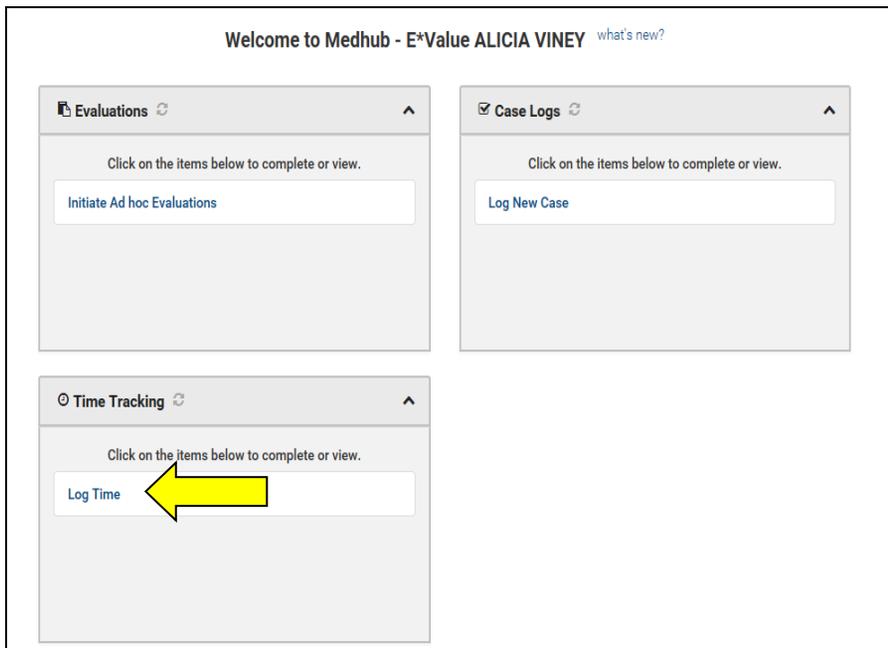
★ All duty hours must be in by 5 p.m. on the 5th day of the following month. If they are not, your moonlighting privileges will be suspended for 90 days.

LOGGING DUTY HOURS

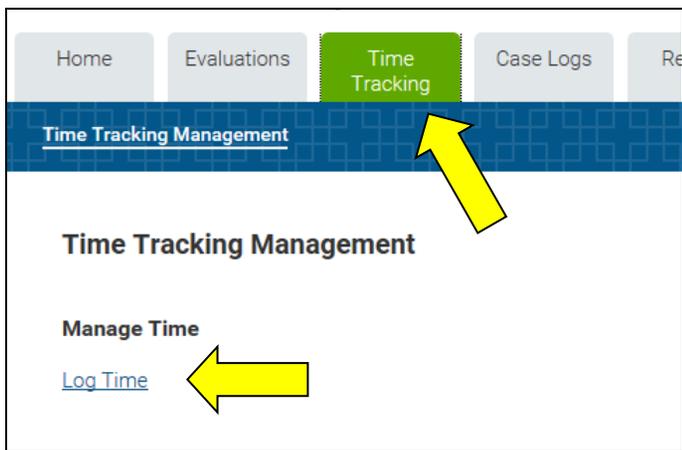
From your home page you have 2 options:

- 1) Click Log Time from the Time Tracking box (see screenshot #1)
- 2) Click on the Time Tracking Tab & then click Log Time (see screenshot #2)

Option #1



Option #2



STEP 1: Select a TASK from the dropdown box

Home Evaluations **Time Tracking** Case Logs Reports

Time Tracking Management

Log Time [Overview PDF](#)

Select Duty Hours detail, then click on day(s) in the small calendar to record time entry. [Required]

User:
ALICIA VINEY

Task:

- Called in From Home
- Clinical Hours Worked
- Day Off
- Didactic
- Educational Leave
- External Moonlighting
- In-House Call
- Internal Moonlighting
- Leave of Absence
- Orientation
- Research Hours Worked
- Sick Time
- Vacation

10:30am to 6:30pm (8 hrs)

Legend:

- Planned Duty Hours
- Unplanned Duty Hours
- In-House Call
- Vacation and other Non-Duty Hours

August 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

[July](#) [September](#)

August 2016
Duty Hours for ALICIA VINEY

STEP 2: Select a SITE (note: if your site does not show up, uncheck the box above the dropdown labeled 'scheduled sites only')

Log Time [Overview PDF](#)

Select Duty Hours detail, then click on day(s) in the small calendar to record time entry.

User: ALICIA VINE

Task: Called in From Home

Site: scheduled sites only
Please select...

Activity: scheduled activities only
Please select...

Enter a comment about the shift (optional):

Start and End Time: 11:00am to 7:00pm (8 hrs)

Legend:

- Planned Duty Hours
- Unplanned Duty Hours
- In-House Call
- Vacation and other -Duty Hours

Calendar: August 2016

31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Annotations:

- uncheck this box! (points to 'scheduled sites only')
- 2. Select a Site from the drop down (points to 'Please select...')

STEP 3: Select an ACTIVITY (note: if the rotation you are on does not show up, uncheck the box above the dropdown labeled 'scheduled activities only')

Log Time [Overview PDF](#)

Select Duty Hours detail, then click on day(s) in the small calendar to record time entry. [Required]

User: ALICIA

Task: Called in From Home

Site: scheduled sites

Activity: scheduled activities only
Please select...

Enter a comment about the shift (optional):

Start and End Time: 11:00am to 7:00pm (8 hrs)

Legend:

- Planned Duty Hours
- Unplanned Duty Hours
- In-House Call
- Vacation and other Non-Duty Hours

Calendar: August 2016

Su	Mo	Tu	We	Th	Fr	Sa
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Annotations:

- uncheck this box! (points to the 'scheduled activities only' checkbox)
- 3. Select an Activity from the drop down (points to the activity dropdown menu)

STEP 4: Enter the TIME you worked (note: the options are in 15 min. increments so just make it as close as possible to the actual time)

***Note: for your days off please log them from 8 a.m. to 5 p.m.**

Log Time [Overview PDF](#)

 Select Duty Hours detail, then click on day(s) in the small calendar to record time entry. [Required]

User:
ALICIA VINEY

Task:
Called in From Home

Site: scheduled sites only
Please select...

Activity: scheduled activities only
Please select...

Enter a comment about the shift (optional):

Start and End Time:
8:00am to 5:00pm (9 hrs)

Legend:
 Planned Duty Hours
 Unplanned Duty Ho
 In-House Call
 Vacation and other
Non-Duty Hours

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3



STEP 5: LOG your entry by clicking on the blue, underlined date on the calendar

****PLEASE NOTE: You MUST log ALL days of the month, whether it is clinical hours worked, research, vacation, maternity leave or a day off.**

Log Time [Overview PDF](#)

Select Duty Hours detail, then click on day(s) in the small calendar to record time entry. [Required]

User:
ALICIA VINEY

Task:
Clinical Hours Worked

Site: scheduled sites only
Texas Children's Hospital

Activity: scheduled activities only
General Rehabilitation

Enter a comment about the shift (optional):

Start and End Time:
8:00am to 5:00pm (9 hrs)

August 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Legend:

- Planned Duty Hours
- Unplanned Duty Hours
- In-House Call
- Vacation and other Non-Duty Hours

[July](#) [September](#) Date:

August 2016
Duty Hours for ALICIA VINEY

SUN	MON	TUE	WED	THU	FRI	SAT
31	1 Clinical Hours Worked General Rehabilitation 8:00am-5:00pm	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

EDITING DUTY HOURS

- If you make a mistake and need to edit an entry click on the blue, underlined **TASK NAME** on the calendar. An 'Edit Hours Entry' box will appear.
- Make your corrections and then click **UPDATE**.

Log Time [Overview PDF](#)

✍ Select Duty Hours detail, then click on day(s) in the small calendar to record time entry. [Required]

User:
ALICIA VINEY

Task:

Site: scheduled sites only

Activity: scheduled activities only

Enter a comment about the shift (optional):

Start and End Time:
 to

August 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Legend:

- Planned Duty Hours
- Unplanned Duty Hours
- In-House Call
- Vacation and other Non-Duty Hours

August 2016
Duty Hours for ALICIA VINEY

SUN	MON	TUE	WED	THU	FRI	SAT
31	1 Clinical Hours Worked General Rehabilitation 8:00am-5:00pm	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

Edit Hours Entry

User:
ALICIA VINEY (entry for Monday, August 1, 2016)

Task:

Site:

Activity:

Enter a comment about the shift (optional):

Start and End Time:
 to