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
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**

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:** [uncheck this box!]
- **Activity:** [uncheck this box!]

Enter a comment about the shift (optional):

**Start and End Time:**

11:00 am to 7:00 pm (8 hrs)
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’)

3. Select an Activity from the drop down

uncheck this box!
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.*
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.
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**.