In this document, “Resident” refers to both specialty Residents and subspecialty Fellows.

GMEC Institutional Oversight and Monitoring for all ACGME Accredited Programs
To comply with duty hour requirements of the Accreditation Council for Graduate Medical Education (ACGME), it is the goal of the Graduate Medical Education Committee (GMEC) and Affiliated Hospitals that the Institution has no duty hour violations. The GME Office will monitor, track, and report monthly duty hour compliance for all ACGME accredited programs. Non-ACGME programs must follow and comply with requirements of the GME Duty Hour Policy.

Institutional GMEC Duty Hour Oversight and Compliance
All ACGME accredited programs and GME sponsored programs must comply with ACGME and GME duty hour requirements, policies, and processes. Follow-up and resolution of identified problems are the responsibility of the Program Director and Department.

1. All ACGME accredited resident/fellows are required to log work hours at a minimum of twice per month in the MedHub system.
2. Residents/Fellows (and programs) that are noncompliant in logging hours will be contacted by the GME Accreditation and Compliance (A&C) Director(s).
3. Program Directors must:
   a. Ensure that residents/fellows are complying with the logging requirement.
   b. Complete the monthly duty hour review periods in the MedHub system and provide oversight comment(s) for any violation to include:
      i. Identifying reasons for the violation(s) and how the program will resolve the issue(s) to prevent future violations.
4. GME will present an analysis and summary of Institutional duty hours data quarterly at the GMEC, Affiliated Hospital Steering Committee, and Program Coordinator’s meetings.
5. Records of programs’ duty hour policies will be maintained by the GME Office.

Institutional GMEC Duty Hour Monitoring Process

The Internal Review Process
At the midpoint between each program’s scheduled site visit, the GMEC is responsible for conducting an internal review of the program. As part of the process, the Internal Review Team will review and document each program’s duty hour compliance status.

ACGME Resident/Fellow Survey
Residents/Fellows in all core specialty programs (regardless of size) and subspecialty programs (with four or more Fellows) are surveyed by the ACGME every year between January and June. Results are available to the program and DIO for programs with four or more trainees with a 70% or greater response
rate. Programs found to be noncompliant with the ACGME duty hours will be required to submit a corrective action plan to GMEC.

Program Duty Hour Policy
All programs must demonstrate compliance with ACGME duty hour requirements. Programs must develop and maintain a policy on Resident/Fellow duty hours. Program Directors must submit the following annually into the MedHub system for GME review:

1. The program’s schedules reflecting daily work hours and compliance with all duty hour requirements.
2. The program’s duty hour monitoring policy and process which must meet the educational objectives and patient care responsibilities of the training program and must comply with specialty-specific Program Requirements, the Common Program Requirements, the ACGME duty hours standards, and the Institutional GME Duty Hours Policy. In addition, the policy must address:
   a. How the program monitors duty hours, according to CU SOM institutional policies, with a frequency sufficient to ensure compliance with ACGME requirements.
   b. How the program monitors the demands of at-home call and adjusts schedules as necessary to mitigate excessive service demands and/or fatigue, if applicable.
   c. How the program monitors fatigue, and how the program will adjust schedules as necessary to mitigate excessive service demands and/or fatigue.
   d. How the program monitors the need for and ensures the provision of back up support systems when patient care responsibilities are unusually difficult or prolonged.
   e. Whether or not the program allows moonlighting. If moonlighting is allowed, the policy must comply with and reference the CU SOM GME Moonlighting Policy.
   f. Whether or not the program allows call trading. If so, document how the program oversees to ensure compliance with duty hour requirements.
   g. Mechanisms used by the program to ensure Residents and Fellows log their duty hours in MedHub.
   h. How the program monitors “unusual circumstances of extensions of duty involving care to a single patient” [(VI.G.4.b),(3)].