

<b>Departmental Policy Title</b>	<b>Pharmacy Resident Duty Hours Policy</b>	<b>Policy ID</b>	<b>13405</b>
<b>Keywords</b>	resident, pharmacy, duty, hours		
<b>Department</b>	System Pharmacy		

## I. Purpose of Policy

To outline the requirements regarding duty hours for Pharmacy residencies and ensure compliance with the applicable accreditation standard(s).

## II. Policy Scope

PGY1 Pharmacy Residents, PGY2 Pharmacy Residents, PGY1 and PGY2 Residency Program Directors/Coordinators (RPDs), pharmacists who serve as preceptors for the residency program, Pharmacy Managers, and Directors of Pharmacy.

## III. Definitions

- **PGY1 Pharmacy Residents:** A licensed pharmacist who has opted to complete further professional training in a yearlong Pharmacy Residency Program.
- **PGY2 Pharmacy Residents:** A licensed pharmacist who has opted to complete further specialized professional training after completion of a PGY1 Pharmacy Residency Program.
- **Duty Hours:** Defined as all hours spent on scheduled clinical and academic activities, regardless of setting, related to the pharmacy residency program that are required to meet the educational goals and objectives of the program.

Duty hours **includes**: inpatient and outpatient patient care (resident providing care within a facility, a patient's home, or from the resident's home when activities are assigned to be completed virtually); staffing/service commitment; in-house call; administrative duties; work from home activities (i.e., taking calls from home and utilizing electronic health record related to at-home call program); and scheduled and assigned activities, such as committee meetings, classroom time associated with a master's degree for applicable programs or other required teaching activities and health and wellness events that are required to meet the goals and objectives of the residency program.

Duty hours **excludes** reading, studying, and academic preparation time (e.g. presentations, journal clubs, closing knowledge gaps); travel time (e.g., to and from work); and hours that are not scheduled by the residency program director or a preceptor.

- **Moonlighting:** Any voluntary, compensated, work performed outside the organization (external), or within the organization where the resident is in training (internal). These are compensated hours beyond the resident's salary and are not part of the scheduled duty periods of the residency program.
- **Continuous Duty:** Assigned duty periods without breaks for strategic napping or resting to reduce fatigue or sleep deprivation.

- **Strategic Napping:** Short sleep periods, taken as a component of fatigue management, which can mitigate the adverse effects of sleep loss.

#### IV. Policy Statement

- Pharmacy Resident duty hours **must** be limited to no more than 80 hours per week, averaged over a four-week period, inclusive of internal and external moonlighting.
- Residents must have a minimum of one day in seven days free of duty (when averaged over four weeks). At-home call cannot be assigned on these free days.
- Residents must have at a minimum of 8 hours between scheduled duty periods.
- Continuous duty periods for residents should not exceed 16 hours.
- Residents must track Duty Hour Requirements in PharmAcademic® monthly.
  - On the last day of each month (beginning in July), resident(s) will be sent an email notification and receive a task on their PharmAcademic® Home page to complete an ASHP standard Duty Hours form. The 1-page form is quick and easy to fill out with three sections:
    1. required attestation statement
    2. optional moonlighting questions
    3. optional on-call questions
  - If a resident reports a violation, the form will be routed to the RPD to review/ cosign to assist programs with identifying issues. If needed, the RPD can send back the form to the resident to revise and re-submit. If no violations are reported, the form will not be sent to the RPD, but can be viewed in several places in PharmAcademic®.
- Moonlighting (internal or external) is approved based on the discretion of the individual program and RPD.
- If permitted within the program, moonlighting may be allowed only with the approval of the residency program director.
- Moonlighting (internal or external) must not interfere with the ability of the resident to achieve the educational goals and objectives of the residency program.
- All moonlighting hours must be counted towards the 80-hour maximum weekly hour limit.
- The resident must request approval in writing from the RPD prior to any moonlighting activities. This request must outline which hours and days of the week that the resident is requesting to moonlight.
- The resident is responsible for logging the number of moonlighting hours worked each week and submitting to the RPD on a monthly basis in PharmAcademic®. Failure to submit a log of moonlighting hours will lead to the cancellation of any agreement in place and the resident will be required to submit a new request for any future moonlighting activities.
- The resident will notify the RPD of any deviation from the initially approved moonlighting hours.
- Please refer to individual program manuals for more guidance surrounding Moonlighting requirements.

Program	Moonlighting Permitted
(PGY1) Pharmacy	No
(PGY2) Health System Pharmacy Administration and Leadership with Masters	Yes
(PGY1) Pharmacy- Ambulatory Care/Specialty Pharmacy	Yes
(PGY2) Critical Care Pharmacy	No

(PGY2) Oncology	Yes
-----------------	-----

- Currently, no programs have in-house call programs.
- At-home on-call requirements will vary per program.

<b>Program</b>	<b>At-Home On-Call Program</b>
(PGY1) Pharmacy	No
(PGY2) Health System Pharmacy Administration and Leadership with Masters	Yes
(PGY1) Pharmacy- Ambulatory Care/Specialty Pharmacy	Yes
(PGY2) Critical Care Pharmacy	No
(PGY2) Oncology	Yes

- Please refer to individual program manuals for more guidance surrounding On-Call requirements, if applicable.
- The frequency of at-home call must satisfy the requirement for one-day-in-seven free of duty, when averaged over four weeks. No at-home call can occur on the day free of duty.
- At-home or other call hours are included in the maximum of 80 hours a week calculation and included in the tracking of hours only if they meet the following criteria:
  - i. If a resident is called into the hospital/organization from at-home or other call program, the time spent in the hospital/organization by the resident must count towards the 80-hour maximum weekly hour limit.
  - ii. Only the time spent by the resident on on-call related work activities during their assigned on call hours, taking calls from home and utilizing electronic health record related to at-home call, count towards the 80 hour maximum weekly hour limit.

## V. References

Accreditation Standard for Pharmacy Residencies. Available at <https://www.ashp.org/-/media/assets/professional-development/residencies/docs/duty-hour-requirements.ashx> Accessed June 2023.

<b>Responsible Owner:</b>	Pharmacy Enterprise	<b>Contact:</b>	Tonya Carlton
<b>Approved By:</b>	Office of Policy Support - All Other Documents; System Director of Clinical Pharmacy Programs; Crosby, David; Hermann, Staci; Sawyer, Linda	<b>Version #</b>	5
<b>Current Approval Date:</b>	06/13/2023	<b>Old Document ID:</b>	
<b>Date Policy to go into Effect:</b>	06/13/2023		
<b>Related Policies &amp; Procedures:</b>			
<b>Related Job Aids:</b>			