

3. Time may be entered in military time (0001 - 2359) or regular time format (12:00 AM - 11:59 PM). AM/PM values are automatically interpreted by the system for military time; regular time AM/PM values must be specified.
4. Some programs may wish to have trainees identify the specific work task performed during the tracked time period, such as Patient Care, Administrative Time, etc. For other programs, a default task such as "Workhours" may apply to all tracked time. If multiple task options are available, select one from the box on the right.
 - If you would like to have multiple tasks added, please contact your Client Service Representative.
5. The Trainee may also indicate the Activity or Rotation that they were on at the time. This field will automatically fill with all of the Activities that your program has listed under Administration→Activities→Activities. This field can be made mandatory.
 - If you would like to make the Activity field mandatory, please contact your Client Service Representative.
6. The Trainee also has the ability to enter a comment. This is useful if the Trainee was on duty for longer than 30 hours, for example, and wishes to indicate why.
7. Click Save. The time entry will be recorded, but the popup box will remain open, allowing the Trainee to enter another time entry, if needed.

Editing an existing time entry

1. Click the task name for the time entry to edit. The time entry form will pop up pre-loaded with the specified entry's time and date information.
2. Make changes as necessary and click the "Update Time Entry" button.

Deleting an existing time entry

1. Click the task name for the time entry you wish to delete.
2. Click the "Delete Entry" button that appears in the upper right corner.

Because work shifts of longer than 30 hours are against ACGME resident work hours rules, you will be asked to confirm all time entries between 30 hours and 48 hours. The system will not accept time entries 48 hours in length or longer. In the case that you must enter a 48+ hour time entry, contact your program E*Value administrator.

Administrator time tracking management:

1. Administrators can create and edit time entries for specific trainees. Begin by clicking the Duty Hours item on the Administration menu and then selecting "Edit Trainee Duty Hours".
2. Select a month into which to enter time and the trainee for whom the time will be entered or reviewed.
3. Upon clicking "View Duty Hours", the calendar view will be displayed containing duty hours entries for the selected trainee. Entries may be added or edited by following the Trainee time tracking instructions. Administrators may create duty hours entries of lengths greater than 48 hours.

Duty Hours Violations Reporting:

Duty hours entries for a program's trainees can be analyzed for violations of the ACGME Duty Hours requirements. These requirements include:

1. Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.
2. Residents must be provided with 1 day in 7 free from all educational and clinical responsibilities, averaged over a 4-week period, inclusive of call. One day is defined as one continuous 24-hour period free from all clinical, educational, and administrative activities.
3. Adequate time for rest and personal activities must be provided. This should consist of a 10 hour time period provided between all daily duty periods and after in-house call."
4. Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours. Residents may remain on duty for up to six additional hours to participate in didactic activities, transfer care of patients, conduct outpatient clinics, and maintain continuity of medical and surgical care as defined in Specialty and Subspecialty Program Requirements."

Resident Duty Hours Language Final Requirements, ACGME website (04/10/2003), http://www.acgme.org/DutyHours/dutyHoursLang_final.asp

The Duty Hours Violations report can identify residents whose duty hours have violated any of these requirements.

1. The report is accessed by going to Reports→Duty Hours→Duty Hours Violations. If the user holds multiple roles within a program, selection of the appropriate role will be necessary.

2. Select a Reporting Period Start Date; the reporting period will cover 28 days (4 weeks) beginning at 12:00 AM on the start day and ending at 11:59:59 on the end day. The 28 day period is as indicated by ACGME requirements.
3. Individuals or groups can be selected using the "Users", "Users with Current Rank" and "People Groups" selection boxes. These options are exclusive; only one choice from among these three selection boxes should be used. To report on duty hours violations for the full program, leave all three selection boxes at their "All" options.

The report will display ACGME requirements violations by individual trainees. A listing of the requirements violation(s) by each user is listed by that user's name and email address. The user's work hour entries for the reporting period can be viewed by clicking the user's name.

Of special note is the report's accounting for days off. Uninterrupted 24 hour periods fully within the reporting period are counted as might be expected: one day per 24 continuous hours. When time-off at the beginning or end of the reporting period is contiguous with time off outside the reporting period, the extra-period time off is counted towards the total period days off up to one full day at period start and at period end.