

**Hematology and Oncology Fellowship Program**  
**DUTY HOURS POLICY**  
**University of North Dakota School of Medicine & Health Sciences (UNDSMHS)**

**Principles**

Physicians have a professional responsibility to appear for duty appropriately rested and fit to provide the services required by their patients. The program is committed to and responsible for promoting patient safety and fellow well-being in a supportive educational environment. The learning objectives of the program will be accomplished through an appropriate blend of supervised patient care responsibilities, clinical teaching, and didactic educational events and must not be compromised by excessive reliance on fellows to fulfill non-physician service obligations. Didactic and clinical education must have priority in the allotment of fellows' time and energy. All fellows and faculty members must demonstrate responsiveness to patient needs that supersedes self-interest. Physicians must recognize that under certain circumstances, the best interests of the patient may be served by transitioning that patient's care to another qualified and rested provider.

**Application**

This applies to all UND Hematology and Oncology Fellows.

**Definitions**

Duty hours: time spent in all clinical and academic activities related to the program. Specifically, this includes time spent in patient care (both inpatient and outpatient), administrative duties related to patient care, the provision of transfer of patient care, time spent in-house during call activities, scheduled educational activities such as conferences, and all moonlighting.

**Fellow Duty Hours**

Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house clinical and educational activities, clinical work done from home, and all moonlighting.

### **Mandatory Time Free of Duty**

Fellows must be scheduled for a minimum of one day in seven free of clinical work and required education (when averaged over four weeks). At-home call cannot be assigned on these free days.

Fellows must have at least 14 hours free of clinical work and education after 24 hours of in-house call.

Fellows should have eight hours off between scheduled clinical work and education periods.

There may be circumstances when fellows choose to stay to care for their patients or return to the hospital with fewer than eight hours free of clinical experience and education. This must occur within the context of the 80-hour and one-day-off-in-seven requirements.

### **Maximum Duty Period Length**

Clinical and educational work periods for fellows must not exceed twenty-four (24) hours of continuous scheduled clinical assignments.

- A. Up to four (4) hours of additional time may be used for activities related to patient safety, such as providing effective transitions of care, and/or fellow education.
- B. Additional patient care responsibilities must not be assigned to a fellow during this time.

### **Clinical and Educational Work Hour Exceptions**

In rare circumstances, after handing off all other responsibilities, a fellow, on their own initiative, may elect to remain or return to the clinical site in the following circumstances:

- A. To continue to provide care to a single severely ill or unstable patient.
- B. To provide humanistic attention to the needs of a patient or family.
- C. To attend unique educational events.

These additional hours of care or education will be counted toward the 80-hour weekly limit.

### **Moonlighting**

Fellows (F1) are prohibited from moonlighting. Fellows (F2 and F-3) may be approved if it does not interfere with the ability of the fellow to achieve the goals and objectives of the educational program, and must not interfere with the fellow's fitness for work nor compromise patient safety with program director approval documents per policy.

## **Maximum In-House On-Call Frequency**

Fellows must be scheduled for in-house call no more frequently than every-third-night (when averaged over a four-week period).

## **At Home Call**

Time spent on patient care activities by fellows on at-home call must count toward the 80-hour maximum weekly limit. The frequency of at-home call is not subject to the every third-night limitation, but must satisfy the requirement for one day in seven free of clinical work and education, when averaged over four weeks.

At-home must not be so frequent or taxing as to preclude rest or reasonable personal time for each fellow.

Fellows are permitted to return to the hospital while on at home call to provide direct care for new or established patients. These hours of inpatient care must be included in the 80-hour maximum weekly limit.

## **Implementation**

Fellows are required to report work hours on a weekly basis in MEDHUB.

Work hours and time off are monitored by the program director who will implement schedule adjustments as necessary to stay within the maximum of 80 hrs/week (averaged over 4 weeks), and a minimum of 24 consecutive hours off out of 7 days (averaged over 4 weeks).

Fellows must notify the director if they or other fellows are requested or pressured to work in excess of the duty hour limitations.

The director will immediately notify the DIO of any duty hour violations.

It is the fellow's responsibility to ensure that he/she leave work at the assigned and call back up in a timely manner if necessary.

Any fellow recognizing an issue in adhering to the duty hours limit is to contact the program director or site director immediately before a violation occurs.

**Hematology and Oncology Fellowship Program**  
**MOONLIGHTING POLICY**  
**University of North Dakota School of Medicine & Health Sciences (UNDSMHS)**

**Principles**

Physicians have a professional responsibility to appear for duty appropriately rested and fit to provide the services required by their patients.

Moonlighting must not interfere with the ability of the fellow to achieve the goals and objectives of the educational program. Time spent by fellows in internal and external moonlighting must be counted toward the 80-hour maximum weekly limit. Moonlighting is a privilege.

**Application**

This policy applies to all fellows in the UND Hematology and Oncology program.

**Definitions**

Moonlighting is voluntary, usually compensated, medically-related work (not related with training requirements). Internal moonlighting is moonlighting performed within the institution in which the fellow is in training or at any of its related participating sites. External moonlighting is moonlighting performed outside the institution in which the fellow is in training or at any of its related participating sites.

**Policy**

- A. F1 fellows are not permitted to moonlight.
- B. F2 and F3 fellows who wish to moonlight must request permission from the program director by submitting a completed Request for Permission to Moonlight form. The request must be submitted in advance of the proposed moonlighting assignment, but no more than one month in advance.
- C. Permission to moonlight is granted at the discretion of the program director. The program director will not grant permission to moonlight to any fellow who is not in good standing with the program.
- D. Moonlighting must not conflict with scheduled duty hours in the fellowship program.
- E. Moonlighting is not permitted during periods when the fellow is assigned to inpatient services.
- F. Time spent by fellows in internal or external moonlighting must be documented in the fellow's duty hours log and will be counted toward the 80-hour maximum weekly hours limit.
- G. Failure to comply with this policy may result in disciplinary action, up to and including possible dismissal from the fellowship program.