

**CLINICAL EXPERIENCE & EDUCATIONAL WORK HOURS  
LOGGING AND MONITORING PROCEDURES**

1. Residents\* must log their clinical experience & educational work hours (“Duty Hours”), including internal & external moonlighting & vacation, sick, & educational leave on a weekly basis in the New Innovations Duty Hours module.  
<http://www.new-innov.com/login>
2. Residents have a personal role and professional responsibility in the honest and accurate reporting of Resident clinical and educational work hours. Duty Hour logs reported in New Innovations must accurately and truthfully reflect hours counted as part of the clinical and educational work hours reported and documented. Failure to report truthful information about duty hours is a violation of ethical and professional standards and may impact a Resident’s evaluations and recommendations.
3. When Residents have not logged these work hours for 7 days, they will receive an automatically generated email reminder via New Innovations regarding their delinquent reporting.
4. When Residents have not logged these work hours for 14 days, they may receive an email from New Innovations notifying them that they may be placed on leave without pay if their hours are not updated within 48 hours. A copy of the email is also sent to the Program Director and Program Coordinator for follow-up.
5. The Program Coordinator will review work hours reports from New Innovations (usage, violation & compliance) as need to ensure all Residents are compliant with the ACGME and institutional requirements as well as those of the program.
6. Residents must enter a detailed comment for each violation & enter a justification, if applicable, for review by the Program Director or his/her designee.
7. For each violation, the Program Director or his/her designee must enter a comment into New Innovations that describes the action taken to remedy the violation.
8. The Associate Dean/DIO & Director of Graduate Medical Education (GME) will review work hours reports on a regular basis & look for any problem areas. The Associate Dean/DIO may also appoint a “work hours” GMEC subcommittee if needed.
9. The Director of GME will also be reviewing work hours reporting via the New Innovations Dashboard.
10. Program specific policies about “clinical experience & educational work hours” will be stated in each Program Handbook distributed to its Residents at the beginning of each academic year.

\*The term “Resident” refers to both Resident and Fellow trainees.

Reviewed and Approved by the GMEC 5/16/2017. Administrative edits 6/12/2019.