

## **Policy Title: Duty Hours**

**Policy Number** (relate to LCME Element as applicable): UCF COM Policy 8.8.1

**Applies to:** All medical students at the University of Central Florida College of Medicine (UCF COM).

**Date:** 2/21/2025

### **1.0 Purpose:**

This policy relates to LCME Element 8.8, which states: “The medical school faculty committee responsible for the medical curriculum and the program’s administration and leadership ensure the development and implementation of effective policies and procedures regarding the amount of time medical students spend in required activities, including the total number of hours medical students are required to spend in clinical and educational activities throughout the curriculum.”

### **2.0 Policy Statement:**

The University of Central Florida College of Medicine is informed by the duty hour guidelines set by the Accreditation Council for Graduate Medical Education (ACGME), ACGME 2011.

- Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.
- Adequate time for rest and personal activities will be provided and will consist of a 10-hour time period between all daily clinical duty periods and after in-house call.
- In-house call must occur no more frequently than every third night.
- Duty periods may be scheduled to a maximum of 24 hours of continuous duty in the hospital. It is essential for patient safety and student education that effective transitions in care occur. Therefore, students may be allowed to remain on-site in order to accomplish these tasks; however, this period of time must be no longer than an additional 4 hours, and students must not be assigned additional clinical responsibilities after 24 hours of continuous in-house duty.
- Students must be provided with one day (24 consecutive hours) in seven, free from all educational and clinical responsibilities, averaged over a four-week period.

### **3.0 Definitions:**

Duty hours are defined as all clinical and academic activities related to the education of the medical student, i.e., patient care (both inpatient and outpatient), administrative duties related to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled activities, such as didactic sessions, grand rounds and conferences. Duty hours do not include reading and preparation time spent away from the duty site.

### **4.0 Responsibilities:**

Clerkship director(s) and the relevant clerkship site director(s) are responsible for dissemination and implementation of the policy.

### **5.0 Monitoring Procedures:**

- Oversight of this policy will be the responsibility of the clerkship directors and clerkship coordinators.
- The LCME Compliance Office will monitor adherence to this policy.
- Students are responsible for tracking and logging their duty hours in clerkship management system (OASIS or other).

- Faculty and students with concerns regarding possible duty hour violations should report those concerns directly to the clerkship director in a timely fashion. Failure to keep duty hour log up to date in the clerkship management system may result in participation point penalization from final grade.
- Students and clerkship directors will be given a Clerkship Duty Hours Agreement to co-sign acknowledging the policy.
- The policy is published on the College of Medicine website, in the clerkship handbooks, and in the faculty and preceptor handbooks.

**6.0 Related Policies:**

None

**7.0 Key Search Words:**

|            |              |  |
|------------|--------------|--|
| Duty hours | Student time |  |
|            |              |  |

**8.0 Revision History:**

| Version | Date Approved     | Modifications   |
|---------|-------------------|---|
| V1      | 4/20/2011 by CCom | Original  |
| V2      | 1/20/2017 by CCom | Edited 2.0 Policy statement. Additional information on monitoring and responsibilities. |
| V3      | 2/21/2025 by CCom | Updated LCME element language   |

**9.0 References:**

Policy adapted from the duty hour guidelines set by the Accreditation Council for Graduate Medical Education (ACGME), ACGME 2011.

**Responsible Office:** Associate Dean, Academic Affairs

**Policy Contact:** Assistant Dean, Medical Education

**Supersedes:** V2