

CLINICAL AND EDUCATIONAL WORK HOURS LOGGING AND MONITORING PROCEDURES

1. Residents and fellows must log clinical and educational work hours including internal and external moonlighting, sick leave, educational leave and vacation on a weekly basis in New Innovations. <https://www.new-innov.com/login>
2. When residents and fellows have not logged clinical and educational work hours for 6 days, they will receive an email reminder from New Innovations regarding their delinquent hours.
3. When the residents and fellows have not logged clinical and educational work hours for 12 days, they will 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 sent to the Program Director and Program Coordinator for follow-up.
4. The Program Coordinator will review clinical and educational work hour reports (usage, violation and compliance) as needed to ensure all residents are compliant with clinical and educational work hour policies.
5. The residents and fellows must enter a detailed comment for any violation and submit a justification, if applicable, for review by the Program.
6. 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.
7. A Clinical and Educational Work Hours Subcommittee will review the work hours on a regular basis and look for any problem areas. On a quarterly basis, the Chair of this Subcommittee will present a report that outlines any problem areas and makes recommendations for GMEC action.
8. The GME office will also be monitoring clinical and educational work hours through the New Innovations Dashboard.

*Program specific policies are located in the Program Handbook.