1. **PURPOSE**

The Sponsoring Institution must have formal written policies and procedures governing resident work hours.

1. **POLICY**

With respect to working hours both on-site and off-site, all house staff must comply with the rules of the department to which they are assigned and will also comply with any applicable ACGME, State or Federal Regulations setting limitation on work hours. All house staff are required to accurately record their work hours and report their work hours on the MedHub system (stanford.medhub.com) and will be disciplined if they fail to do so. Access to MedHub will be emailed to the Resident/Fellow upon completion of Orientation.

1. **PROCEDURES**

Residents can report non-compliance with residency work hours to the Department of Graduate

Medical Education, Medical Director, of Education or ACGME. Contact Ann Dohn, Department of

Graduate Medical Education at (650-723-5948), if you have any questions about work hours or outside commitments. Residents can report non-compliance with residency work hours to the Department of Graduate Medical Education (gme.stanford.edu/anon\_report.html).

**All residents must accurately report their work hours on a weekly basis using the MedHub system. Failure to do so may result in disciplinary action including termination from the residency program.**

* Requirements for entering hours accurately into existing and future time recording systems weekly.
* The need for Faculty Chairs to observe hours worked by residents to check compliance.
* Details of required Whistle Blower protection arrangements; and
* The need to reference the ACGME website on Procedures Addressing Complaints against Residency Programs.

Professional activities in your off-time hours should be arranged so as not to interfere with your house officer obligations and your ability to benefit from the Graduate Medical Education Program.

**DOCUMENT INFORMATION**

This policy is reviewed by the Graduate Medical Education Committee every two years.

Approved By: Graduate Medical Education Committee

 REV. 1/8/2008

REV. 5/10/2012

REV. 8/12/2021