

RESIDENT WORK HOUR MONITORING SHEET

DEA Suffix:

HOSPITAL LOCATION:

Date of LAST 24-hour period off :

Date of NEXT 24-hour period off:

	Sunday	Monday	Tuesday	Weds.	Thurs.	Friday	Saturday
HOUR	Apr 26	Apr 27	Apr 28	Apr 29	Apr 30	May 1	May 2
00midnt-01am							
01am-02am							
02am-03am							
03am-04am							
04am-05am							
05am-06am							
06am-07am							
07am-08am							
08am-09am							
09am-10am							
10am-11am							
11am-12noon							
1200noon-1300pm							
1300pm-1400pm							
1400pm-1500pm							
1500pm-1600pm							
1600pm-1700pm							
1700pm-1800pm							
1800pm-1900pm							
1900pm-2000pm							
2000pm-2100pm							
2100pm-2200pm							
2200 pm-2300pm							
2300pm-00midnt							

The above accurately reflects my schedule for the period noted: _____

DEA SUFFIX

EXPLANATIONS OR CONCERNS:

INSTRUCTIONS:

For each hour of each day, write in a symbol that best describes your work activity. All activities must be accounted for including all time off. If your responsibilities include regular work at more than one hospital, include that work time also. **In addition, if you are on beeper call at home and do not report to the hospital, please record this as home/off the premises call (HC). Please review the definitions below prior to completion of this form.** NOTE: All information provided is subject to external verification. You are responsible to assure that this information reflects your true schedule.

CODES & EXPLANATIONS:

PC = Patient care responsibilities: inpatient assignments, outpatient assignments, emergency department assignments, and on-site “on call” responsibilities (except for surgical residents – see below). All assignments should be included regardless of site. “On call” duty that is taken at home or off-the-premises is not included unless the resident is required to return to the hospital during the “on call” time. Then, only the in-hospital (on-site) time should be recorded.

TT – Transition time (post-patient care responsibilities): time after a scheduled 24 hour “on call” assignment that is used to complete medical records and communicate with residents and/or other medical staff beginning assignment.

RE – Required education activities: activities that do not involve direct patient care, but do occur on the hospital premises and are required or expected as part of the residency education program. Examples include conferences and grand rounds at which attendance is required or expected.

VE = Voluntary educational activities: activities that do not involve direct patient care and are not required or expected as part of the residency education program, but occur on the hospital premises. Examples include conferences and grand rounds at which attendance is not required or expected.

MA = Moonlighting activities: outside approved employment involving patient care responsibilities both within the resident’s training institution or at another institution that is not part of the resident’s educational program.

TO = Time off: off-duty time.

HC = Home/off-the-premises call: “on call” duty taken off-site. If the resident is required to return to the hospital during this time, that portion of the call is counted as patient care responsibilities (see above).

VAC = vacation time

FOR SURGICAL RESIDENTS ONLY:

All on-site “on call” assignments for surgical residents must use only the following codes:

OCR = “on call” resting time: resident is generally resting

OCI = “on call” interrupted time: patient care activity during the “on call” time

FOR PSYCHIATRY RESIDENTS ONLY:

All on-site “on call” assignments for psychiatry residents must use only the following codes:

PCR = “on call” resting time: resident is generally resting

PCI = “on call” interrupted time: patient care activity during the “on call” time