

Policy Title: Pharmacy Resident Duty Hours	Version Number: 1.0
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Approved By Signature below:	Date: July 2020
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Purpose:

Define the guidelines for pharmacy resident duty hours.

Applies to:

All pharmacy residents within the Inova Health System (IHS). This applies to both Post Graduate Year 1 and 2 (PGY1&2).

Definitions:

Duty Hours - The term “duty hours” refers to all scheduled clinical and academic activities related to the pharmacy residency program. This includes inpatient and outpatient care; in-house call; administrative duties; and scheduled and assigned activities such as conferences, committee meetings, and health fairs that are required to meet the goals and objectives of the residency program. Duty hours do NOT include: reading, studying, and academic preparation time for presentations and journal clubs; travel time to and from conferences; and hours that are not scheduled by the residency program director or a preceptor.

Policy Description:

1. [ASHP Duty-Hour Requirements for Pharmacy Residents](#)
2. Residents must be fully rested and fit for duty to provide services required by the patients and health care.
3. Residents and preceptors must accept personal and professional responsibility for patients that supersedes self-interest.

4. The resident is provided a schedule of all anticipated staffing shifts and is included on the posted pharmacist staffing schedule throughout the year. This schedule may be adjusted throughout the year to fit the needs of the department.
5. Residents are excused from required staffing hours to attend the ASHP Midyear meeting and other assigned conferences.
6. Residents are limited to 80 hours per week, averaged over a four-week period. All moonlighting hours must be counted toward the 80-hour maximum weekly hour limit. See separate Moonlighting policy.
7. Residents have a minimum of one day in seven days free of duty (when averaged over 4 weeks). Residents are not on-call on these duty-free days. Residents must have at a minimum 8 hours between scheduled duty periods.
8. Continuous duty periods of residents should not exceed 12 hours.
9. At-home or other call hours are not included in the 80 hours a week duty-hour calculation, unless the resident is called into the hospital/organization (in-house duty).
10. Residents will utilize the following process to document duty hours for review by the Residency Program Director:
 - a. During the first week of each month, the resident will document the start-time and end-time of duty hours worked for the seven-day period and the total number of duty hours worked during the seven-day period.
 - b. The resident will also include documentation of internal moonlighting, external moonlighting, and on-call activities (both in-house and out-of-house).
 - c. The resident will submit documentation of duty hours to the Residency Program Director on a monthly basis.
 - d. The Residency Program Director will document review of resident submitted duty hours a minimum of quarterly.

Addenda:

- None