Resident Work Hours

Revised: August 9, 2017

Trainees have two weeks in which to document work hours after which they are locked out. Lockout occurs at 12:01am EST Sunday morning for the week prior. Trainees that have failed to log any work hours for the prior week will be reminded by email and receive an alert on their portal page. You would still have a full week to document work hours for the previous week.

So long as Trainees have access to manage work hours subject to the lockout work flow above, those hours can be modified, edited, removed, etc., at any time prior to the lockout.

By design, there is no Trainee unlock. Trainees who have not completed documenting their work hours prior to the deadline and have been locked out, must contact their residency program Administrator. Our Departments policy states that once locked out the system, it is locked. Work hours should be logged every week to avoid noncompliance.

MedHub calculates work hours against ACGME regulations for each weekly time sheet. As hours are recorded, they can be saved in MedHub by clicking on the "Save incomplete work hours" button at the bottom of the time sheet.

When activity for the week has been completed, click on the "Submit completed work hours" button at the bottom of the time sheet. This will deliver your fully completed time sheet to your program/Program Administrator.

Note: MedHub work hour functionality is proactive rather than reactive.

Activity flagged by MedHub and requiring a mitigating reason should be considered a *"potential violation" because* it is calculated against a single weekly time sheet rather than the ACGME 4-week average. When averaged over the full period it may result in no violation at all.

Your institution has determined it is important to get out in front of possible violations rather than react after a violation is confirmed and it is too late to do anything about it.

On MedHub in the Help section, you will find this link to a tutorial on logging your work hours.

Trainee Duty Hour Logging

Provides a review of how Trainees can log their duty hours.

File size: 16.0 MB
Viewing time: 8 min