

## University of Arizona College of Medicine - Phoenix Duty Hours Frequently Asked Questions

### Why do I need to log hours?

The curriculum allows you to have clinical experiences beyond the usual school hours and it is important to assure that they are fitting into the duty hour limits described in our policy. Duty hours refers to clinical time, not didactic.

### How do I log my hours?

In One45 you will need to log each day of your clerkship/selective. For a shift that you work, log the start and end time. For a day off for any reason, log "day off". This includes weekends and all holidays.

### What is considered duty hour logging "compliance"?

You are expected to completely log duty hours on 100% of days. Failure to log duty hours by the deadline stated in the syllabus will result in assignment of a formative Level 1 assessment for professionalism.

We recommend checking your duty hours at the end of the rotation to ensure accurate completion and that there is an entry for each day. If any days are missing or incomplete, log a shift for that day or log a day off.

The screenshot displays the 'Duty Hours' interface in One45. At the top, it identifies the user as 'Wildcat, MS4' (Student 2017). A navigation menu on the left includes options like 'To Do's', 'Personal Info', 'Contact List', 'Handouts & Links', 'PI/Procedure Logs', 'Evaluations', 'Schedules', 'My Calendar', 'My Rotations', 'My Courses', 'Duty Hours', 'Vacation/Leave', 'Manage Calendar', 'Feeds', 'Admin Only', 'Low Performance', and 'Admin Status'. The main area is titled 'DUTY HOURS' and includes a 'History' section with three calendar views for May, June, and July 2016. Below this is a grid for logging hours from 'Jun 6 2016 - Jun 12 2016'. The grid has columns for each day and rows for time slots from 12:00AM to 10:00PM. For Monday through Friday, the 8:00AM to 6:00PM slot is highlighted in green and labeled 'Day Shift' with a 'total 9:00 hours' entry. For Saturday and Sunday, the entire day is highlighted in grey and labeled 'Day Off' with a 'total 1 day' entry. There are also 'start date' and 'to end date' input fields at the top right of the grid.

### What happens if I log a violation?

If it seems from your log that you have exceeded the limits, the clerkship/selective director or designee will send you a link to a form to record the circumstances of the violation. You will not be penalized for accurate reporting of excessive duty hours, nor will duty hour information be used to determine your grades or for your student evaluations.

**Why did the clerkship/selective director or designee contact me after I logged a violation?**

It is important to the clerkship/selective director to assure that the sites are adhering to the duty hour policy and to support you in your education. At times, enthusiastic students may be misunderstanding expectations and their own limits and the clerkship/selective director can offer suggestions to help you. Other times, they may need to remind sites of the duty hour rules or just track and trend it.

**What should I do if I'm asked or pressured to go over my duty hour limits?**

First, ask a clarifying question to ensure the supervisor knows how many hours you have worked, and whether staying would put you over the duty hour limit. If the supervisor is aware and still pressures or asks you to stay, this should be reported to the clerkship director. Additionally, students are always encouraged to honestly report their duty hours, students should never feel pressured to hide duty hour violations. You can also report concerns to the Associate Deans, Clinical Curriculum and/or Student Affairs, the Director, Assessment and Evaluation, or the Professional Resource Office (see [Reporting Mistreatment or Harassment of Medical Students Policy](#)).