

HUNTERDON MEDICAL CENTER PHARMACY RESIDENCY PROGRAMS POLICY AND PROCEDURE MANUAL

DUTY HOURS AND LEAVE

- I. **Purpose:** The pharmacy department is determined to provide the residents with an environment conducive to their learning. The pharmacy residency program must define duty hours for all scheduled clinical and academic activities / experiences. Refer to Hunterdon Health leave policies for additional information.
- II. **Statement on Well-Being and Resilience:** Refer to ASHP duty hour standards
- III. **Duty Hours Requirements:** All hours spent on scheduled clinical, academic and administrative activities, regardless of setting, related to the pharmacy residency program that are required to meet the educational goals and objectives of the program.
 - a. Duty hours *includes*: inpatient and ambulatory care, hospital pharmacy practice (e.g. staffing), administrative responsibilities, scheduled and assigned activities such as conferences, committee (active participant), teaching activities (e.g. Teaching Learning Certificate Program, didactic teaching) and health and wellness events (e.g. senior support group, COVID vaccine community clinics).
 - b. Duty hours *excludes*: reading, studying, travel time (e.g. to and from work, conferences and academic duties), preparing for presentations (journal clubs, clinical cases, didactic lectures, in-services and knowledge gaps) and hours not scheduled by the residency program director or preceptor.
 - c. Duty hours must be limited to no more than 80 hours per week, averaged over a four-week period, inclusive of internal and external moonlighting.
 - d. Residents must have a minimum of one day in seven days free of duty (when averaged over four weeks).
 - e. Residents must have 10 hours free of duty time between scheduled duty and must have a minimum of 8 hours between scheduled duty periods.
- IV. **Tracking of Compliance with Duty Hours**
 - a. Similar to pharmacy staff, residents are required to sign in every morning via Kronos
 - b. Residents must sign off on Duty Hours Form in PharmAcademic™ each month.
 - c. Travel:
 - i. All travel dates and arrangements must be approved in advance.
 - ii. Attending professional meetings required by the residency program (e.g. ASHP Midyear Meeting, Eastern States and NJSHP) or interviewing for a position will be reimbursed based on a predetermined amount.
 - iii. This leave **MUST** be approved by the RPD and the resident's current preceptor at least 2 weeks prior to the dates requested
 - d. No on call program
- V. **Work Outside of the Residency Program**
 - a. Moonlighting: Any voluntary, compensated, work performed outside the organization (external), or within the organization where the resident is in training (internal). These are compensated hours beyond the resident's salary and are not part of the scheduled duty periods of the residency program.
 - b. Internal Moonlighting: is the only type of Moonlighting that is permitted for the PGY2 residents but will be limited. No more than one 8-hour internal moonlighting shift will be permitted per 2-week pay period. Moonlighting must be **APPROVED** by the RPD prior to being scheduled and must not interfere with the ability of the resident to achieve the educational goals and objectives of the program. Any moonlighting must be counted towards total duty hours. Hours worked by a resident will be monitored by the hospital wide time keeping system (Kronos).
 - c. External Moonlighting: Not permitted

VI. Leave

- a. Paid Time Off and Extended leave is accrued per residency contract.
- b. All request for PTO must be made via email to Residency Program Director, Assistant Director of Pharmacy and primary preceptor(s).
- c. Excessive use of PTO could negatively affect performance and the achievement of the goals of the residency.
- d. Unexpected PTO should be communicated via phone call to the main pharmacy (908) 788-6121 and followed up with email to individuals listed above.
- e. Residents who need to take an extended leave of absence beyond what is allotted per residency contract from the residency program may be required to extend their residency past the official date of residency completion in order to complete their learning experiences, projects and satisfy all ASHP requirements. Extended leaves of absence will be reviewed by the residency program director, director of pharmacy and Human Resources on a case-by case basis. Extended leave beyond allotment will be unpaid.
- f. Professional leave is denoted as conference time which must be approved by RPD and Director of Pharmacy.
 - i. All conference required by residency program will be conference time (e.g. ASHP Midyear to max of 4 days, Eastern States Conference to a max of 2 days, NJSHP Annual Meeting to a max of 2 days and additional PGY-2 conference per discretion of RPD and Director of Pharmacy).

VII. References:

- a. <https://www.ashp.org/-/media/assets/professional-development/residencies/docs/duty-hour-requirements.ashx> [Accessed October 1, 2022].

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