St. Peter’s Hospital PGY1 Pharmacy Residency

Effective Date: 7/1/13

Category: Clinical

Title: Duty Hours and Staffing Requirements

Applies to:

☐ St. Peter’s Health Partners (SPHP)
☐ All SPHP Component Corporations
☒ The following SPHP Component Corporations:
   ☒ St. Peter’s Hospital – Department of Pharmacy
☐ St. Peter’s Health Partners Medical Associates (SPHPMA)

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PURPOSE
To define the staffing requirements for PGY1 Pharmacy Residents

POLICY STATEMENTS
PGY1 Pharmacy Residents will provide staffing in the Main Pharmacy once successfully completing orientation.

DEFINITIONS (IF REQUIRED)

Weekend Day Shift: An 8 hour shift starting after 7:00 am and ending before 9:00 pm
Weekend Evening Shift: An 8 hour shift ending between 9:00 pm and 11:00 pm.
Night Shift: An 8 hour shift between the hours of 11:00 pm and 6:00 am
Weekday Evening Shift: A 4 hour shift of 5:00 pm to 9:00 pm.
**Holiday Coverage**: Staffing responsibility of the hospital recognized holidays.

**Duty Hours**: Duty hours are defined as all scheduled clinical and academic activities related to the pharmacy residency program. This includes inpatient and outpatient care, in-house call, administrative duties, 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 must be addressed by a well-documented, structured process.

Duty hours do not include: reading, studying, and academic preparation time for presentations, journal clubs; or travel time to and from conferences; and hours that are not scheduled by the residency program director or preceptor.

**Scheduled duty periods**: Assigned duties, regardless of setting, that are required to meet the educational goals and objectives of the residency program. These duty periods are usually assigned by the residency program director or preceptor and may encompass hours which may be within the normal work day, beyond the normal work day, or a combination of both.

**Moonlighting**: Voluntary, compensated, pharmacy-related work performed outside the organization (external), or within the organization where the resident is in training (internal), or at any of its related participating sites. These are compensated hours beyond the resident’s salary and are not part of the scheduled duty periods of the residency program.

**Continuous Duty**: Assigned duty periods without breaks for strategic napping or resting to reduce fatigue or sleep deprivation.

**Strategic napping**: Short sleep periods, taken as a component of fatigue management, which can mitigate the adverse effects of sleep loss.

**SCOPE OF AUTHORITY / COMPETENCY

DEFINITIONS

PROCEDURE

A. Maximum Duty Hours and Duty Free Times

   1. Duty hours must be limited to 80 hours per week, averaged over a four week period, inclusive of all in-house call activities and all moonlighting.

   2. Mandatory time free of duty: residents must have a minimum of one day in seven days free of duty (when averaged over four weeks)

   3. Residents should have 10 hours free of duty between scheduled duty, and must have at a minimum 8 hours between scheduled duty periods.

B. Maximum Duty-Period Length

   1. Continuous duty periods of residents should not exceed 16 hours. The maximum allowable duty assignment must not exceed 24 hours even with built in strategic napping or other strategies to reduce fatigue and sleep deprivation, with an additional period up to two hours for transition of care or educational activities.
C. Weekend Staffing Requirements
   1. The PGY1 Pharmacy Residents will provide weekend staffing within the Staffing longitudinal rotation in the Central Pharmacy at no more than 2 out of every 4 weekends based on the pre-determined schedule.
   2. See attached schedule.

D. Weekday Staffing Requirements
   1. The PGY1 Pharmacy Resident maybe required to cover at least one weekday shift on a pre-determined schedule of either 930 – 6 PM or 12-830 PM.
   2. See attached sample schedule.

E. Night Staffing Requirements
   1. The PGY1 Pharmacy Resident will not be required to cover staffing on any night shifts.

F. Additional Staffing Requirements
   1. The PGY1 Pharmacy Resident will not be required to cover additional staffing, unless in an emergency setting.
   2. All additional staffing must be approved by the Residency Program Director or Residency Program Coordinator.

G. Moonlighting
   1. Moonlighting (internal or external) must not interfere with the ability of the resident to achieve the educational goals and objectives of the residency program. Scheduled Moonlighting (internal or external) must not interfere with continuation of patient care in any given case.

   2. PGY1 Pharmacy residents will be able to provide moonlighting coverage at St. Peter's Hospital:
      a. After being licensed as a pharmacist in New York State
      b. In areas they have completed successful training
      c. Pay for moonlighting services will commensurate with experience
3. All moonlighting hours must be counted towards the 80-hour maximum weekly hour limit

4. PGY1 Pharmacy Residents will be able to provide moonlighting coverage outside of St. Peter’s Hospital.

5. All moonlighting time will be reported to the Residency Program Coordinator

H. Holiday Coverage

1. The PGY1 Pharmacy Resident must request all holidays off when they are not scheduled to provide staffing coverage. Paid Leave is used for all holidays not worked.

2. If the holiday falls on the regularly scheduled weekend, the PGY1 Pharmacy Resident may identify an alternate pharmacist or PGY1 Pharmacy Resident through a switch.

3. PGY1 Pharmacy Residents will be required to cover one St. Peter’s Hospital recognized Holiday. The St. Peter’s Hospital recognized holidays include.
   a. Independence Day (July 4)
   b. Labor Day
   c. Thanksgiving
   d. Christmas Day
   e. New Year's Day
   f. Memorial Day (Observed)

I. Switching of Weekend, Evening or Holiday Coverage

4. All switches for changes to the weekend, evening or holiday PGY1 Pharmacy Resident staffing coverage must be approved by the Residency Coordinator and/or a Supervisor of Pharmacy Services.

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