



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 and only with NYS Pharmacist licensure.

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: Defined as all hours spent on scheduled clinical and academic activities, regardless of setting, related to the pharmacy residency program that are required to meet the educational goals and objectives of the program.

Duty hours **includes** inpatient and outpatient patient care (resident providing care within a facility, a patient's home, or from the resident's home when activities are assigned to be completed virtually); staffing/service commitment; in-house call; administrative duties; work from home activities (i.e., taking calls from home and utilizing electronic health record related to at-home call program); and scheduled and assigned activities, such as conferences, committee meetings, classroom time associated with a master's degree for applicable programs or other required teaching activities and health and wellness events that are required to meet the goals and objectives of the residency program.

Duty hours **excludes** reading, studying, and academic preparation time (e.g. presentations, journal clubs, closing knowledge gaps); travel time (e.g., to and from work, conferences); and hours that are not scheduled by the residency program director or a 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 workday, 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 internal 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.
4. Duty Hours will be recorded by the resident in the resident time sheet and reviewed by the Residency Program Director or Residency Program Coordinator at least once monthly.

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. Staffing Requirements

1. The PGY1 Pharmacy Residents will provide weekend staffing in the Pharmacy at no more than 2 out of every 4 weekends based on the pre-determined schedule. The resident is scheduled 1 weekend/month (Two consecutive eight-hour days); 1 weekend (4h) day shift/month; 1 holiday (8h) day shift.
2. The PGY1 Pharmacy Resident will not be required to cover additional staffing obligations, unless in an emergency setting and additional staffing must be approved by the Residency Program Director or Residency Program Coordinator.

D. Moonlighting

1. Moonlighting must not interfere with the ability of the resident to achieve the educational goals and objectives of the residency program and must not interfere with the resident's fitness for work nor compromise patient safety. It is at the discretion of the residency program director whether to permit or to withdraw moonlighting privileges

2. PGY1 Pharmacy residents once New York State licensed will be able to provide moonlighting coverage at St. Peter's Hospital:
 - a. In areas they have completed successful training
 - b. Pay for moonlighting services will be commensurate with experience
3. All moonlighting hours must be counted towards the 80-hour maximum weekly hour limit averaged over a four-week period and included in the tracking of hours
4. PGY1 Pharmacy Residents will NOT be able to provide moonlighting coverage outside of St. Peter's Heath Partners.
5. All moonlighting hours will be pre-approved by the Residency Program Director or Residency Program Coordinator

E. Holiday Coverage

1. PGY1 Pharmacy Residents will be required to cover one of the following St. Peter's Hospital recognized Holidays:
 - a. Thanksgiving
 - b. Christmas Day
 - c. New Year's Day
 - d. Memorial Day (Observed)
2. The PGY1 Pharmacy Resident must request all non-worked holidays off when they are not scheduled to provide staffing coverage. Paid Leave is used for all holidays not worked

F. Switching of Weekend or Holiday Coverage

1. All switches for changes to the weekend or holiday PGY1 Pharmacy Resident staffing coverage must be approved by the Residency Program Coordinator and/or a Manager of Pharmacy Services.

REFERENCES: ASHP Duty-Hour Requirements for Pharmacy Residencies. ASHP Duty-Hour Requirements for Pharmacy Residencies. (<https://www.ashp.org/-/media/assets/professional-development/residencies/docs/pharmacy-specific-duty-hours.pdf>)

Title:
Effective Date:

Approving Official: Systems Director of Pharmacy		Effective Date: 12/1/19
Key Sponsor: Director, Residency Program; Coordinator, Residency Program		
Reviewed By: SPH Pharmacy Department Residency Advisory Committee		Original Date: 7/1/13 Reviewed/Revised Date: 1/1/16, 01/15/2018, 1/8/19, 11/14/19, 9/3/21, 6/22/22** *Reviewed, No Revisions **Revised without Full Review
Search Terms: duty hours, staffing, holiday, moonlighting, residency program		
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