

FAQ for Work Hours in New Innovations

Why is the GME office requiring work hours to be logged in New Innovations?

1. ACMGE Institutional Requirement
 - a. [III.B.5.a\).\(1\) on page 10](#) and [FAQs \(page 9\)](#)
2. ACGME Site Visits
 - a. Programs will be required to upload the work hours report the Sponsoring Institution uses to monitor work hours in WebADS prior to the site visit.
 - b. Program directors and coordinators can view this report in New Innovations by navigating to Work Hours > Compliance Report > Select program and date span.
3. Data Validation for Internal Processes
 - a. Fatigued house staff reimbursement
 - b. Moonlighting approval
 - c. GMEC/EMS program monitoring

What exactly must be tracked by trainees?

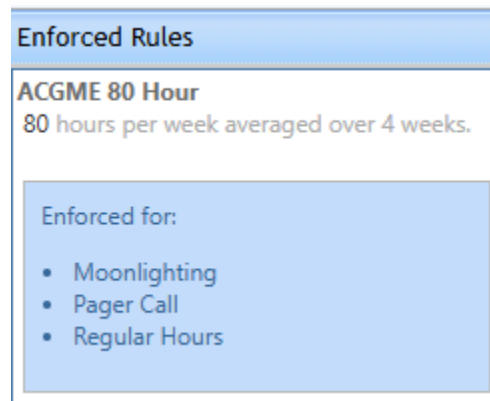
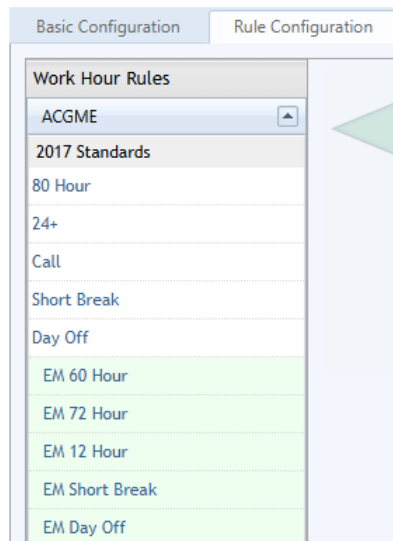
1. All activities required for the educational training program
 - a. Didactics, Clinical activity, Conferences, Research, Call
 - b. Each day trainees participate in any program activity must be reflected in logs.
 - c. For research, see [Common Program Requirement: Section VI.F.](#) and [FAQ on page 12](#)
2. Moonlighting (internal and external)
3. Additional shifts (supervised practice in the same specialty)
4. Vacation
 - a. ACGME work hours rules are based on the length of the rotation minus any vacation days. [\[Common Program Requirement FAQs, page 18\]](#)
 - b. Will be used to compare against block schedule for CMS reporting.

What are best practices for basic configuration of work hours in New Innovations?

1. Set up Configuration to log by Work Type
 - a. In New Innovations, navigate to Work Hours > Setup > Basic Configuration
 - b. Select Work Type (rather than Assignment Definitions)
 - i. Rules are only configured to Work Types. If using Assignment Definitions, must still configure Work Types under Schedules > Setup > Assignment Definitions.
 - ii. Assignment Definitions require substantial program oversight and upkeep to ensure accuracy. This is not a viable option for most programs.
2. Limit the Work Types
 - a. Allows for quick entry and minimizes confusion
 - b. Suggested Work Types
 - i. Regular Hours
 - ii. Moonlighting
 - iii. Call
 1. Programs could also use 'Not Called In' work type but if used, must also use the 'Called In' Work Type
 - c. If using Assignment Definitions:
 - i. Limit Assignment Definitions displayed.
 - ii. Rules are only configured to Work Type, so Assignment Definitions must have the corresponding Work Types to enforce rules.
3. Programs must configure Work Hour rules in New Innovations for accurate reporting (see below)

What should be considered when setting up Rule Configurations?

1. Check your specialty/subspecialty program requirements for details on rule enforcement.
2. In New Innovations > Rule Configuration, select '2017 Standards' for minimum standards.



- i. Only Emergency Medicine can use the EM rules in New Innovations.
 - ii. Individual rules must be enforced on specific Work Types.
3. Shorter rotations (i.e. less than 4 weeks) will impact rule violations. Violations based on rotation length are considered true violations by the ACGME.
 - b. [Common Program Requirement FAQs, page 18](#)
 - c. Programs can view pro-rated rule amounts by navigating to the Knowledge Base in New Innovations (Help > Knowledge Base > Work Hours > Configure Rules > Rule Checking for Long & Short Rotations)
 - d. In order to mitigate numerous violations, program should consider pro-rated amounts when creating schedules or consider amending rotation length.
 - i. ***If changes are made to rotations, program must consult with Cassie Cusick at BJH CMS***

How should programs oversee trainees logging hours?

1. Ensure each day trainees participate in program activity is reflected in work hour logs.
2. Programs can set the cadence for the frequency of logging. The GME office recommends trainees log at least monthly, ideally every 2 weeks.
3. Send frequent reminders – use New Innovations prebuilt notifications, standing announcement before didactics, etc.
4. Set logging notifications in New Innovations
 - a. Work Hours > Setup > Notifications
 - i. Reminders can be set to notify trainee after X number of days with no logs.
 - ii. Notifications can be sent to PD/PC when a violation occurs
 - iii. Allow auto login from email notification.
5. Use Dashboard for snapshot of program work hours.
 - a. In New Innovations, navigate to Work Hours > Dashboard
 - b. Allows programs to view
 - i. Who has logged
 - ii. Violations
 - iii. Rule compliance
6. View other reporting options to find the most helpful view for your program.
 - a. In New Innovations, Navigate to Work Hours > Reports
 - b. GME Office recommend using the ‘Compliance Report’ which shows the trainee, rotation, hours/week, and all rule violations. This is the report used by the GME office and also for ACGME site visitors.