# Duty Hour Policy Examples

Each of the examples below is fully compliant with Standards 2.3, 2.3.a, 2.3.b, 2.3.b.1, 2.3.b.2, 2.3.c, and 2.3.d of the *ASHP Standards for Accreditation of Postgraduate Pharmacy Residencies.* If a program chooses to use an example policy, the exact wording should be used to ensure full compliance. However, if a program makes any modifications to the policies below, or chooses to use their own, the criteria at the end of this document should be utilized to ensure compliance with the Standard.

**Example 1 (program that does not allow moonlighting)**

The A*SHP Duty Hour Requirements for Pharmacy Residency Programs* must be followed by the program and the residents. See ASHP website for complete duty hour definitions and requirements: [ASHP Duty Hour Requirements for Pharmacy Residencies](https://www.ashp.org/-/media/assets/professional-development/residencies/docs/duty-hour-requirements.pdf)

Moonlighting is defined as 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. External and internal moonlighting by residents is not allowed.

Residents are required to complete the Duty hour Attestation monthly in PharmAcademic™. The RPD will review resident attestations to monitor compliance with duty hour requirements. Any instance of non-compliance will be addressed by the RPD and an action plan to prevent future instances will be developed.

**Example 2 (program that allows moonlighting)**

The A*SHP Duty Hour Requirements for Pharmacy Residency Programs* must be followed by the program and the residents. See ASHP website for complete duty hour definitions and requirements: [ASHP Duty Hour Requirements for Pharmacy Residencies](https://www.ashp.org/-/media/assets/professional-development/residencies/docs/duty-hour-requirements.pdf)

Moonlighting is defined as 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. External moonlighting is not allowed. Internal resident moonlighting is allowed with RPD approval. Moonlighting is limited to eight hours of moonlighting per week. If there is concern that moonlighting is affecting the resident’s performance, moonlighting privileges will be suspended.

Residents are required to complete the Duty hour Attestation monthly in PharmAcademic™. The RPD will review resident attestations to monitor compliance with duty hour requirements, including moonlighting. Any instance of non-compliance will be addressed by the RPD and an action plan to prevent future instances will be developed.

**Example 3 (program that allows moonlighting and requires at-home call)**

The A*SHP Duty Hour Requirements for Pharmacy Residency Programs* must be followed by the program and the residents. See ASHP website for complete duty hour definitions and requirements: [ASHP Duty Hour Requirements for Pharmacy Residencies](https://www.ashp.org/-/media/assets/professional-development/residencies/docs/duty-hour-requirements.pdf)

Moonlighting is defined as 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. External moonlighting by residents is not allowed. Internal resident moonlighting is allowed with RPD approval. Moonlighting is limited to eight hours of moonlighting per week. If there is concern that moonlighting is affecting the resident’s performance, moonlighting privileges will be suspended.

Residents are required to take at-home call approximately every fourth weekend, on the same weekend as the resident’s required staffing. At-home call responsibilities include providing the weekend evening and night shift pharmacists assistance with drug information questions, patient issues, and infrequently residents may be asked to provide remote order verification.

* At-home call will start at 5pm on Friday and end at 8am on Monday.
* The RPD or designee will be assigned for the resident to contact for guidance or assistance during their at-home call.

Residents must complete the Duty hour Attestation monthly in PharmAcademic™. The RPD will review resident attestations to monitor compliance with duty hour requirements, including moonlighting and at-home call. Only on-call related work activities during the assigned at-home call hours (e.g., taking calls from home, utilizing electronic health record related to at-home call) should be documented and counted towards the 80 hour maximum weekly hour limit. Any instance of non-compliance with duty hour requirements will be addressed by the RPD and an action plan to prevent future instances will be developed.

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| **Criteria** |
| Includes web link for *ASHP Duty Hour Requirements for Pharmacy Residencies dated 3/2023* |
| Documentation of compliance with duty hours on a monthly basis. |
| Documenting compliance with all duty hour requirements including hours worked, hours free of work, moonlighting, and frequency of all on-call programs. |
| Process for assessing instances of non-compliance and actions to be taken to avoid future instances of non-compliance |
| Documentation of moonlighting policy includes structured process: |
| * Type (internal, external, both) and max hours per week/pay period/month
 |
| * Requirement for resident to receive approval and to inform completion of hours
 |
| * Plan for how to proceed if moonlighting affects performance during scheduled duty hours
 |
| Documentation of type and requirements of on-call programs |
| Policy clearly written with little left to interpretation. |
| Ensures uniform application of the policy. |