

**Department of Pathology
Cytopathology Fellowship Program
The University of Iowa Hospitals and Clinics**

POLICY ON SUPERVISION AND ASSIGNMENT, AND DUTY HOURS OF HOUSE STAFF

SUPERVISION AND ASSIGNMENT

Guidelines for Assigning House Staff Working Hours

The amount of time a fellow spends in the hospital varies somewhat with the caseload. However, the norm is that fellows cover the service from 8:00 AM to 5:00 PM, and stay as late after 5:30 or 6:00 PM as needed to finish the assigned work of the day. Weeknight call is taken by the surgical pathology fellow covering anatomic pathology call. Weekend call is assigned for six weekends out of the year, and is never on consecutive weekends.

Description of the Level of Supervision

Supervision is always provided by faculty, and the structure of the service includes daily personal faculty interaction. The clinical involvement of faculty and the low trainee to staff ratio assures that these interactions are frequent and instructive.

The intensity and closeness of supervision varies considerably with the experience and abilities of the fellow. These factors are judged individually after formal discussions by faculty, and review of fellow evaluations. Level of supervision is not dependent solely on length of time in training.

Faculty are always reachable by pager to respond to the need for resident supervision, during both routine work hours and on-call. FNA performance and rapid evaluation for adequacy are two of the few billable procedures that are performed directly on patients in pathology. A credentialed faculty member is present for the critical part of the procedure and this is documented on the requisition. In addition, a procedure note is included in the final pathology report for all billable procedures and these are proofed and edited by faculty.

DUTY HOURS

Policy

Fellows begin their workday at 7:30 or 8 AM, when teaching conferences begin. They are usually finished by 5:30 or 6:00 PM. Thus, when averaged over four weeks, the number of hours worked each week does not exceed 80 hours.

Call is usually taken from home. Fellows' on-call responsibilities require them to be available to deal with problems that arise in anatomic pathology. When on call, the fellow may be required to be present in the hospital. This typically does not exceed 2-3 hours per week.

The RRC's guidelines on duty hours is at www.acgme.org.

UIHC policy requires that hours actually worked by house staff members do not exceed 80 hours per week when averaged over four weeks, have no more than every third night of on-call duty, spend on average at least one full day out of seven away from program duties, and have 10 hours off between duty periods. Fellows should immediately report to the faculty on call if their in-house duties approach any of these limits, or if any other situation arises where stress or overwork threatens to alter their abilities to deliver quality patient care.

Program directors must ensure adequate backup if sudden and unexpected patient care needs create fatigue sufficient to jeopardize patient care, or following on-call periods. On occasion, fellows may work late at night and appear at conference the next morning; therefore, if in-house duties have extended beyond 9:30 PM, the fellow must notify the fellowship director and attending faculty on the team, via email, of the time they finished the evening (excluding travel time) and the time they are going to report for work the next day.

Compliance with the Limitations on Duty Hours

Although the work hours and call responsibilities in pathology are such that there should never be an infraction, fellows are given a copy of this document and are thus informed that they should contact the fellowship program director if they feel that a variance in the rules, or other circumstances, will lead to an infraction of the 80 hour per week rule averaged over 4 weeks, or other duty-hours polices.

Compliance is monitored as outlined above.

How Policies are Communicated to Fellow and Faculty

Policies are distributed at orientation and placed on the Department Intranet home page. Once a year, faculty rotation directors are asked to review residency program documents and make suggestions and revisions as appropriate.

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