

## TITLE OF POLICY

Physician Assistant Student Duty Hour Guidelines

## PURPOSE AND SCOPE

The purpose of this policy is to establish student duty hour guidelines for physician assistant students during supervised clinical practice experiences (SCPEs).

## RESPONSIBLE PARTY AND REVIEW CYCLE

The Director of Clinical Education shall review this document with each even numbered fiscal year, elevating any policy amendments to the Program Director for approval.

## ARC-PA REFERENCES

A3.01: Program policies must apply to all students, principal faculty, and program director, regardless of location.

A3.02: The program must define, publish, and make readily available and consistently apply its policies and practices to all students.

## HISTORY OF APPROVAL AND UPDATES

Approved by the Program Director, April 2020

Updated January 2021; January 2022

## DEFINITIONS

N/A

## POLICY

Duty hours include all in-house clinical and other required activities related to a rotation (patient care, charting, call, rounds, conferences, etc.). Duty hours do not include reading and preparation time spent away from the duty site. All SCPEs should adhere to the duty hour guidelines outlined below:

- Duty hours should not exceed 80 hours per week, averaged over the 4-week period, inclusive of all scheduled in-house call activities.
- Students' hours for the entire four-week SCPE block must be a minimum of 152 hours. Students should understand, 152 hours is a minimum requirement by the program, not the maximum, and should work with assigned preceptor and/or clinical site to obtain more patient care hours during the supervised clinical learning experience.
- Students should work with the assigned clinical instructor (preceptor) and/or clinical site scheduler to make certain adequate hours are scheduled prior to submission of clinical hours for the corresponding SCPE. If student(s) are not able to obtain 152 hours, the program may assign additional Aquifer Patient Cases to guarantee adequate patient exposure is obtained to meet program requirements.

- Continuous on-site duty, including required in-house call, should not exceed 24 consecutive hours.
- Students who take required in-house call may remain in-house up to 6 additional hours to participate in didactic activities or to transfer care of patients.
- Students should be provided 1 day in 7 free from all educational and clinical responsibilities, averaged over a 4-week period, inclusive of call. One day is defined as one continuous 24-hour period free from all scheduled clinical, educational, and administrative activities.
- Students on their Primary Care or Elective SCPE's are required to be in clinic on the last Friday of the rotation.

**If students exceed these duty hour guidelines, they should bring it to the attention of the Director of Clinical Education, who also inquiries about duty hours during the Week 1 Check-In Survey for each corresponding SCPE.**

#### PROCEDURE(S)

- The UNC-CH MHSPAS Program utilizes Microsoft Shifts to monitor student duty hours and locations during each corresponding SCPE.
- Students are required to submit and share with team all clinical shifts with clinical instructor (preceptor) and location for each clinical shift in Microsoft Shifts by 11:59 EST of Week 1 for each corresponding SCPE.
- Students are required to update and share with team any changes in the schedule during the corresponding SCPE.
- Students are required to “clock-in” and “clock-out” in Microsoft Shifts during each clinical shift.
- UNC-CH MHSPAS Program will run weekly reports to monitor clinical hours during each corresponding SCPE.