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Important Dates:

- July – September Annual WebADS Update
- November – January Mid-Year Milestone Evaluations
- January – April Resident/Fellow and Faculty Surveys
- April – June End-Year Milestone Evaluations

Clinical Experience and Education

formerly Duty Hours

- Clinical and educational work hours, vacation, and sick time are required to be logged and tracked by all ACGME-accredited and non-accredited programs in NI
- Reviewed by GME quarterly
- Current Duty Hours Compliance and Monitoring Policy can be found at mcgaw.northwestern.edu/policies

Clinical Experience and Education

formerly Duty Hours

- Policy revisions effective 7/1/17:
 - Clinical and educational work is limited to 80 hours per week (averaged over a 4 week period), inclusive of all in-house clinical and educational activities, clinical work done from home, and moonlighting.
 - Clinical work done from home must be counted toward the 80-hour weekly maximum. These hours should be logged in NI using the “Home call” duty type. Types of work from home that must be counted include using an electronic health record and taking calls. Reading done in preparation for the following day’s cases, studying, and research done from home do not count toward the 80 hours.
 - Clinical work periods for all residents and fellows must not exceed 24 hours of continuous scheduled clinical assignments.

Clinical Experience and Education

formerly Duty Hours

- Policy revisions effective 7/1/17 (continued):
 - In-house call can occur no more frequently than once every 3 nights (when averaged over a 4 week period).
 - All trainees must have at least 14 hours free of clinical work after 24 hours of clinical assignments.
 - Residents and fellows must be scheduled a minimum of one day in seven free of clinical work and education (when averaged over four weeks). At-home call cannot be assigned on these free days.
 - In-house night float must occur within the context of both the 80-hour and one-day-off-in-seven requirements.

ACGME Resident Case Log System

- Resident/Fellow case logs checked quarterly by DIO.
- To find out if your program is required to use the Case Log system click [here](#).

Complement Changes

Temporary or Permanent

- Send request, educational rationale, and funding letter to DIO for GMEC review.
- ACGME-accredited programs should submit request in WebADS also.
- Once approved by GMEC and funding partners, the WebADS request will be approved by the DIO and forwarded to the ACGME RRC. Non-accredited programs will receive a letter with the GMEC's decision.

Affiliation Agreements

- Affiliation Agreements/Educational Agreements are required for residents/fellows going off-site for a rotation
- Contact Valerie Rodriguez at valerie.rodriguez@northwestern.edu for questions verifying existing or new agreements
- Agreements should be reviewed and renewed every 5 years
- Allow time for new and renewal agreements to be reviewed by attorneys for both McGaw and the participating site.

Program Letter of Agreement (PLA)

- There must be a PLA between an accredited program and all sites to which residents/fellows rotate for required education or assignments [Common Program Requirement I.B.1.]
- PLA's should be reviewed and renewed every 5 years or sooner if changes occur