

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

**Paul L. Foster School of Medicine  
GRADUATE MEDICAL EDUCATION  
Standard Policy and/or Procedure**

**TITLE:** Procedure for Requesting an Exception to the Duty Hours Policy

**APPROVED:** 9/2/2003

**REVISED:** 2/13/2009

**EFFECTIVE DATE:** 7/1/2009; 9/2/2003

**PURPOSE:** To establish an institutional procedure for program directors to submit a request to the relevant Residency Review Committee (RRC) for Duty Hours Exceptions

**PROCEDURE:** Before submitting a request to a Residency Review Committee, a program director must first thoroughly review the appropriate RRC procedures for granting Duty Hours Exceptions to determine if the reason for requesting an exception meets the criteria set forth by the program's RRC.

If the program director determines the proposed request meets the RRC criteria, he/she should request the proposal be placed on the next meeting agenda of the Graduate Medical Education Committee (GMEC) and submit the required documentation and a cover letter for GMEC review and approval.

### **Required Documentation**

The program director's responsibility will be to make a clear case that the exception is necessary for educational reasons. The proposal must include the following documentation:

1. a presentation of the rationale for requesting the exception describing the program's goals and objectives for the particular assignments, rotations and level(s) of training for which the increase is requested;
2. information describing how the program and the institution will monitor, evaluate and ensure patient safety in the context of extended duty hours;
3. information regarding call schedules during the periods specified for the exception;
4. information regarding the program's moonlighting policy for the periods specified for the exception;

5. description of faculty development activities regarding the effects of resident fatigue and sleep deprivation; and,
6. the current accreditation status of the program and of the sponsoring institution.

If the Graduate Medical Education Committee endorses the request, the Designated Institutional Official (DIO) will sign the cover letter and the proposal will be forwarded to the appropriate RRC for consideration.

No changes relative to duty hours standards may be implemented by a program until receipt of approval from its RRC. Actual implementation for the exception shall not occur for thirty (30) days following approval by the program's RRC.