

**Henry Ford Macomb Hospital  
Department of Pharmacy Services  
PGY1 Pharmacy Residency Program**

**Time Off/Leave of Absence/Duty Hours/Outside Work**

**Time Off**

Residents training in the Henry Ford Macomb Hospital PGY1 Pharmacy Residency Program are allowed up to 15 days off; however, no more than 3 days may be taken on an individual rotation, unless discussed with the Residency Program Director (RPD)/designee. This leave is used for illness, personal reasons, professional meetings not required by the residency program, etc. Once a rotation begins, residents are discouraged from requesting time off; they are encouraged to request time off at least 3 weeks prior to the requested date. Sick days and/or emergencies are exclusions. All days off **must** be approved by the RPD and/or designee, in addition to completing the request in the online scheduling system. The RPD/designee will notify the resident if the time off is approved or denied. Failure to comply with any of these guidelines will result in a denied request.

In the case of an acute illness:

- Monday-Friday: resident must contact the RPD/designee and preceptor directly
- Saturday-Sunday: resident must contact a pharmacist within the main pharmacy
- Documentation of the day off will be entered in the online scheduling system.

**Leave of Absence**

If a resident requests a leave of absence due to illness and/or personal reasons, the resident will work with the RPD/designee and Director of Pharmacy (DOP) to determine the length of the leave of absence. Permission will be granted on a case-by-case basis at the discretion of the RPD/designee and DOP. A leave of absence may not exceed 2 months. The resident will then have the same amount of time missed (not exceeding 2 months) to complete the remainder of his/her residency responsibilities upon return. Residents will exhaust any available time within their 15 days off and will not receive additional stipend beyond 1 residency year (July 1<sup>st</sup> – June 30<sup>th</sup>). The “make up” time will be uncompensated. If a resident is unable to complete any portion of his/her responsibilities, a residency certificate will not be awarded.

**Duty Hours**

Duty hours are defined as all scheduled clinical and academic activities related to the pharmacy residency program. This includes inpatient and outpatient care, in-house call, administrative duties, scheduled and assigned activities, such as conferences, committee meetings, and health fairs that are required to meet the goals and objectives of the residency program.

Duty hours do not include: reading, studying, and academic preparation time for presentations, journal clubs; or travel time to and from conferences; and hours that are not scheduled by the residency program director or preceptor.

- Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities and all moonlighting.
- Mandatory time free of duty: residents must have a minimum of one day in seven days free of duty (when averaged over four weeks).
- Residents should have 10 hours free of duty between scheduled duty, and must have at a minimum 8 hours between scheduled duty periods.
- Maximum duty-period length: continuous duty periods of residents should not exceed 16 hours.

## **Outside Work**

Moonlighting: Voluntary, compensated, pharmacy-related work performed outside the organization (external), or within the organization where the resident is in training (internal), or at any of its related participating sites. These are compensated hours beyond the resident's salary and are not part of the scheduled duty periods of the residency program.

Moonlighting (internal or external) is permitted, but not encouraged. Moonlighting must not interfere with the ability of the resident to achieve the educational goals and objectives of the residency program. Any moonlighting must be counted towards the 80-hour maximum total duty hours (see above).

### *Internal Moonlighting – Reporting Hours*

- Internal moonlighting hours worked by a resident will be monitored during the biweekly payroll process and entered into the online scheduling system. The RPD/designee will be notified by the resident if he/she is moonlighting greater than one shift per week.

### *External Moonlighting – Reporting Hours*

- Residents moonlighting outside of Henry Ford Macomb Hospital (community pharmacy, another hospital) MUST disclose the place of employment to the RPD/designee via email at the start of the residency program or upon acceptance of outside employment. The resident is responsible for reporting total external moonlighting hours each month to the RPD/designee via email. This notification should occur on the first of each month. The RPD/designee will use this information to ensure duty hour compliance.

When an RPD/designee is aware of resident moonlighting, he/she will ensure that discussion of the potential impact of moonlighting on resident performance is part of the review of each resident at the PGY1 Residency Advisory Committee (RAC) meetings. If moonlighting impacts performance, the RAC will determine whether internal/external moonlighting hours should be limited for the resident.

Reference:

<http://www.ashp.org/DocLibrary/Accreditation/Regulations-Standards/Duty-Hours.aspx>