

Course Director Guide to Student Duty Hours

Course Directors have access to individual and aggregate reports of student duty hours in their courses. The most used reports are the a) “Duty Hours Compliance” report, which reports duty hours for all students in a course during a selected time frame; and the b) “Duty Hours Detail” report, which reports student duty hours for a selected individual student. Course Directors have access to two additional student duty hours reports.

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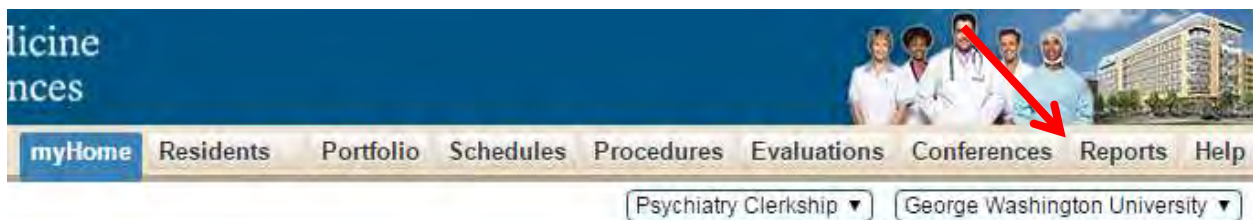
Duty Hours Compliance Report

The Duty Hours Compliance Report calculates all student duty hours activity over a selected time frame. Use this report to retrieve a quick snapshot of all student duty hours for those students enrolled in your course. The report lists all students enrolled in a course for a selected rotation period and their data on total hours completed by week, days off, and compliance.

Step-by-Step

[Home page](#) -> [Reports tab](#) -> [Compliance Reports section](#) -> [Duty Hours Compliance Report](#)

1. Log into MedHub at <https://gwu.medhub.com>.
2. Click the “Reports” tab.



3. If you have a MedHub account for GW residency and UME, a page may populate stating you do not have access to reports. If this is the case, change the drop-down in the top right of your window from your residency program to “George Washington University.”



4. Select the “Duty Hours Compliance Report” link under the Compliance Reports section on the new Reports page that populates.

1 Choose Report **2 Select Options** **3 Generate Report**

Compliance Reports

- [Duty Hours Compliance Report](#)
- [Duty Hours Detail Report](#)
- [Duty Hours Submission Report](#)
- [Violation Reasons Report](#)

Site Statistics
(no reports available)

Demographics
(unavailable)

Scheduling Reports
(no reports available)

Conference Reports
(unavailable)

Procedure Reports

- [Procedure Demographics Report](#)
- [Procedure Log Summary](#)
- [Procedure Requirements by Resident](#)
- [Procedure Requirements Summary](#)
- [Procedure Totals by Type](#)
- [Procedures Summary](#)
- [Procedures Summary by Resident](#)

Evaluation Reports
(unavailable)

Charts/Graphs
(no reports available)

Saved Reports
(none)

5. A new page with report options will populate. Select the course, student level, student types, and the date range for which you would like to pull duty hours. Sort by last name. Click "Go to Step 3."

1 Choose Report **2 Select Options** **3 Generate Report**

Options for Duty Hours Compliance Report

Current Course(s):*

Internal Medicine Clerkship

Year(s):*

Year 1

Year 2

Year 3

Year 4

Year 5

Trainee Type(s):*

Medical Student

Visiting Student

Shift/Ctrl keys to select multiple

Dates:*

Select 4-Week Period:
12/13-1/9/2016

Select Rotation Period:
(select rotation)

Specify Date Range:
Start Date: 05/01/2016 End Date: 05/31/2016 (MM/DD/YYYY)

* Note, date period can not cross date for new 2011 Duty Hour Standards (7/1/2011)

Sort by:* Last Name

Go to Step 3 ...

- You can export the report as either HTML or excel in the “Output Format” drop-down. Select your option and click “Generate Report.”

- The report will display information by week-long time frames with 5 columns:
 - HRS: shows total duty hours submitted
 - Days Off
 - 16/24+4hr Max: shows whether students have complied with the maximum duty period length policy. Despite the title being incorrect because it is pulled from GME, the data is correct. If “Y” appears the student has complied. If “N” appears, the student has exceeded 30 hours of continuous duty.
 - The 8hr REST and 10 hr REST columns pertain to the GME side, and are irrelevant to UME use.

The report highlights potential duty hours violations in yellow, and definite duty hours violations in red.

	9/27-10/3				
STUDENT:	HRS	DAYS OFF	16/24+4hr MAX	8hr REST	10hr REST*
Internal Medicine Clerkship					
Student #1	61.0	1	Y	n/a	n/a
Student #2	55.0	0	Y	n/a	n/a

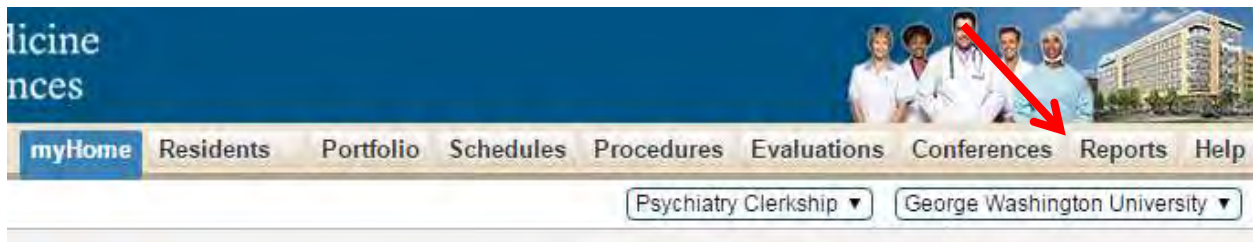
Duty Hours Detail Report

The Duty Hours Detail Report pulls all duty hours by week for an individual selected student. Use this report to quickly access an individual student’s duty hours activity.

Step-by-Step

Home page -> Reports tab -> Compliance Reports section -> Duty Hours Detail Report

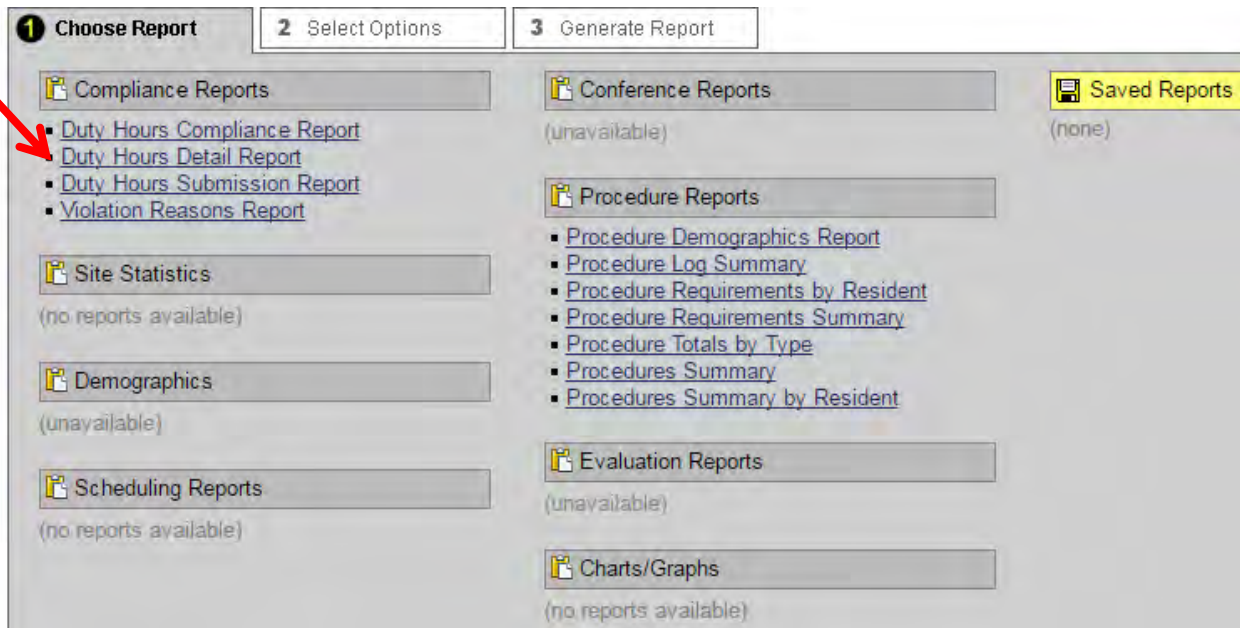
- Log into MedHub at <https://gwu.medhub.com>.
- Click the “Reports” tab.



3. If you have a MedHub account for GW residency and UME, a page may populate stating you do not have access to reports. If this is the case, change the drop-down in the top right of your window from your residency program to "George Washington University."



4. Select the "Duty Hours Detail Report" link under the Compliance Reports section on the new Reports page that populates.



5. A new page with report options will populate. Select the individual student and date range. Click "Go to Step 3."

1 Choose Report 2 **Select Options** 3 Generate Report

Options for Duty Hours Detail Report

Select a Student:* Date Range:* 7/1/2015 to 6/30/2016

Go to Step 3 ...

6. You can export the report as either HTML or excel in the “Output Format” drop-down. Select your option and click “Generate Report”.

1 Choose Report 2 Select Options 3 **Generate Report**

Generate Report: Duty Hours Detail Report

Output Format: HTML - Standard Scaling (HTML only): Standard

Generate Report

7. The report will display hours logged by date, if compliance was met, and any reasons for non-compliance.

Dates:	Hours:	Calendar Days Off:	Compliance (Reason):	Notes:	Details:
8/2 - 8/8/15	27.0	3	Y	--	Sunday 8/2: (none) Monday 8/3: 9:00am - 11:00am Tuesday 8/4: (none) Wednesday 8/5: 8:00am - 5:00pm Thursday 8/6: 12:00am - 1:00am, 5:00pm - 12:00am Friday 8/7: 3:00pm - 11:00pm Saturday 8/8: (none)
8/9 - 8/15/15	32.0	3	Y	--	Sunday 8/9: 12:00am - 1:00am, 5:00pm - 12:00am Monday 8/10: 12:00am - 1:00am, 5:00pm - 12:00am Tuesday 8/11: (none) Wednesday 8/12: 9:00am - 5:00pm Thursday 8/13: 12:00am - 1:00am, 5:00pm - 12:00am Friday 8/14: (none) Saturday 8/15: (none)

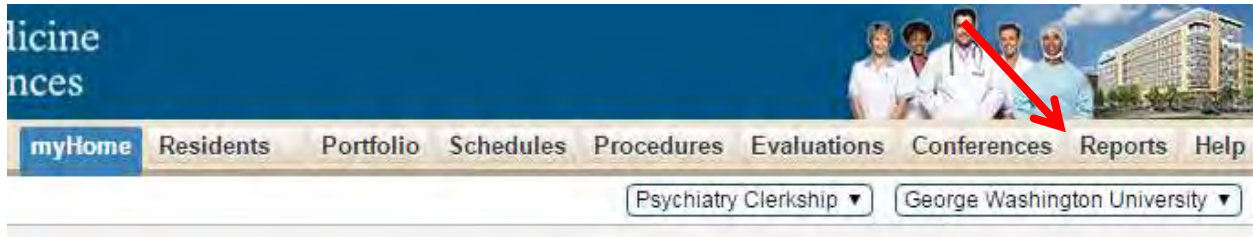
Duty Hours Submission Report

The Duty Hours Submission Report displays student submission rates over a given time frame. Use this report to view submission rates for all students over a selected enrollment period.

Step-by-Step

[Home page](#) -> [Reports tab](#) -> [Compliance Reports section](#) -> [Duty Hours Submission Report](#)

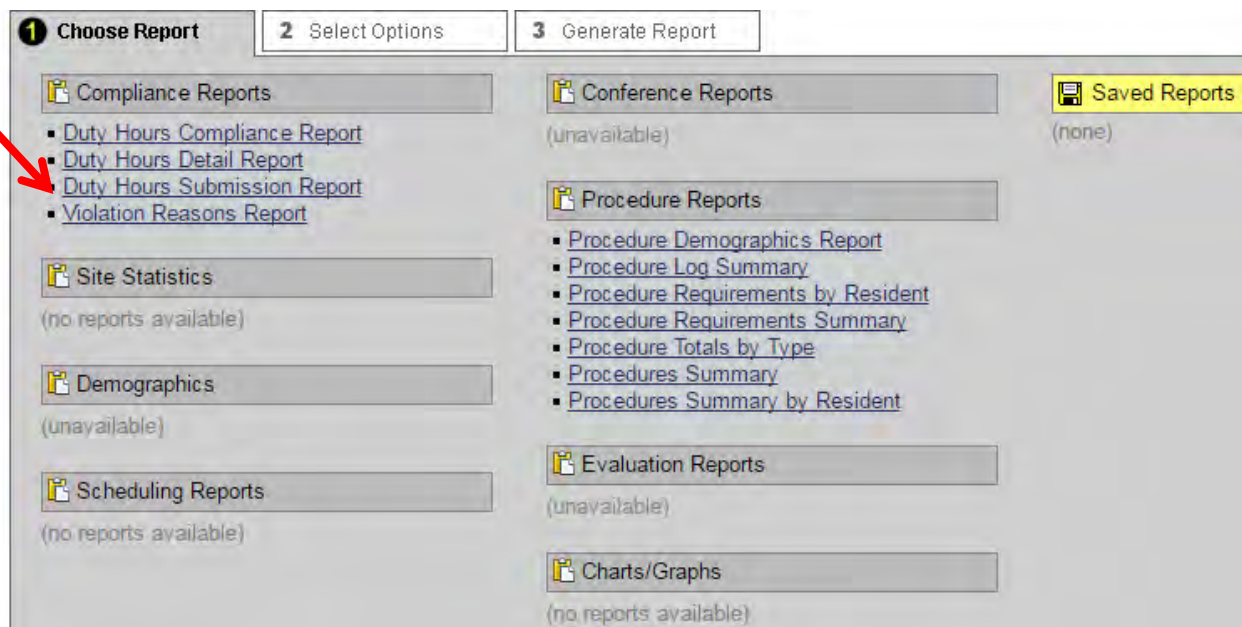
1. Log into MedHub at <https://gwu.medhub.com>.
2. Click the “Reports” tab.



3. If you have a MedHub account for GW residency and UME, a page may populate stating you do not have access to reports. If this is the case, change the drop-down in the top right of your window from your residency program to “George Washington University.”



4. Select the “Duty Hours Submission Report” link under the Compliance Reports section on the new Reports page that populates.



5. A new page with report options will populate. Select the course, student level, student types, and the date range for which you would like to pull duty hours submission percentages. You can also select from options to “hide trainees with 100% submission if you only want to see students missing submissions,” “display trainee on-time percentage,” or “display course notes.” Sort by last name. Click “Go to Step 3.”

1 Choose Report 2 Select Options 3 Generate Report

Options for Duty Hours Submission Report

Current Course(s):*
Internal Medicine Clerkship

Year(s):*
Year 0
Year 1
Year 2
Year 3
Year 4
Year 5

Trainee Type(s):*
Medical Student
Visiting Student

Shift/Ctrl keys to select multiple

Date Range:* 5/30/2016 to 6/29/2016

Options:
 Hide trainees with 100% submission
 Display trainee on-time percentage
 Display Course Notes

Sort by:* Last Name

Go to Step 3 ...

6. You can export the report as either HTML or excel in the “Output Format” drop-down. Select your option and click “Generate Report.”

1 Choose Report 2 Select Options 3 Generate Report

Generate Report: Duty Hours Submission Report

Output Format: HTML - Standard Scaling (HTML only): Standard

Generate Report

7. The report will show all students that were enrolled in the course during the time frame you selected and their duty hours submission percentages. It will also provide an average course total submission rate.

Dates: 05/29/2016 - 07/02/2016
Possible timesheets: 5

Course: Internal Medicine Clerkship				
Resident:	Level:	Email:	Submitted:	% Submitted:
Student #1	3		3	75%
Student #2	4		3	75%
Student #3	4		3	75%
Student #4	2		3	75%
Student #5	4		3	75%
Course Total:			15	75%
Total:			15	75%

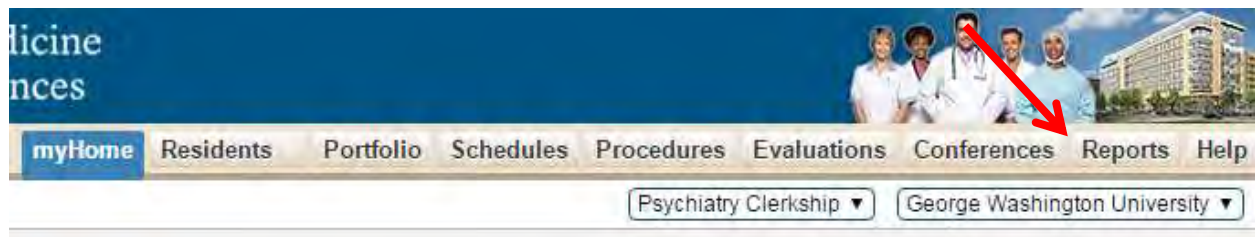
Violation Reasons Report

The Violation Reasons Report Reports all student duty hours violations over a selected time frame, as well as the reasons that students are asked to record whenever a violation occurs.

Step-by-Step

Home page -> Reports tab -> Compliance Reports section -> Violation Reasons Report

1. Log into MedHub at <https://gwu.medhub.com>.
2. Click the "Reports" tab.



3. If you have a MedHub account for GW residency and UME, a page may populate stating you do not have access to reports. If this is the case, change the drop-down in the top right of your window from your residency program to "George Washington University."



4. Select the "Violation Reasons Report" link under the Compliance Reports section on the new Reports page that populates.

5. A new page with report options will populate. Select the course, student level, student types, and the date range for which you would like to pull duty hours violations. Sort by last name. Click "Go to Step 3."

6. You can export the report as either HTML or excel in the "Output Format" drop-down. Select your option and click "Generate Report."

1 Choose Report 2 Select Options **3 Generate Report**

Generate Report: Violation Reasons Report

Output Format: Scaling (HTML only):

Generate Report

7. The report will show all students that had any student duty hours violations, the week of the violation, and any reasons noted by students for the violations.

Internal Medicine Clerkship					
Student:	Level:	Type:	Week Start Date:	Reason:	Reason Notes:
Student #1	3	Medical Student	2/7/2016	1 in 7 Averaged Days Off	That's how our call schedule was made.
Student #2	3	Medical Student	7/19/2015	1 in 7 Averaged Days Off	I am scheduled for 2 days off in 14 days, which is why there is not one day off in this week. I have not gone over duty hours. MedHub simply does not account for this modified schedule.
Student #3	3	Medical Student	4/10/2016	1 in 7 Averaged Days Off	It averages out to 1 day off every 7 days.
Student #4	3	Medical Student	5/15/2016	1 in 7 Averaged Days Off	I had the Saturday before this week and the Sunday after this week off, so it averages out to 1 in 7 average days off.