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

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

7. The report will display information by week-long time frames with 5 columns:
   a. HRS: shows total duty hours submitted
   b. Days Off
   c. 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.
   d. 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.

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

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

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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Hours</th>
<th>Calendar Days Off</th>
<th>Compliance (Reason)</th>
<th>Notes</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/2 - 8/8/15</td>
<td>27.0</td>
<td>3</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sunday 8/2: (none)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Monday 8/8: 9:00am - 11:00am</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Tuesday 8/8: (none)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Wednesday 8/8: 9:00am - 5:00pm</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Thursday 8/8: 12:00am - 1:00am, 5:00pm - 12:00am</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Friday 8/8: 3:00pm - 11:00pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Saturday 8/8: (none)</td>
</tr>
<tr>
<td>8/9 - 8/15/15</td>
<td>32.0</td>
<td>3</td>
<td>Y</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sunday 8/9: 12:00am - 1:00am, 5:00pm - 12:00am</td>
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<td></td>
<td></td>
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<td></td>
<td>Monday 8/15: 9:00am - 1:00am, 5:00pm - 12:00am</td>
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<td></td>
<td></td>
<td>Tuesday 8/9: (none)</td>
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<td>Wednesday 8/9: 9:00am - 5:00pm</td>
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<td>Thursday 8/9: 12:00am - 1:00am, 5:00pm - 12:00am</td>
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<td>Friday 8/15: (none)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Saturday 8/15: (none)</td>
</tr>
</tbody>
</table>
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

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.”

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

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.”
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.