

1 **ACGME Program Requirements for Fellowship Education**
2 **In Ophthalmic Plastic and Reconstructive Surgery**

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4 ***Common Program Requirements are in BOLD***
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6 Introduction

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8 A. Definition and Scope of the Subspecialty
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10 The goal of fellowship education in ophthalmic plastic and reconstructive surgery
11 is to complement the basic knowledge gained in the ophthalmology residency
12 program and to provide greater exposure to a variety of diseases and ophthalmic
13 plastic and reconstructive procedures.
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15 B. Duration of Education

16 The length of the educational program must 24 months of full time education.
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19 **I. Institutions**

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21 **A. Sponsoring Institution**
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23 **One sponsoring institution must assume ultimate responsibility for the**
24 **program, as described in the Institutional Requirements, and this**
25 **responsibility extends to fellow assignments at all participating sites.**
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27 **The sponsoring institution and the program must ensure that the program**
28 **director has sufficient protected time and financial support for his or her**
29 **educational and administrative responsibilities to the program.**
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31 **B. Participating Sites**
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33 1. **There must be a program letter of agreement (PLA) between the**
34 **program and each participating site providing a required**
35 **assignment. The PLA must be renewed at least every five years.**
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37 **The PLA should:**

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39 a) **identify the faculty who will assume both educational and**
40 **supervisory responsibilities for fellows;**

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42 b) **specify their responsibilities for teaching, supervision, and**
43 **formal evaluation of fellows, as specified later in this**
44 **document;**

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46 c) **specify the duration and content of the educational**
47 **experience; and,**

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49 d) **state the policies and procedures that will govern fellow**
50 **education during the assignment.**

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2. **The program director must submit any additions or deletions of participating sites routinely providing an educational experience, required for all fellows, of one month full time equivalent (FTE) or more through the Accreditation Council for Graduate Medical Education (ACGME) Accreditation Data System (ADS).**

II. Program Personnel and Resources

A. Program Director

1. **There must be a single program director with authority and accountability for the operation of the program. The sponsoring institution's GMEC must approve a change in program director. After approval, the program director must submit this change to the ACGME via the ADS.**
2. **The program director should continue in his or her position for a length of time adequate to maintain continuity of leadership and program stability.**
3. **Qualifications of the program director must include:**
 - a) **requisite specialty expertise and documented educational and administrative experience acceptable to the Review Committee;**
 - b) **current certification in the specialty by the American Board of Ophthalmology, or specialty qualifications that are acceptable to the Review Committee; and,**
 - c) **current medical licensure and appropriate medical staff appointment.**
 - d) **at least five years clinical experience in ophthalmic plastic and reconstructive surgery including successful completion of ophthalmic plastic and reconstructive surgery fellowship education; and least three years of clinical experience in ophthalmic plastic and reconstructive surgery following the fellowship;**
 - e) **a clinical practice consisting predominantly of ophthalmic plastic and reconstructive surgery;**
 - f) **engagement in ongoing research in the area of ophthalmic plastic and reconstructive surgery as demonstrated by regular publications in peer-reviewed journals and/or presentations of research material at national meetings.**

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- 4. The program director must administer and maintain an educational environment conducive to educating the (fellows) in each of the ACGME competency areas. The program director must:**
- a) oversee and ensure the quality of didactic and clinical education in all sites that participate in the program;**
 - b) approve a local director at each participating site who is accountable for fellow education;**
 - c) approve the selection of program faculty as appropriate;**
 - d) evaluate program faculty and approve the continued participation of program faculty based on evaluation;**
 - e) monitor fellow supervision at all participating sites;**
 - f) prepare and submit all information required and requested by the ACGME, including but not limited to the program information forms and annual program fellow updates to the ADS, and ensure that the information submitted is accurate and complete;**
 - g) provide each fellow with documented semiannual evaluation of performance with feedback;**
 - h) ensure compliance with grievance and due process procedures as set forth in the Institutional Requirements and implemented by the sponsoring institution;**
 - i) provide verification of residency education for all fellows, including those who leave the program prior to completion;**
 - j) implement policies and procedures consistent with the institutional and program requirements for fellow duty hours and the working environment, including moonlighting, and, to that end, must:**
 - (1) distribute these policies and procedures to the fellows and faculty;**
 - (2) monitor fellow duty hours, according to sponsoring institutional policies, with a frequency sufficient to ensure compliance with ACGME requirements;**
 - (3) adjust schedules as necessary to mitigate excessive service demands and/or fatigue; and,**
 - (4) if applicable, monitor the demands of at-home call and adjust schedules as necessary to mitigate excessive service demands and/or fatigue.**

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- k) monitor the need for and ensure the provision of back up support systems when patient care responsibilities are unusually difficult or prolonged;
 - l) comply with the sponsoring institution's written policies and procedures, including those specified in the Institutional Requirements, for selection, evaluation and promotion of fellows, disciplinary action, and supervision of fellows;
 - m) be familiar with and comply with ACGME and Review Committee policies and procedures as outlined in the ACGME Manual of Policies and Procedures;
 - n) obtain review and approval of the sponsoring institution's GMEC/DIO before submitting to the ACGME information or requests for the following:
 - (1) all applications for ACGME accreditation of new programs;
 - (2) changes in fellow complement;
 - (3) major changes in program structure or length of training;
 - (4) progress reports requested by the Review Committee;
 - (5) responses to all proposed adverse actions;
 - (6) requests for increases or any change to fellow duty hours;
 - (7) voluntary withdrawals of ACGME-accredited programs;
 - (8) requests for appeal of an adverse action;
 - (9) appeal presentations to a Board of Appeal or the ACGME; and,
 - (10) proposals to ACGME for approval of innovative educational approaches.
 - o) obtain DIO review and co-signature on all program information forms, as well as any correspondence or document submitted to the ACGME that addresses:
 - (1) program citations, and/or

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(2) request for changes in the program that would have significant impact, including financial, on the program or institution.

- p) ensure at least semiannually that fellows enter their operative procedures into the ACGME case log system. This documentation must include verification of the number of procedures in each category when the fellow has been the surgeon and the assistant surgeon;
- q) along with faculty, maintain a presence in the clinical service;
- r) before entry into the program, notify each fellow in writing of the required length of the ophthalmic plastic and reconstructive surgery program.

B. Faculty

1. At each participating site, there must be a sufficient number of faculty with documented qualifications to instruct and supervise all fellows at that location.

The faculty must:

- a) **devote sufficient time to the educational program to fulfill their supervisory and teaching responsibilities; and to demonstrate a strong interest in the education of fellows, and**
- b) **administer and maintain an educational environment conducive to educating fellows in each of the ACGME competency areas.**

2. The physician faculty must have current certification in the specialty by the American Board of Ophthalmology, or possess qualifications acceptable to the Review Committee.

- a) In addition to the fellowship program director, there must be at least one FTE ophthalmic plastic and reconstructive surgery fellowship trained faculty member. These faculty members should have at least one year of post-fellowship clinical experience in ophthalmic plastic and reconstructive surgery; they may have part-time or voluntary faculty appointments.

3. The physician faculty must possess current medical licensure and appropriate medical staff appointment.

4. The nonphysician faculty must have appropriate qualifications in their field and hold appropriate institutional appointments.

5. The faculty must establish and maintain an environment of inquiry and scholarship with an active research component.

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- a) **The faculty must regularly participate in organized clinical discussions, rounds, journal clubs, and conferences.**

- b) **Some members of the faculty should also demonstrate scholarship by one or more of the following:**
 - (1) **peer-reviewed funding;**
 - (2) **publication of original research or review articles in peer-reviewed journals, or chapters in textbooks;**
 - (3) **publication or presentation of case reports or clinical series at local, regional, or national professional and scientific society meetings; or,**
 - (4) **participation in national committees or educational organizations.**

- c) **Faculty should encourage and support fellows in scholarly activities.**

C. Other Program Personnel

The institution and the program must jointly ensure the availability of all necessary professional, technical, and clerical personnel for the effective administration of the program.

- 1. There should be designated faculty from the specialties of otolaryngology, procedural dermatology, craniofacial surgery, plastic surgery, neuroradiology, ocular pathology, and neurology to supervise rotations in these specialties.

D. Resources

The institution and the program must jointly ensure the availability of adequate resources for fellow education, as defined in the specialty program requirements.

- 1. **Clinic**

The outpatient area of each participating site must have a minimum of one fully equipped examining room for each fellow in the clinic. There must be access to current diagnostic equipment.

- 2. **Operating Facilities**

The surgical facilities at each participating site must include at least one operating facility appropriately equipped for ophthalmic plastic and reconstructive surgery.

305 3. Inpatient Facilities
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307 There must be inpatient facilities with access to sufficient space and beds
308 for patient care. An eye examination room with a slit lamp should be
309 easily accessible to fellows.
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311 **E. Medical Information Access**

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313 **Fellows must have ready access to specialty-specific and other appropriate**
314 **reference material in print or electronic format. Electronic medical literature**
315 **databases with search capabilities should be available.**
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317 **III. Fellow Appointments**

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319 **A. Eligibility Criteria**

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321 **The program director must comply with the criteria for fellow eligibility as**
322 **specified in the Institutional Requirements.**
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324 1. All applicants entering ACGME-accredited ophthalmic plastic and
325 reconstructive surgery fellowships must have satisfactorily completed an
326 ACGME-accredited ophthalmology residency program and be eligible to
327 take the American Board of Ophthalmology certifying examinations, or
328 already be certified by that Board.
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330 **B. Number of Fellows**

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332 **The program director may not appoint more fellows than approved by the**
333 **Review Committee, unless otherwise stated in the specialty-specific**
334 **requirements. The program's educational resources must be adequate to**
335 **support the number of fellows appointed to the program.**
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337 **C. Fellow Transfers**

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339 1. **Before accepting a fellow who is transferring from another program,**
340 **the program director must obtain written or electronic verification of**
341 **previous educational experiences and a summative competency-**
342 **based performance evaluation of the transferring fellow.**
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344 2. **A program director must provide timely verification of residency**
345 **education and summative performance evaluations for fellows who**
346 **leave the program prior to completion.**
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348 **D. Appointment of Fellows and Other Learners**

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350 **The presence of other learners (including, but not limited to, fellows from**
351 **other specialties, subspecialty fellows, PhD students, and nurse**
352 **practitioners) in the program must not interfere with the appointed fellows'**
353 **education. The program director must report the presence of other learners**
354 **to the DIO and GMEC in accordance with sponsoring institution guidelines.**
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356 **IV. Educational Program**

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358 **A. The curriculum must contain the following educational components:**

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360 **1. Overall educational goals for the program, which the program must**
361 **distribute to fellows and faculty annually;**

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363 **2. Competency-based goals and objectives for each assignment at**
364 **each educational level, which the program must distribute to fellows**
365 **and faculty annually, in either written or electronic form. These**
366 **should be reviewed by the fellow at the start of each rotation;**

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368 **3. Regularly scheduled didactic sessions;**

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370 a) Fellows must prepare and present teaching conferences and
371 participate in the teaching of fellows, residents and/or medical
372 students.

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374 b) The fellow must participate in a minimum of 80 hours of didactic
375 instruction, including seminars, lectures, approved basic science
376 courses, and hands-on skilled courses of which at least 40 hours
377 must be intramural. These should include the following:

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379 (1) attendance at grand rounds: The fellow should actively
380 participate in case presentation conferences and
381 discussions of patients with ophthalmic plastic and
382 reconstructive surgery;

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384 (2) mandatory attendance at regularly scheduled case
385 presentation conferences: The fellow must prepare and
386 present a minimum of two case presentations per year;

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388 (3) attendance at lectures on ophthalmic plastic and
389 reconstructive surgery topics given by the faculty during
390 the fellowship teaching program; these must include at
391 least six lecture hours per year. The fellow must prepare
392 and present a minimum of two didactic lectures per year on
393 the diagnosis/treatment of entities afflicting the eyelids,
394 tear system, orbit, or face. These lectures must be
395 presented to faculty, other fellows, and residents;

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397 (4) attendance and preparation of case presentation for at
398 least one ophthalmic plastic and reconstructive surgery
399 visiting professor conference per two years;

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401 (5) attendance and participation in at least two courses
402 devoted to ophthalmic plastic and reconstructive surgery,
403 tumor resection, lacrimal disease, or cosmetic surgery.

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- c) Fellowship preceptors must emphasize and teach the principles of ethical and humane treatment of patients in accordance with the Code of Ethics of the American Academy of Ophthalmology and the Declaration of Helsinki Standards. In addition, preceptors must include the ARVO statement for the use of Animals in Ophthalmic and Vision Research. Preceptors and faculty should communicate these ethical principles to their fellows in both didactic and clinical aspects of the fellowship education.
- 4. Delineation of fellow responsibilities for patient care, progressive responsibility for patient management, and supervision of fellows over the continuum of the program; and,**
- 5. ACGME Competencies**
- The program must integrate the following ACGME competencies into the curriculum:**
- a) **Patient Care**
Fellows must be able to provide patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health. Fellows:
 - (1) must directly evaluate, and provide diagnosis and treatment plans in the care of a minimum of 1,200 patient encounters per year during the course of education. These patients must have ophthalmic plastic and reconstructive surgery related problems. The fellow must be able to demonstrate that the history and examination were accurate and appropriate, the use of laboratory and imaging tests was directed by the history and physical examination, and that the differential diagnosis and management were appropriate;
 - (2) must demonstrate proficiency in teaching ophthalmic plastic and reconstructive surgery to ophthalmology residents;
 - (3) must demonstrate proficiency in the following required procedures:
 - (a) enucleation, evisceration, exenteration, secondary implants of the orbit;
 - (b) orbitotomy for exploration, biopsy, and tumor removal, anterior, lateral, medial and superior and orbital reconstruction for periorbital anomalies;
 - (c) eyelid retraction repair;

- 457 (d) blepharoptosis;
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459 (e) ectropion and entropion repair;
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461 (f) blepharoplasty (upper and lower eyelids, functional
462 and aesthetic);
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464 (g) eye lid reconstruction (following congenital defects,
465 trauma or tumor excision);
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467 (h) repair of trichiasis treatment (lid split, mucous
468 membrane graft);
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470 (i) conjunctivoplasty;
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472 (j) trauma and laceration repairs;
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474 (k) rhytidectomy limited to periorbital tissues;
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476 (l) dacryocystorhinostomy and other lacrimal
477 procedures;
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479 (m) excision of tumors involving the periorbital and
480 adjacent regions-benign and malignant;
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482 (n) facial flaps and grafts related to the management of
483 periorbital processes;
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485 (o) management of upper face and brow conditions
486 (e.g. brow ptosis repair);
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488 (p) nasal endoscopy, partial inferior turbinectomy, and
489 procedures related to the management of lacrimal
490 and periorbital processes;
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492 (q) use of neuromodulators (botulinum toxin), dermal
493 fillers, other technologies (e.g. laser) and
494 chemical/pharmaceutical agents for the
495 management of contour and skin quality
496 abnormalities (functional and aesthetic).
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498 **b) Medical Knowledge**
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500 **Fellows must demonstrate knowledge of established and**
501 **evolving biomedical, clinical, epidemiological and social-**
502 **behavioral sciences, as well as the application of this**
503 **knowledge to patient care. Fellows:**
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505 *[There is no specialty-specific language for this section]*
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c) Practice-based Learning and Improvement

Fellows must demonstrate the ability to investigate and evaluate their care of patients, to appraise and assimilate scientific evidence, and to continuously improve patient care based on constant self-evaluation and life-long learning. Fellows are expected to develop skills and habits to be able to meet the following goals:

- (1) identify strengths, deficiencies, and limits in one's knowledge and expertise;**
- (2) set learning and improvement goals;**
- (3) identify and perform appropriate learning activities;**
- (4) systematically analyze practice using quality improvement methods, and implement changes with the goal of practice improvement;**
- (5) incorporate formative evaluation feedback into daily practice;**
- (6) locate, appraise, and assimilate evidence from scientific studies related to their patients' health problems;**
- (7) use information technology to optimize learning; and,**
- (8) participate in the education of patients, families, students, fellows and other health professionals.**

d) Interpersonal and Communication Skills

Fellows must demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals. Fellows are expected to:

- (1) communicate effectively with patients, families, and the public, as appropriate, across a broad range of socioeconomic and cultural backgrounds;**
- (2) communicate effectively with physicians, other health professionals, and health related agencies;**
- (3) work effectively as a member or leader of a health care team or other professional group;**
- (4) act in a consultative role to other physicians and health professionals; and,**

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(5) maintain comprehensive, timely, and legible medical records, if applicable.

e) Professionalism

Fellows must demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. Fellows are expected to demonstrate:

- (1) compassion, integrity, and respect for others;
- (2) responsiveness to patient needs that supersedes self-interest;
- (3) respect for patient privacy and autonomy;
- (4) accountability to patients, society and the profession; and,
- (5) sensitivity and responsiveness to a diverse patient population, including but not limited to diversity in gender, age, culture, race, religion, disabilities, and sexual orientation.

f) Systems-based Practice

Fellows must demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal health care. Fellows are expected to:

- (1) work effectively in various health care delivery settings and systems relevant to their clinical specialty;
- (2) coordinate patient care within the health care system relevant to their clinical specialty;
- (3) incorporate considerations of cost awareness and risk-benefit analysis in patient and/or population-based care as appropriate;
- (4) advocate for quality patient care and optimal patient care systems;
- (5) work in interprofessional teams to enhance patient safety and improve patient care quality; and,

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- (6) **participate in identifying system errors and implementing potential systems solutions.**
 - (7) participate in planned rotations to procedural dermatology, otolaryngology, neuro-ophthalmology and plastic surgery in order to understand how other specialties approach the management of diseases of the head and neck that directly affect the management of ocular and periocular disease, with a set of measurable goals and objectives to be attained at the end of each rotation.
6. Patient Care Curriculum
- a) Fellows must maintain a surgical log including Surgeon (primary surgeon) and Assistant (assisting and/or observing surgeon) cases.
 - b) Fellows must document a minimum number of 300 operative procedures in an operating room or equivalent facility plus 150 minor office based procedures, such as biopsies and incision/curettage.
 - c) Fellows must document in the case-log system a sufficient number and distribution of complex cases for Surgeon (fellow as the primary surgeon) and Assistant (fellow as the first assistant), as determined by the Review Committee, for the achievement of adequate operative skill and surgical judgment.
 - d) Fellows must actively participate in the preoperative and postoperative management of surgical cases in which they are part of the surgical team.
7. Medical Knowledge Curriculum
- a) Fellows must have instruction in the following specific areas:
 - (1) anatomy and physiology of the orbit, eyelids, lacrimal system, nose, sinuses, and head and neck as it relates to the orbits and adnexa;
 - (2) orbit;
 - (a) common orbital problems of children, including: congenital anomalies, cellulitis, benign and malignant tumors, and orbital inflammations;
 - (b) common orbital disorders of adults including orbital cellulitis, thyroid orbitopathy, and pseudotumor, vasculitis, congenital tumors, vascular tumors, neural tumors, lacrimal gland tumors, fibro-osseous tumors, histiocytic diseases, lymphoid tumors,

- 661 metastatic tumors, trauma, and ophthalmic socket
662 problems, and skull base disease;
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664 (3) eyelid including congenital syndromes, inflammation,
665 trauma, ectropion, entropion, trichiasis, blepharoptosis,
666 eyelid retraction, dermatochalasis, blepharochalasis, eyelid
667 tumors, blepharospasm, facial nerve palsy, eyebrow,
668 midface and lower face function and aesthetics;
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670 (4) lacrimal system including congenital tearing, acquired
671 tearing and trauma;
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673 (5) ocular surface pathology including cicatricial processes
674 affecting the bulbar and palpebral conjunctiva,
675 management of corneal and conjunctival exposure, and
676 relationship of the lids, mid-face and brow to ocular
677 exposure;
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679 (6) regional anatomy including graft sites frequently used such
680 as cranial bone, ear, nose, temporal area, mouth and
681 neck, abdomen, buttocks, legs, supraclavicular area and
682 arm;
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684 (7) fundamentals of ocular and orbital anatomy, chemistry,
685 physiology, microbiology, immunology, and wound healing;
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687 (8) histology and pathology to interpret ocular, cutaneous, and
688 periocular pathology and dermatopathology. This should
689 include ten hours of pathology slide review with clinical
690 correlation;
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692 (9) diagnostic and therapeutic procedures with comprehensive
693 examination of the eyelids and periorbital region;
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695 (10) examination of the lacrimal system, nasal exam with
696 speculum and endoscope;
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698 (11) examination of the eyebrow and face, including
699 assessment of the eyebrow position for brow ptosis,
700 paralysis, and its relation to upper eyelid dermatochalasis,
701 for facial paralysis and evaluation of the effects of mid-face
702 cicatricial, paralytic and involutinal changes on lower
703 eyelid position. Also an assessment of the face for the
704 harmonious aesthetic units and evaluation of the inter-
705 relationships of each;
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707 (12) examination and measurement of orbital structures and
708 functions;
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- 710 (13) the principles of plain films, CT, MRI, and ultrasound
711 imaging relating to the head and neck with particular
712 emphasis on the orbit;
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714 (14) skills in the use of information technology for study of
715 reference material, including electronic searching and
716 retrieval of relevant articles, monographs, and abstracts.
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718 b) Fellows must participate in one orbital dissection during their 24
719 month program.
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721 c) Fellows must learn the fundamentals of cosmetic surgery and its
722 complications with emphasis on brows and mid-face as well as
723 alloplastic inserts.
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725 d) Fellows must learn the team approach to orbital and periorbital
726 trauma.
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B. Fellows' Scholarly Activities

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730 1. **The curriculum must advance fellows' knowledge of the basic**
731 **principles of research, including how research is conducted,**
732 **evaluated, explained to patients, and applied to patient care.**
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734 2. **Fellows should participate in scholarly activity.**
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736 a) Research activities should include participation in clinical trials,
737 prospective and retrospective studies, case reports, and basic
738 science research where feasible.
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740 b) Fellows should attend local and regional conferences relevant to
741 ophthalmic plastic and reconstructive surgery.
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743 c) Fellows must actively participate, along with the ophthalmic plastic
744 and reconstructive surgery faculty, in a journal club three times
745 per year. The fellow and faculty should present and critically
746 discuss selections from the current literature.
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748 d) Each fellow should be a lead author of one peer-reviewed
749 publication related to ophthalmic surgery during fellowship
750 education.
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752 3. **The sponsoring institution and program should allocate adequate**
753 **educational resources to facilitate fellow involvement in scholarly**
754 **activities.**
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V. Evaluation

A. Fellow Evaluation

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758 1. **Formative Evaluation**
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- a) **The faculty must evaluate fellow performance in a timely manner during each rotation or similar educational assignment, and document this evaluation at completion of the assignment.**
- b) **The program must:**
 - (1) **provide objective assessments of competence in patient care, medical knowledge, practice-based learning and improvement, interpersonal and communication skills, professionalism, and systems-based practice;**
 - (2) **use multiple evaluators (e.g., faculty, peers, patients, self, and other professional staff);**
 - (3) **document progressive fellow performance improvement appropriate to educational level; and,**
 - (4) **provide each fellow with documented semiannual evaluation of performance with feedback.**
- c) **The evaluations of fellow performance must be accessible for review by the fellow, in accordance with institutional policy.**
- d) Each fellow must maintain a log of attendance at conferences, lectures given, journal clubs attended, involvement in research activities, publications, and meetings attended that will be reviewed by the program director during fellowship education.

2. Summative Evaluation

The program director must provide a summative evaluation for each fellow upon completion of the program. This evaluation must become part of the fellow’s permanent record maintained by the institution, and must be accessible for review by the fellow in accordance with institutional policy. This evaluation must:

- a) **document the fellow’s performance during the final period of education, and**
- b) **verify that the fellow has demonstrated sufficient competence to enter practice without direct supervision.**

B. Faculty Evaluation

- 1. **At least annually, the program must evaluate faculty performance as it relates to the educational program.**

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2. These evaluations should include a review of the faculty's clinical teaching abilities, commitment to the educational program, clinical knowledge, professionalism, and scholarly activities.
 3. This evaluation must include at least annual written confidential evaluations by the fellows.

819 **C. Program Evaluation and Improvement**

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1. The program must document formal, systematic evaluation of the curriculum at least annually. The program must monitor and track each of the following areas:
 - a) fellow performance;
 - b) faculty development;
 - c) graduate performance, including performance of program graduates on the certification examination; and,
 - d) program quality. Specifically:
 - (1) Fellows and faculty must have the opportunity to evaluate the program confidentially and in writing at least annually, and
 - (2) The program must use the results of fellows' assessments of the program together with other program evaluation results to improve the program.
 2. If deficiencies are found, the program should prepare a written plan of action to document initiatives to improve performance in the areas listed in section V.C.1. The action plan should be reviewed and approved by the teaching faculty and documented in meeting minutes.

848 **VI. Fellow Duty Hours in the Learning and Working Environment**

849 **A. Principles**

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1. The program must be committed to and be responsible for promoting patient safety and fellow well-being and to providing a supportive educational environment.
 2. The learning objectives of the program must not be compromised by excessive reliance on fellows to fulfill service obligations.
 3. Didactic and clinical education must have priority in the allotment of fellows' time and energy.

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4. **Duty hour assignments must recognize that faculty and fellows collectively have responsibility for the safety and welfare of patients.**
- B. Supervision of Fellows**
- The program must ensure that qualified faculty provide appropriate supervision of fellows in patient care activities.
- C. Fatigue**
- Faculty and fellows must be educated to recognize the signs of fatigue and sleep deprivation and must adopt and apply policies to prevent and counteract its potential negative effects on patient care and learning.
- D. Duty Hours (the terms in this section are defined in the ACGME Glossary and apply to all programs)**
- Duty hours are defined as all clinical and academic activities related to the program; i.e., patient care (both inpatient and outpatient), administrative duties relative to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled activities, such as conferences. Duty hours do *not* include reading and preparation time spent away from the duty site.
1. **Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities.**
 2. **Fellows must be provided with one day in seven free from all educational and clinical responsibilities, averaged over a four-week period, inclusive of call.**
 3. **Adequate time for rest and personal activities must be provided. This should consist of a 10-hour time period provided between all daily duty periods and after in-house call.**
- E. On-call Activities**
1. **In-house call must occur no more frequently than every third night, averaged over a four-week period.**
 2. **Continuous on-site duty, including in-house call, must not exceed 24 consecutive hours. Fellows may remain on duty for up to six additional hours to participate in didactic activities, transfer care of patients, conduct outpatient clinics, and maintain continuity of medical and surgical care.**
 3. **No new patients may be accepted after 24 hours of continuous duty.**
 - a) A new patient is defined as any patient for whom the fellow has not previously provided care.

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- 4. **At-home call (or pager call)**
 - a) **The frequency of at-home call is not subject to the every-third-night, or 24+6 limitation. However at-home call must not be so frequent as to preclude rest and reasonable personal time for each fellow.**
 - b) **Fellows taking at-home call must be provided with one day in seven completely free from all educational and clinical responsibilities, averaged over a four-week period.**
 - c) **When fellows are called into the hospital from home, the hours fellows spend in-house are counted toward the 80-hour limit.**

F. Moonlighting

- 1. **Moonlighting must not interfere with the ability of the fellow to achieve the goals and objectives of the educational program.**
- 2. **Internal moonlighting must be considered part of the 80-hour weekly limit on duty hours.**

G. Duty Hours Exceptions

A Review Committee may grant exceptions for up to 10% or a maximum of 88 hours to individual programs based on a sound educational rationale.

- 1. **In preparing a request for an exception the program director must follow the duty hour exception policy from the ACGME Manual on Policies and Procedures.**
- 2. **Prior to submitting the request to the Review Committee, the program director must obtain approval of the institution's GMEC and DIO.**

VII. Experimentation and Innovation

Requests for experimentation or innovative projects that may deviate from the institutional, common and/or specialty specific program requirements must be approved in advance by the Review Committee. In preparing requests, the program director must follow Procedures for Approving Proposals for Experimentation or Innovative Projects located in the ACGME Manual on Policies and Procedures. Once a Review Committee approves a project, the sponsoring institution and program are jointly responsible for the quality of education offered to fellows for the duration of such a project.
