HOW TO LOG DUTY HOURS

Purpose: Enter duty hour logs, edit logs, add justifications, log vacation time online and using an iPhone or a Droid

Access:

- Residents and fellows can have any privilege level in Duty Hours to log hours
- Administrators need level 5 or 6 privileges in Duty Hours to modify the module
- For administrators to log hours for the resident, the module must be configured to allow level 5 users to add or edit hours on behalf of others.

Enter Duty Hour Logs Online

1. Go to Select **Main > Duty Hours > My Duty Hours**

2. Click the **Duty Type** or **Assignment Definition** from the list on the right side of the page

3. Optional: Choose **Training Location**

4. **Log Hours:**

a. **Click and drag** the cursor over the cells that represent the time worked (Figure 1)

b. **Right + Click** the cells on a day you want to log hours for and **Set the Exact Date and Time** (Figure 2)
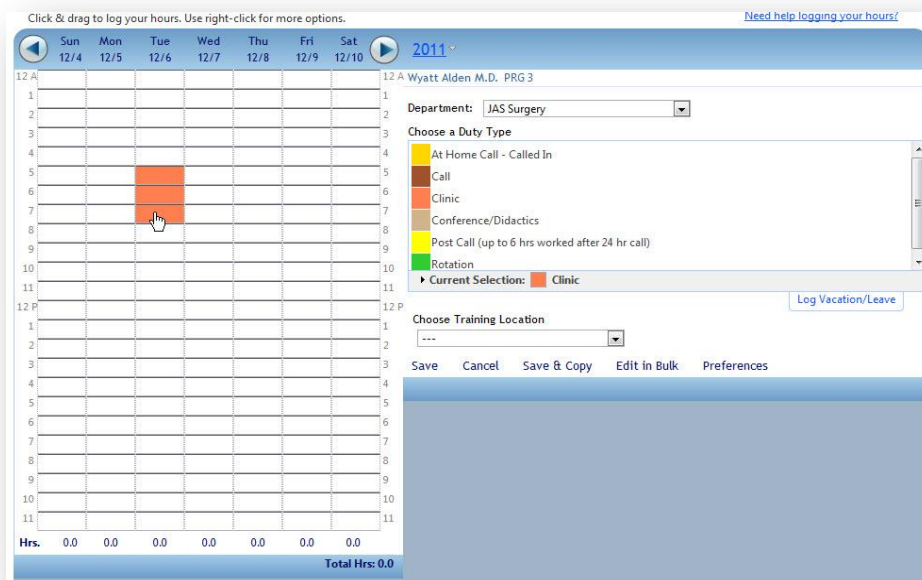
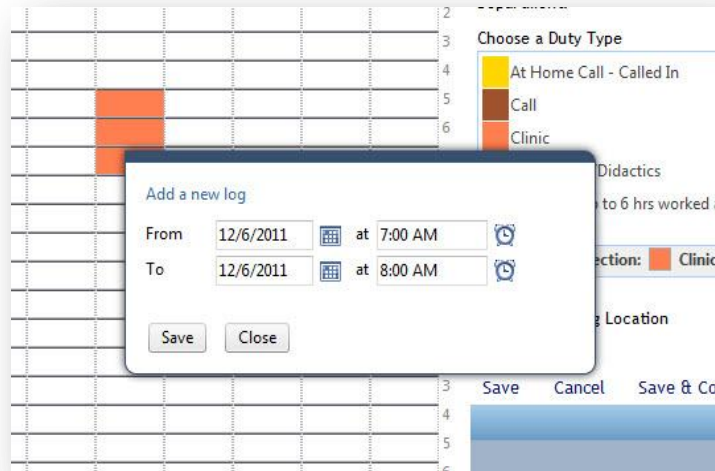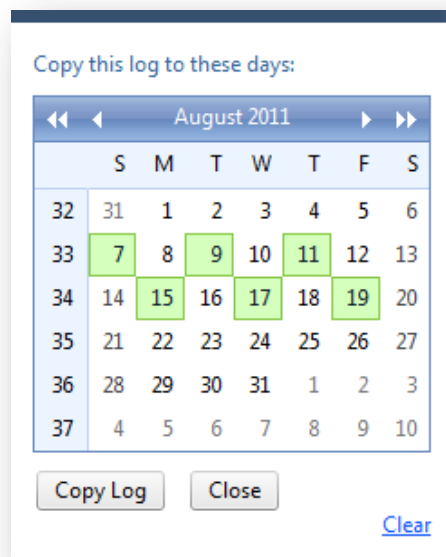5. Click **Save**

Figure 1: Click and Drag

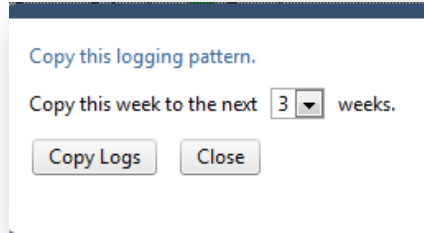Figure 2: Right Click for Precision Entering

Copy a Log to Multiple Days

1. **Right Click** the log you want to copy
2. Select **Copy Log**
3. Click the days you want to copy the log to
4. Click **Save**

Copy a Week of Duty Hour Logs to Other Weeks

1.   Log a week of duty hours
2.   Click **Save & Copy**
3.   Select the number of weeks forward you want to copy this week to
4.   Click **Copy Logs**

Edit Duty Hour Logs a Week at a Time

1.   Select date range by using the scroll arrows or clicking the year. Click on a date and then **Update**.
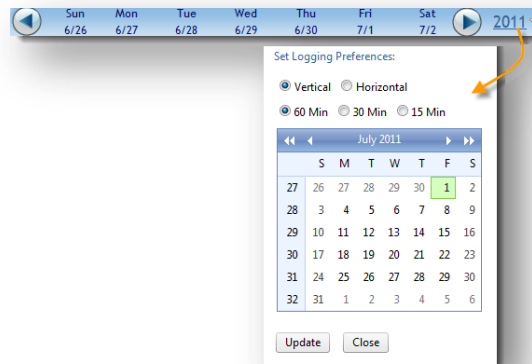
2. Click **Edit in Bulk**
3. Make your changes
4. Click **Save**

Log Vacation Hours

1. Go to **Main > Duty Hours**
2. Click **Log Vacation/Leave**

3. Select the **first day** of the vacation from the calendar on the left
4. Select the **last day** of the vacation from the calendar on the right.
5. Select a start date on the calendar on the left only for single day vacation

6. Click **Save**

Note: The maximum number of hours of vacation you can log at one time is 100 hours.

Violations – Justifications

The ACGME requires that residents document why they stayed over or came back on duty early and Program Directors must review every occurrence (Common Program Requirements, VI.G.4.b)(3)). If you have to enter a justification, you will see this at the top of your Duty Hours page:

1. Clicking on this notice will take you to this popup:
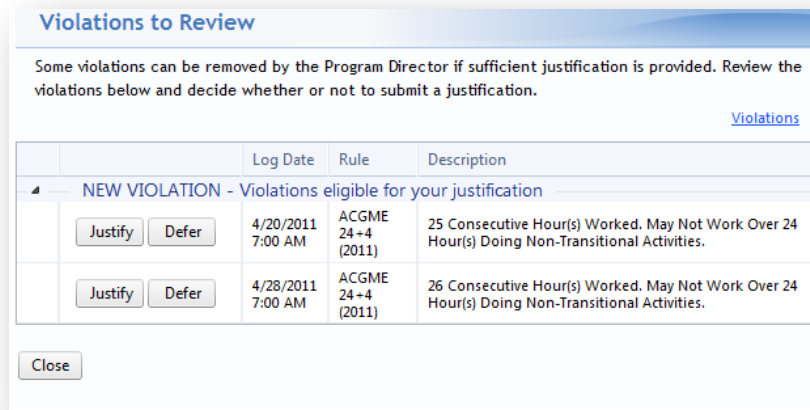
2. Click **Justify** to enter an explanation (Defer to skip entering a justification)
3. Enter a reason for staying late or returning early in the comment box
4. Click **Submit Justification**

The following people receive email notifications once a justification has been entered:

- Your Program Director
- Your Associate Program Directors
- Duty Hours Administrators

Violations – Causes

If you have a violation that does not have to be justified, you may still enter a reason for the violation. Go to the Violations tab and click on the rule listed in the violation. Choose the cause that best describes what happened.

ACGME 80 Hour	ACGME Day Off

Wyatt Alden logged Rotation on Monday 4/30/2012 at 6:00 AM to Monday 4/30/2012 at 8:00 PM

ACGME 80 Hour violated in JAS Surgery
during the 4/1/2012 12:00:00 AM to 4/30/2012 12:00:00 AM check period

384 Hours Logged. Hours Allowed: 343

What caused this violation?

Add a cause ❓

ENTER HOURS ON AN IPHONE

To download the applications:

From the internet

1. Go to **http://www.apple.com**
2. Click on the **Downloads** tab
3. Scroll to the **App Store**
4. Type **NI GME** in the search field
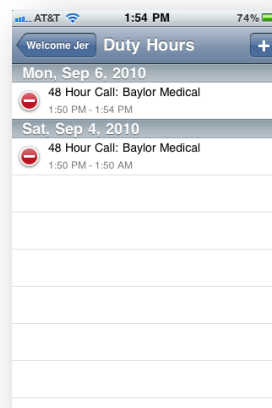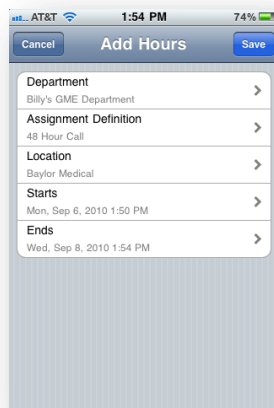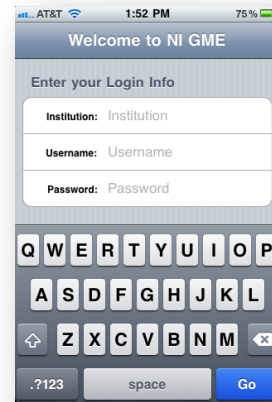5. Continue to download the application

From the iTunes App Store

1. On the iPhone, tap the App Store icon
2. Tap Search, then type **NI GME** in the search field
3. Tap the appropriate app
4. Tap Install

Log in

1. Enter institution
2. Enter username
3. Enter password
4. Tap **Go**
5. Select application

Duty Hours

1. Tap **>** to expand
2. Complete each field
3. Tap **Save** when finished recording a log

Sync

1. Tap the sync button to upload your logs to New Innovations

Enter hours on a DROID

Download the application

6. Go to the apps "Market"
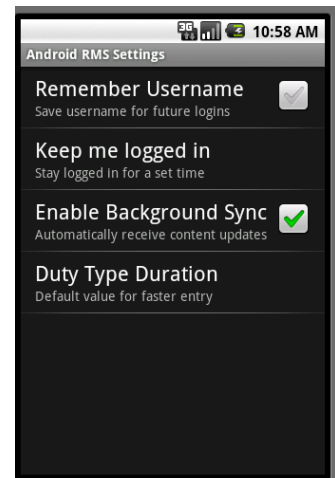7. Type "NI GME" in the search box
8. Click "Install"

Log in

6. Enter institution
7. Enter username
8. Enter password
9. Enable Automatic Sync (Note: this will allow your entries to automatically transfer to New Innovations and automatically

   receive updates.)
10. Tap "OK"
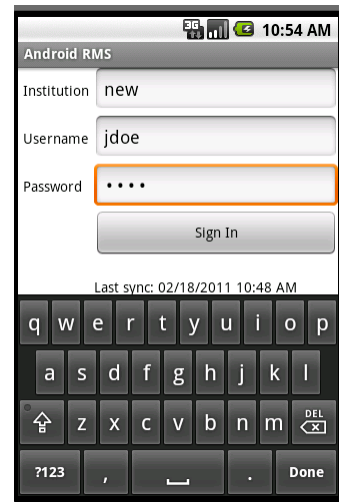
Settings

1. Select settings for
   a. Username
   b. Staying logged in
   c. Automatic sync

d. Duty type duration default

Log Duty Hours

1. Tap the NI app
2. Choose Duty Type
3. Choose Location (if required)
4. Set Start and End Dates and Times
5. Tap **Save**

Sync

If you have not configured your Droid to automatically synchronize with New Innovations, you will need to "Sync" your entry to save your duty hour log.

1. Tap the menu button and select **sync** option