



WORK FROM HOME

GME and dental trainees must complete their assigned duties at NCH or other sites approved by the Program Director, excluding assigned home call. Although technology facilitates access to resources necessary for administrative, research, and other scholarly activities, trainees benefit from the exchange which occurs through ongoing interaction with faculty, trainees, and other members of the health care team and are expected to be present for assigned duty periods.

Program Directors *may*, but are not required to, approve trainees to *work from home*. *Work from home* is defined as a scheduled duty period at a location other than NCH or other NCH-approved program site. Trainees may not request to *work from home* if they have direct patient care assignments (other than home call), mandatory educational conferences, assigned meetings, or other duties which require their presence. Away rotations, private office clinics, and other assignments within the educational program are not considered *work from home*.

Work from home is assigned duty and is subject to the following requirements:

- All *work from home* hours must be prior approved by the Program Director or designee
 - Trainee must log all *work from home* and other duty hours in a timely, accurate manner using the format approved by the Program.
 - *Work from home* must be recorded on the trainee schedule and must be of comparable duration to other duty periods.
 - *Work from home* is not intended to shorten or lengthen duration of duty assignment.
 - *Work from home* must not prevent participation in assigned duties, such as rounds, conferences, and clinic.
 - Trainee must be available by phone or other means of communication.
 - *Work from home* must not be used for vacation, sick leave, leave of absence, or other time off.
- Trainees requiring extended periods off must take leave in accordance with NCH and GME policies.

Program Directors must track time trainees spend in the program, including *work from home*, to assure that they have fulfilled ACMGE, NCH, and specialty requirements. Trainees who fail to comply with requirements will forfeit the opportunity to *work from home* or other special considerations.

In addition to assigned duty, Trainees are expected to assume responsibility for their own education by engaging in activities such as reading and conference preparation. Such self-directed education is not considered part of duty hours* as defined by ACGME and NCH GME policy. The duration and timing of these types of activities are not assigned by the Program Director, and the hours may not be counted in overall duty hours unless conducted at NCH.

*ACGME defines duty hours 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 spent away from the duty site. *See Duty Hours and Work Environment policy for additional information regarding duty hours.*

Approved by GME Committee: 4/26/2011