



## TACC Managed Time Policy

Programs must adhere to the Fellows Managed Time Policy, as defined below. If a program fails to adhere to the managed time policy or is delinquent in the submission of requested documentation, the program will receive a warning and will be expected to submit written verification of changes in order to bring the program to compliance. If a program does not respond to written warnings or does not produce requested documentation, a site visit may be necessary. Sanctions for non-compliance range from written warnings, probation, and loss of accreditation. Reaccreditation would entail the submission of a new program application.

In addition to training fellows in all aspects of clinical care relevant to transplantation, transplant fellowship programs have a responsibility to ensure safe and responsible work habits. Such habits will lay the groundwork for routines that will form the foundation of a successful career as a transplant surgeon. We recognize that working to the point of exhaustion is both unhealthy for the fellow and unsafe for patients. Efforts to establish work hour and/or schedule restrictions are rife with difficulties. Transplantation is often unpredictable with periods of heavy workload interspersed with slower work periods due to donor paucity. Lastly, there are often valuable clinical education or continuity of care opportunities that may exceed traditional work hour requirements but benefit fellowship training. Despite these obstacles to creating responsible work hour practices, reliance on fellow self-reporting and self-recognition of fatigue does not meet the current standard of fellowship training. The ASTS and TACC believe that certain underlying principles below must be recognized in identifying responsible fellow workload practices:

- 1) Programs must be mindful of the workload they are placing on fellows with respect to all facets of their responsibilities (e.g., clinic, operating room, inpatient service, phone calls, etc.). The fellowship director is responsible for setting this expectation and monitoring the impact of the workload on the fellow.
- 2) The program's faculty must recognize it may be necessary to tell the fellow to rest. It is incumbent on the program's faculty to monitor the fellow's workload and outward signs of fatigue, to intervene appropriately in instances where the fellow does not recognize or acknowledge the need to rest.
- 3) The impact of activities which are neither educational nor require their level of experience should be scrutinized on an ongoing basis. Fellows are board-eligible or certified in General Surgery or Urology or foreign equivalency and must be given responsibilities consistent with their level of expertise. While any caregiver may need to step in from time to time to help in any task related to patient care, it is not the fellow's role to routinely perform tasks that are more appropriately delegated to a coordinator, resident, physician assistant, or advance nurse practitioner. To be effective in this role, the program must engage sufficient human resources to allow the fellow to function at the appropriate level.

Based on the three principles above, the following three structural elements are considered requirements of fellowship training programs:

1. The fellowship training program must designate formal continuing medical education (CME) time for the fellows, including attendance to at least one regional/national meeting and the Fellows Symposium during their fellowship.
  - a. Time at one regional/national meeting (up to 5 days) and the Fellows Symposium does not count toward vacation time or the required 48-hour and two 24-hour periods off per month.
  - b. Planning for the meeting is the joint responsibility of the fellow and the Program Director.
  - c. Attendance at the Fellows Symposium does not fulfill this requirement as this is an additional mandatory requirement.
2. The fellow must be off call and free from any fellowship responsibilities at least one weekend per month (48 hours) and at least two additional 24-hour periods every month exclusive of vacation time.
  - a. Each program must submit their time-off guidelines at the time of reaccreditation.
  - b. Each fellow will be surveyed at the end of fellowship to confirm the time off occurred.
3. The fellow must be provided at least two weeks of vacation every year, defined as ten (10) weekdays per year. This is not to include the required one weekend (48 hours) and two additional 24-hour periods off call per month and is to be free from clinical responsibilities.
  - a. This excludes time for academic meetings and attendance at the Fellows Symposium.
  - b. Each program must submit their time-off and vacation guidelines at the time of fellowship reaccreditation and provide documentation of fellow vacations on a yearly basis.
  - c. Proper adherence to fellow vacation guidelines will be assessed at the time of reaccreditation. Documentation of this requirement is the program's responsibility.
  - d. One example of a vacation schedule would be: 5 weekdays off in a row (Monday-Friday), with an additional 48-hour weekend and two additional 24-hour periods, totaling 9 days off that month.
  - e. All fellows will be asked at the end of the fellowship exit survey if they received the allotted time off.

Providing the highest quality care to patients requires caregivers who are not impaired by fatigue, and who are not constrained by arbitrary restrictions regarding participation in a given patient's care. It is incumbent upon fellowship training programs to responsibly manage these issues.

If at any time a fellow feels that the program is not adhering to the Fellowship Managed Time Policy, fellows may contact the ASTS Staff. The name of the fellow will be kept anonymous, and the program will only be contacted at the fellow's discretion.

If a program fails to adhere to the Managed Time Policy or is delinquent on submission of requested documentation, a written reminder will be sent followed by a written warning if delinquency is not resolved. In the event of non-adherence to policy, program must submit written verification of changes in fellowship necessary to bring program into compliance. If a program does not respond to written warnings or does not produce requested documentation, a call will be scheduled with the program director and the members from the TACC. At this point a site visit may be indicated. Sanctions can range from written warnings, probation, to loss of fellowship accreditation.