**Template for CEE Work Hours Monitoring Report** **

**\_\_(SI Name)\_\_\_ \_\_(Program Name)\_\_\_ Program Work Hour Monitoring Report**

All ACGME work hour regulations will be followed. All work hours must be entered in \_\_\_(Evaluation system name)\_\_\_ and potential work hour violations reported to the Program Director or \_\_\_(chief residents/program coordinator)\_\_\_.

The violations reported to the Program Director by resident or \_\_\_(Evaluation system name)\_\_\_ will be reviewed by the Program Director to determine cause of violation and \_\_\_(resident/fellow)\_\_\_ and/or other appropriate personnel (e.g. faculty, rotation supervisor, site supervisor) will be counseled.

# Program Directors and/or Coordinators Responsibilities

* Train \_\_\_(residents/fellows)\_\_\_ how to accurately enter work hours
	+ GME office is available to assist if needed
* Monitor that hours are being entered accurately and in a timely manner
	+ GME office will run reports one week after the end of each rotation to ensure compliance across institution
* Identify violations and address them with the trainee
	+ Review and approve justifications
	+ Counsel regarding time management
	+ Audit rotations to ensure compliance
	+ Refer to PEC for discussion as needed

SAMPLE Monitoring Report

Insert snippet of program monitoring report