

RESIDENT HANDBOOK

SECTION III: TRAINING ENVIRONMENT

RESIDENT/FELLOW WORK HOUR DOCUMENTATION AND REIMBURSEMENT POLICY

INTRODUCTION

- I. As part of their training program residents and fellows rotate through various Kirk Kerkorian School of Medicine at UNLV (KSOM) affiliated institution locations, such as University Medical Center of Southern Nevada (UMC), Southern Nevada Adult Mental Health Services (SNAMHS), Las Vegas-VA, and Sunrise Hospital.
- II. It is mandatory that the hours spent at each affiliated location are documented accurately and in a timely manner as the affiliates are only charged for the hours recorded for their respective sites.
- III. As a part of fulfilling the Professionalism competency, residents/fellows have a responsibility to report accurate time for their rotations.

POLICY

- I. As part of the Professionalism competency, residents/fellows will accurately document their work hours in the designated work hour documentation system.
- II. Residency coordinators will work with the office of graduate medical education (GME) to submit accurate and timely reports to support appropriate invoicing of the KSOM hospital and community partners.

PROCEDURE

- I. Residents and fellows are required to utilize the institutionally approved work hour documentation system to record duty hours and rotation locations in accordance with institutional policy. Any locations not captured in the system, including a personal residence, should be manually entered and completed on a daily basis. Failure to comply with these requirements may be considered incompatible with the expectations of employment and training within graduate medical education.
- II. Coordinators will check the duty hours weekly to ensure they are being completed in a timely manner. Coordinators will also check to ensure that the duty hours match the rotations to which the residents/fellows were scheduled.
- III. All programs will be required to develop a full-time equivalent (FTE) spreadsheet in Excel.
- IV. The FTE schedules and the completion of the budgets will be due annually.
 - a. FTE schedules should be submitted to the office of GME.
 - b. All electives are to be included in this finalized block schedule.
 - c. The office of GME will submit the FTE schedule to the affiliated hospitals and clinical sites before the upcoming academic year.

- d. Any changes to the approved FTE schedule must be pre-approved by the office of GME, except in emergency circumstances when advance planning is not feasible. Approved changes must be updated in the FTE schedule documentation and clearly identified.
- V. Each month the FTE schedule will be reviewed, saved and printed, signed by the program director and program coordinator, and sent to the office of GME by the last business day of each month. Program coordinators will make changes to the block schedule as directed by the office of GME.
- VI. Once approved by the program director, the final spreadsheets/duty hour reports will be submitted to the affiliate sites for their records and the KSOM Office of Budget & Finance for invoicing/reimbursement.
- VII. Due to time and invoicing constraints, the deadline for report submission to the office of GME is **not** flexible.
- VIII. Delayed resident time reporting is unprofessional and unacceptable and will result in consequences for the resident and/or program.
- IX. Resident time not submitted by each monthly deadline will be followed up on by the office of GME.

Approved by Graduate Medical Education Committee (GMEC) April 2017.

Revised by GMEC June 2026.