PGY1 RESIDENCY: DUTY HOURS & MOONLIGHTING

Date Effective: July 1, 2015, June 20, 2022, June 16, 2023

Date Last Revised: May 22, 2023

PURPOSE:

To delineate guidelines for resident duty hours and for working additional hours above the hours required by the residency program, including both internal and external hours.

DEFINITIONS:
- Moonlighting is defined in the ASHP Duty-Hour Requirements for Pharmacy Residencies Policy and is any voluntary, compensated work performed by the resident beyond the scheduled duty periods of the residency program
- Duty Hours are defined in the ASHP Duty-Hour Requirements for Pharmacy Residencies Policy and inclusive of all scheduled residency clinical and academic activities and all moonlighting

POLICY:

Hours of the residency program vary according to the requirements set forth by the learning experience preceptor(s) and the Residency Program Director (RPD). The resident is expected to be fully present and fit for work at all assigned activities of the current learning experiences, including but not limited to medical staff rounding, education classes, patient care provision, assigned resident rotation enrichment activities, and administrative activities. The resident is expected to put in the time and effort necessary to effectively complete all program objectives and requirements.

An eight-hour day is a minimum requirement for physical presence on site during assigned workdays. Work from home scheduled hours may be approved by either the monthly preceptor or the RPD and the resident is expected to be actively working on residency activities from home for the entire duration of the approved work from home hours. Resident schedules, including approved work from home and internal moonlighting hours will be updated and maintained through Schedule Anywhere by the RPD and scheduler.

Duty hours are limited to 80 hours per week with defined duty-free periods as outlined by the ASHP Duty-Hour Requirements for Pharmacy Residencies Policy, averaged over a four-week period, inclusive of all scheduled residency clinical and academic activities and all moonlighting.

<u>MOONLIGHTING PROCEDURE:</u>

Residents must request RPD approval before accepting any moonlighting position and allow for a minimum of 3 business days for a decision.

Eligibility:
To be eligible to moonlight the resident must maintain the following requirements.
- Complete all credentialing requirements with supporting documentation
- Be an employee of Aultman Hospital in good standing with no active disciplinary actions or performance improvement plans
- Have received at least one quarterly evaluation for the Staffing learning experience
- Maintain at least Satisfactory Progress (SP) on all current longitudinal learning experience evaluations for all objectives
- Maintain the ability to achieve the education goals and objectives of the residency program and to complete all assigned residency activities with an appropriate fitness for work and prioritization of patient safety and residency work
- Residency Program Director (RPD) endorsement of moonlighting in relation to coach and preceptor feedback, resident well-being, patient safety, resident performance on recent and current monthly learning experiences, and resident performance towards completion of residency requirements

External Site:
- Scheduling of moonlighting hours must not interfere with the fulfillment of any residency activities. Residency activities may be scheduled (weekend shifts, meeting attendance, etc.) or unscheduled (preceptor assignment to be completed by the next day, drug information question, code blue attendance, etc.). If a residency activity is not completed by the resident who is unavailable due to scheduled moonlighting, it may be subject to corrective action.
- Moonlighting hours requests should be submitted to the Residency Program Director and the monthly learning experience preceptor via electronic mail at least 1 week in advance. No moonlighting hour request will be approved if submitted less than 1 full business day in advance.
- Moonlighting hours must be approved by the Residency Program Director AND the current monthly learning experience preceptor.
- The preceptor or program director may deny the request for hours if there is concern it may contribute to sub-standard resident performance or interfere with any residency activity. The program director will consider resident well-being as well as impact on longitudinal learning experience performance. The program director may request additional information on resident well-being or the status of longitudinal assignments from either the resident, the coach, or longitudinal preceptors.
- A maximum of 16 external moonlighting hours a week is permitted.
- Moonlighting hours worked will be reported monthly to the Residency Program Director.

Internal Site:
- Scheduling of moonlighting hours must not interfere with the fulfillment of any residency activities. Residency activities may be scheduled (weekend shifts, meeting attendance, etc.) or unscheduled (preceptor assignment to be completed by the next day, drug information question, code blue attendance, etc.). If a residency activity is not completed by the resident who is unavailable due to scheduled moonlighting, it may be subject to corrective action.
- Any additional hours available within the department that the resident would like to cover must be approved first by the Residency Program Director or Director of Pharmacy AND the monthly learning experience preceptor.
- Moonlighting hours requests should be submitted to the Residency Program Director and the monthly learning experience preceptor via electronic mail at least 1 week in advance. No moonlighting hour request will be approved if submitted less than 4 business hours or less than 24 weekend hours in advance.
- The preceptor or program director may deny the request for hours if there is concern it may contribute to sub-standard resident performance or interfere with a residency activity. The program director will consider resident well-being as well as impact on longitudinal learning experience performance. The program director may request additional information on resident well-being or the status of longitudinal assignments from either the resident, the coach, or longitudinal preceptors.
- To be eligible to moonlight, the resident must be trained and demonstrate competence in the area in which they would be covering.
- All moonlighting hours will be paid at a competitive staff pharmacist rate.
- A maximum of 20 internal moonlighting hours a week is permitted.
- Moonlighting hours worked will be reported at least monthly to the Residency Program Director utilizing the Aultman Dual Employment Timesheet (Appendix A)

DUTY HOURS MONITORING PROCEDURE:
- The resident will be required to submit monthly attestation of ASHP Duty Hour requirements via PharmAcademic™
- The resident will submit documentation of their scheduled and worked moonlighting hours to the RPD each month a shift is worked
- The RPD will monitor resident submissions for compliance with the ASHP Duty Hour policy and the Residency Duty Hours & Moonlighting Policy.
- The RPD may revoke or temporarily suspend eligibility of the resident to moonlight any time there is a violation or concern about any of the eligibility criteria.
    - The RPD will refer violations of policy to the Corrective Action and Dismissal Policy procedure.
    - The RPD will communicate minor lapses or concerns in eligibility criteria to the resident. The resident will be responsible for requesting a re-instatement of moonlighting approval once eligibility criteria is met.

<u>ASHP Policy Reference</u>: ASHP. Duty-Hour Requirements for Pharmacy Residencies. Published March 4, 2023. Available at https://www.ashp.org/-/media/assets/professional-development/residencies/docs/duty-hour-requirements.pdf

<u>Related Program Policies</u>
1. Corrective Action-Dismissal Policy
2. Evaluation and Development Plans Policy

Appendix A: Aultman Dual Employment Timesheet

Timesheet

EMPLOYEE NAME: **WAGE:**

EMPLOYEE NUMBER:

COST CENTER: 10181

Less than 20 hours weekly

Date	Time In	Time Out	Total Hrs	Total Paid