

PGY2 RESIDENCY: MOONLIGHTING

Date Effective: April 26, 2023

Date Revised: May 15, 2023

Programs Covered: PGY2 Emergency Medicine

PURPOSE:

To delineate guidelines 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, averaged over a four-week period, inclusive of all scheduled residency clinical and academic activities and all moonlighting. ASHP Duty-Hour Requirements (<https://www.ashp.org/-/media/assets/professional-development/residencies/docs/duty-hour-requirements.pdf>) will be followed at all times.

DUTY HOURS MONITORING PROCEDURE:

- The resident will be required to submit monthly documentation via PharmAcademic™.
 - Documentation includes but is not limited to the number of hours worked per month and an attestation that the resident was in compliance with the policy.
- The resident will submit documentation of their scheduled and worked moonlighting hours to the RPD each month a shift is worked.

MOONLIGHTING PROCEDURE:

Residents must request Residency Program approval before accepting any moonlighting position and allow for a minimum of 3 business days for a decision from the RPD or designee.

Eligibility:

To be eligible to moonlight the resident must maintain the following requirements.

- Completed orientation and 14 additional days of PGY2 residency training.
- 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
- 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 preceptor feedback, resident well-being, patient safety, resident performance on monthly learning experiences, and resident performance towards completion of residency requirements

External Site:

- Moonlighting is strongly discouraged, especially at the beginning of the residency.
- Moonlighting at an external site is not permitted unless written permission for an exception is granted by the program director.
- If an exception is granted by the program director:
 - 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. This maximum may be decreased at the discretion of the RPD, and a reduced maximum will be implemented if the resident has not yet implemented their residency project (if quality/service improvement) or submitted their project proposal to the Institutional Review Board (if research).
- Moonlighting hours should be reported monthly to the Residency Program Director.

Internal Site:

- Moonlighting is strongly discouraged, especially at the beginning of the residency.
- 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 once the resident has implemented their residency project (if quality/service improvement) or submitted their project proposal to the Institutional Review Board (if research). Before

implementation/submission of residency project, the resident is limited to a maximum of 16 hours per month. These maximums may be decreased at the discretion of the RPD.

- Moonlighting hours should be reported monthly to the Residency Program Director.

Violating Duty Hours or Impaired Judgement:

- If it is determined that the resident's participation in moonlighting affects their judgment while on scheduled duty hours, a corrective action plan will be implemented (please see corrective action plan 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.
- The Residency Program Director will monitor all external and internal moonlighting hours. If the duty hour policy is violated, a corrective action plan will be implemented (please see corrective action plan policy).

ASHP Policy Reference: 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>

Related Program Policies

1. Joint Corrective Action-Dissmissal
2. PGY2 Education and Development Plans