

## **UCSF Graduate Medical Education Moonlighting Policy**

### **Residents and ACGME Fellows**

Because residency education is a full time endeavor, residents and ACGME fellows must ensure that moonlighting does not interfere with their ability to achieve the goals and objectives of their educational Program. Residents and fellows are responsible for ensuring that moonlighting and other outside activities do not result in fatigue that might affect patient care or learning. Residents and fellows are responsible for complying with their Program Duty Hours Policy. The latter must be approved by the Graduate Medical Education Committee, and it must be consistent with the UCSF Policy on Duty Hours. Note: The ACGME requires Program Director pre-approval of all moonlighting activity by residents and ACGME fellows (<http://www.acgme.org>).

Each training Program (residency and ACGME fellowship) must develop a policy regarding moonlighting. The Program's moonlighting policy must be developed by the Program's faculty members with input and approval by the Program Director and the Department Chair. Trainees should be involved in this process. The Program must state whether moonlighting is or is not allowed (both internal to UCSF and external to UCSF). If moonlighting is allowed, the policy must contain a method for written pre-approval, monitoring and periodic review. The policy may be more restrictive but may not be less restrictive than the UCSF institutional policy. Trainees must not be required to engage in moonlighting, and this must be stated in the policy. Each Program's moonlighting policy must be approved by the Graduate Medical Education Committee (GMEC). The Program must demonstrate ongoing compliance with Duty Hours as a prerequisite for GMEC approval of a Program policy that allows moonlighting.

It is the responsibility of the residents/fellows to obtain written permission to moonlight from the Program Director prior to beginning the moonlighting activity. This is true both for "internal" and "external" moonlighting (see definitions below). An approval template form is attached. This template indicates minimum information; Programs may elect to require more information. (Please note that pre-approval is required by both the ACGME and UCSF). The Program Director will monitor resident performance in the Program to ensure that moonlighting activities are not adversely affecting patient care, learning or resident fatigue. If the Program Director determines that the resident's performance does not meet expectations, permission to moonlight will be withdrawn. Monitoring information will be reviewed periodically with the Program's Teaching Committee. The GMEC will periodically review reports by the Program Directors regarding moonlighting activity.

**Any resident/fellow moonlighting without written pre-approval will be subject to disciplinary action.**

"Internal moonlighting" is defined as extra work for extra pay performed at a site that participates in the resident's training Program. This activity must be supervised by faculty and is not to exceed the level of clinical activity currently approved for the trainee. While performing internal moonlighting services, residents are not to perform as independent practitioners. ACGME fellows may function independently pending appropriate credentialing and prior approval. Internal moonlighting hours must be documented, and they must comply with the written policies regarding Duty Hours as per the training Program, UCSF and ACGME.

"External moonlighting" is defined as work for pay performed at a site that does not participate in the resident's training Program. External moonlighting hours must be documented (including days, hours, location, and brief description of type of service(s) provided) in order to comply with Medicare reimbursement requirements for GME. For external moonlighting, the trainee is not covered under the University's professional liability insurance Program as the activity is outside the scope of University employment. The trainee is responsible for his/her own professional liability coverage (either independently or through the entity for which the trainee is moonlighting), DEA licensure, Medicare (or other governmental)

provider number and billing training, and licensure requirements by the California Medical Board and any other requirements for clinical privileging at the employment site.

ACGME fellows may moonlight at a UCSF School of Medicine facility if it is outside the area of training for that fellowship and if it is not in an in-patient setting (per Medicare rules). A "Professional Services Agreement for Moonlighting by ACGME Clinical Fellows" form must be completed and signed prior to moonlighting at a UCSF facility by an ACGME fellow. This would be considered Internal moonlighting because it is at a site used by the training program. Note: If the ACGME fellow is working within his/her training program, not exceeding his/her approved clinical level of activity and is supervised by faculty, the "Internal Moonlighting Form for Residents" should be used (<http://www.medschool.ucsf.edu/gme>).

Approved: GMEC 9/20/04

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