Graduate Medical Education
Institutional Moonlighting Policy

ACGME Institutional Requirement IV.K.1.

All Graduate Medical Education trainees must comply with the following moonlighting policy.

Purpose:

To define the minimum qualifications and parameters a trainee would need to meet to apply for the privilege of moonlighting during their training program.

Scope:

All eligible trainees in graduate medical education.

Definitions:

Moonlighting	A professional activity, outside of the scope of the educational training program which the trainee is compensated for their efforts.
Supervised Moonlighting	Where the trainee serves as a dependent provider under a licensed credentialed supervising provider.
Unsupervised Moonlighting	Trainee serves as a licensed credentialed physician, independent of their training program.

Overview:

Moonlighting is a privilege experience for advanced trainees (PGY2+) in good academic and work hour standing. Residents and fellows in conjunction with their Program Director must ensure that the moonlighting workload does not interfere with the participants well-being and program's work hour requirements.

Programs may not require trainees to participate in moonlighting.

Individual programs may have additional requirements or restrictions for moonlighting.

Moonlighting Eligibility Requirements:

Only trainees who are PGY 2+ are eligible for and able to participate in moonlighting.

Residents on J1 and H1 visas may not moonlight.

All moonlighting requests must be approved by both the Program Director and the Director of Graduate Medical Education via the MedHub Residency Management System.

Unsupervised moonlighting requires institutional credentialing. Unsupervised moonlighting will not be approved in MedHub until the resident has completed institutional credentialing for unsupervised moonlighting.

Residents and fellows on a Parental, Medical or Caregiver Leave may not moonlight.

Moonlighting and voluntary extra shifts that;

        (a) are not authorized,
        (b) create a conflict of interest,
        (c) result in impaired efficiency, absenteeism or tardiness, or
        (d) are performed during scheduled program hours

will be subject to disciplinary action up to and including dismissal.

Process:

Residents and fellows eligible and interested in moonlighting opportunities must complete a Graduate Medical Education Moonlighting application located on the Resident and Fellow Moonlighting SharePoint Site and be approved by both the Program Director and GME Office prior to engaging in moonlighting activities.

Approved moonlighting requests are valid for no more than (12) twelve months or the end of the academic year applied for, whichever occurs first. Individuals interested in continuing to moonlight across academic years will need to reapply on an annual basis.

Payment requests must be submitted by the 7th day of the following month of a moonlighting event. Example: moonlighting occurred January 29th. Payment request must be submitted by the 7th of February.

Moonlighting efforts payment requests received outside of 90 days from the time of effort will not be paid.

Moonlighting hours must be submitted in MedHub prior to approved payment.

Unsupervised Moonlighting Steps
1) Meet with Program Director for Initial Approval
2) Apply for unrestricted privileges through credentialing
3) Complete the 'Moonlighting Request Forms' under 'Request Forms' in MedHub
    o Attach completed 'Unsupervised Moonlighting Request' PDF
        ▪ Found on Moonlighting SharePoint: HERE
4) Program Director Reviews and Approves (forwarded to GME for final approval)
5) GME Reviews and Approves

Supervised Moonlighting Steps
1) Meet with Program Director for Initial Approval
2) Log into MedHub

3) Complete the 'Moonlighting Request Forms' under 'Request Forms'
   o Attach completed 'Supervised Moonlighting Request' PDF
      ▪ Found on Moonlighting SharePoint: HERE
4) Program Director Reviews and Approves (forwarded to GME for final approval)
5) GME Reviews and Approves

Moonlighting Payment Process
1) Work Moonlighting Shift
2) Log Hours in MedHub
3) Resident submits the moonlighting payment request HERE