Moonlighting Policy (Supplemental Employment):

This policy is designed to ensure patient safety, maintain high-quality patient care, protect residents’ well-being and educational experience, and conform to restrictions on house staff duty hours. It complements and complies with the NewYork-Presbyterian Hospital’s Institutional Policy on Moonlighting for House Staff.

General Rules:

1. All supplemental employment must be approved by the Residency Program Director and Clinical Service Chief. Prior to scheduling any moonlighting responsibilities, residents must read and sign a Supplemental Employment Agreement and a NewYork-Presbyterian Hospital Request for Moonlighting and have them co-signed by the Residency Program Director and Clinical Service Chief (Department Chair). The original copy of these signed policies will be maintained in your permanent folder in the Residency Program’s Administrative Offices; additional copies must be on file with the Division of General Medicine for those residents who wish to moonlight at the Milstein Hospital, and with the Allen’s Administrative Office for those residents who wish to moonlight at the Allen Pavilion. See the Moonlighting Approval Process for details on how to complete these forms.

2. Supplemental employment outside of the Columbia University Medical Center (Milstein Hospital and the Allen Pavilion) is not permitted if you are an Internal Medicine Resident.

3. No resident will be permitted to work outside of regular clinical responsibilities, unless they submit this form indicating that they have read and understand the policies relating to moonlighting.

4. Interns (PGY-1) are not permitted to moonlight.

5. Junior (PGY-2) and Senior (PGY-3) Residents and Fellows may moonlight only if they are licensed in New York State.

6. Junior (PGY-2) and Senior (PGY-3) Residents and Fellows may moonlight only if they have no other concurrent clinical responsibilities; “Double Dipping” (Moonlighting) during a time when a resident has other scheduled duties is prohibited.

7. Moonlighting may not interfere with scheduled conferences, including those specific to rotations during which moonlighting is permitted.
8. Moonlighting privileges will not be considered or approved for any resident with 10 or more incomplete discharge summaries.

9. The Program Director, in consultation with the Associate Program Directors and other Key Faculty Advisors, will not recommend moonlighting privileges for a resident who has not had consistently satisfactory evaluations for scheduled rotations.

**Duty Hour Regulations:**

1) Moonlighting counts toward all duty hours calculations for **both residents and fellows**.

2) Residents and fellows must have one 24 hour period off per week.

3) Residents and fellows must have at least ten (10) hours off between shifts.

4) Residents and fellows cannot exceed 80 hours of work per week, averaged over 4 weeks.

5) Residents and fellows cannot exceed 24 + 3 hours of patient care duties.

Moonlighting is specifically limited to rotations during which residents and fellows are guaranteed to work less than 80 hours per week. These rules are detailed below:

1. Junior residents (PGY-2) **cannot** Moonlight while on:
   - Ward months (Gen Med/GenMed3/Oncology/AIDS-TB)
   - ICU months (MICU / CCU)
   - Night Resident (ANF/NF).

2. Junior residents (PGY-2) **can** Moonlight while on:
   - Outpatient (OPD), ER, Neurology
   - Vacation, ICCR, Elective

3. Senior residents (PGY-3) **cannot** Moonlight while on:
   - Ward months (Cards/Gen Med/Hospitalist/Allen)
· Medicine Consult II

· Allen ICU (AICU)

4. Senior residents (PGY-3) can Moonlight while on:

· Outpatient (OPD), ER, Rheumatology

· Vacation, Electives (E1/E2)

5. Fellows must check with their fellowship program director regarding when moonlighting is permitted.

Monitoring:

All residents and fellows are required to log their work hours, including moonlighting hours, in E*Value on a regular basis. This is a daily record of the house officer’s work hours. Work hours should be logged on a weekly basis, and must be up-to-date for every month as of the last day of the following month.

Scheduling of Moonlighting shifts occurs one month in advance (i.e. March is scheduled in February). Those residents and fellows who are not fully compliant with logging their work hours in E*Value for 30 days preceding the scheduling month cannot be added to the moonlighting schedule (i.e. you must have completed January to be scheduled in February for the March Schedule). For every month in which moonlighting activity occurs, all work hours, ie. both scheduled rotations and moonlighting, must be logged by the end of the following month. This applies to supplemental employment at the Milstein Pavilion and at the Allen Pavilion. Residents who violate the requirements for logging work hours or the duty hour limitations will have their moonlighting privileges suspended. Residents who violate the logging requirements or workload limitations a second time will lose their moonlighting privileges permanently.

Residents will not be scheduled for moonlighting shifts if they have 10 or more incomplete discharge summaries, as of the most recent report from Health Information Systems.

All House Physicians (Moonlighters) at Milstein Hospital must use the Sign-in/out system located on the Hospitalist Web Site. Signing in and out is only possible from the Hospitalist office located on MHB 8 - 004.

These rules and procedures are subject to change, in which case you will be notified promptly.
It is important that you review the Institutional Moonlighting Policy at http://infonet.nyp.org/GME/Policies/index.asp (and attached to the Supplemental Employment Agreement).

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