

SECTION FIVE – WORK SCHEDULES

POLICY NO: 5.2

SUBJECT: MOONLIGHTING

I. PURPOSE

To establish the guidelines by which a house officer may participate in professional activities outside of the Postgraduate Program.

II. RESPONSIBILITY/REQUIREMENTS

A. Scope of the Postgraduate Program.

Participation in SPUH's Postgraduate Program is a full time endeavor. SPUH must ensure that a house officer's participation in professional and patient care activities outside of the Postgraduate Program ("moonlighting"), does not interfere with the ability of the house officer to achieve the goals and objectives of the Postgraduate Program.

Thus, as a general rule, (i) employment of a house officer outside of SPUH is prohibited, unless approved in advance in accordance with this policy; and (ii) house officers shall refrain from engaging or participating in any nonprofessional activities which would interfere with effective performance of their work during their tenure at SPUH.

Under no circumstances may a house officer be required to engage in moonlighting.

B. Outside Activities.

A Program Director may permit a house officer to engage in outside employment under the following circumstances:

1. If the house officer maintains satisfactory levels of performance in all aspects of clinical competence; and
2. The outside employment does not:
 - (a) constitute a conflict of interest (See SPUH Policy 950-46, "Conflicts of Interest");
 - (b) occur at a time when the house officer is expected to perform his or her hospital duty;
 - (c) diminish the house officer's efficiency in performing his or her primary work obligation at the hospital;
 - (d) interfere with the ability of the house officer to achieve the goals and objectives of the Postgraduate Program;
 - (e) replace any part of the clinical experience that is integral to the house officer's training;
 - (f) exceed the 80-hour weekly limit on duty hours when combined with regular program work schedules;
 - (g) conflict with program specific policies.

Failure of a member of the house staff to comply with this policy shall result in disciplinary action, up to and including termination.

C. Professional Liability Insurance Coverage.

Each house officer who wishes to “moonlight,” is required to seek written assurance of professional liability (including “tail” insurance) and worker’s compensation coverage from any outside employer. SPUH only provides professional liability insurance coverage for those activities that are an approved component of the Postgraduate Program. There is no liability coverage for professional activities performed by a house officer which is outside the scope of the Postgraduate Program.

D. Permission to Participate in Outside Activities.

1. Each house officer must complete an “Outside Employment Declaration Form” (the “Form”), whether or not he/she plans to engage in outside employment. Any and all outside employment must be approved in advance by the house officer’s Program Director, prior to commencing any outside activity. Newly hired/appointed house staff shall receive the Form from his/her Program Director.
2. The Program Director shall determine whether or not to approve a house officer’s participation in outside employment or an outside activity; and if approved, sign the Form and submit to the house officer’s Department Chair. A copy of the Form shall be retained by the Program Director.
3. If the Department Chair agrees with the Program Director’s determination, he/she must sign the Form where indicated and forward the Form to the GME Office.
4. The Director of Medical Education shall review the Form (ensure that both the Program Director and the Department Chair agree), and file the Form with the GME Office, with a copy to the house officer’s file.

E. Non-Applicability to Annual Leave.

This policy shall not apply to outside employment undertaken by a house officer during his or her annual leave or vacation periods. At no time, however, may a house officer engage in outside employment that constitutes a conflict of interest.



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OUTSIDE EMPLOYMENT DECLARATION FORM

Housestaff: Please note that before engaging in outside employment, approval is required from your Program Director and Department Chair.

Date: _____

Name _____
Please print

Title _____

Department _____

PLEASE CHECK ONE: Yes, I am requesting outside employment. (complete information requested below).

 No, I do not have outside employment.

OUTSIDE EMPLOYMENT INFORMATION

Name of Employer _____ Telephone _____

Address _____

Title _____

Type of Work Performed _____

Days and Hours of Work _____

Period of Outside Employment: From _____ to _____

I have read and understand the Hospital's policy on Moonlighting as described in Section Five, Policy No. V.2 and as outlined in Article IV 4.1 of the House Staff Agreement. I attest that the information provided above is true. The outside employment, if any, does not constitute a conflict of interest (See SPUH Policy 950-46) and does not interfere with the performance of my duties in the Residency Program.

APPROVED _____ DISAPPROVED _____

House Staff Signature

Program Director

Department Chair

All house staff should file this **Outside Employment Declaration Form** as referenced in Graduate Medical Education Policy Manual Section Five Policy No. V.2

Send completed form to the Office of Medical Education.
7/04