

## TEMPLE UNIVERSITY HOSPITAL GRADUATE MEDICAL EDUCATION POLICIES AND PROCEDURES

NUMBER: TUH GMEC - 307  
TITLE: Resident and Fellow Moonlighting Policy  
EFFECTIVE DATE: 05/08/2003  
LAST REVIEWED: 09/01/2005, 08/01/2006, 05/22/2007, 08/2009  
LAST REVISD: 01/07/2011; 10/31/2014  
ATTACHMENTS: MOONLIGHTING REQUEST/APPROVAL FORM

### PURPOSE

The purpose of this policy is to delineate the conditions under which a Resident or Fellow may engage in moonlighting activities and the procedures by which such activities must be requested, approved, recorded and monitored.

### POLICY

Residents and Fellows are not required to engage in professional and patient care activities outside the scope of their residency program (“moonlighting”). However, Residents and Fellows may engage in moonlighting activities during vacation and at other authorized times when the activity: (i) does not interfere with the Resident/Fellows’ primary duties and responsibilities to the patients charged with their care and with their Graduate Medical Education (“GME”) activities (including electives) scheduled by their department; (ii) provides for sufficient time for rest; (iii) complies with the Accreditation Council for Graduate Medical Education (“ACGME”) requirements for duty hours; (iv) is in accordance with all institutional and departmental policies and procedures; and (v) is properly requested, approved, recorded and monitored. When moonlighting, the Resident/Fellow must also have an unrestricted medical license in the state where the moonlighting will occur and have, and maintain, his/her own professional liability insurance. Resident/Fellow’s failure to follow this policy is a violation of their appointment and may result in, without limitation, termination, suspension or any other action deemed appropriate by Temple University Hospital, Inc. (the “Hospital”).

### SCOPE

This policy covers all Residents and Fellows participating in GME training programs sponsored by the Hospital.

### IMPLEMENTATION

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The implementation of this policy is the responsibility of each GME Program Director.

## **PROCEDURES**

### **1. Requesting, Approval, Recording and Monitoring Procedures.**

- A. Any Resident/Fellow must fully complete the attached Moonlighting Request/Approval Form (the “Form”) before participating in any moonlighting.
- B. The Resident/Fellow will submit the completed Form to their respective Program Director.
- C. The Program Director will indicate receipt and approval of the information by signing the Form.
- D. A copy of the Form and a written statement of permission from the program director will then be forwarded to the Graduate Medical Education Office. The program director will also keep a copy of the written statement of permission in the resident's file.
- E. A new Form must be completed for any new moonlighting activity and, in any event, renewed and processed on an annual basis at the start of the academic year.
- F. A Resident/Fellow must timely notify his/her Program Director if there is any change in the information/circumstances provided on the Form.
- G. The Program Director will monitor a Residents/Fellows performance for the affect, if any, of the approved moonlighting activity.
- H. The resident’s performance will be monitored by the program director. In the event that the moonlighting affects the performance of the Resident/Fellow, or there is any change in the information provided or surrounding circumstances, the Program Director may revoke such approval at any time. The Program Director shall notify the Graduate Medical Education Office of any such revocation.

### **2. Conditions for Approval of A Moonlighting Activity**

- A. When approving a moonlight activity, the Program Director should:
  - i.) Confirm that the form has been fully completed and that the information provided complies with the requirements of this policy.
  - ii.) Consult with GME Office before approving any moonlighting at the Hospital, participating institutions or at the primary clinical sites (e.g. the medical school). Rarely, if ever, is moonlighting permitted at these sites, and when permitted, the moonlighting hours may be counted towards the Resident/Fellow’s weekly duty hour limits. At no time should the on-call moonlighting hours cause the Resident/Fellow to exceed eighty (80) hours per week (over a four (4) week period) and an average of one (1) night in three (3) on-call (over a four (4) week period).
  - iii.) Understand that the Residents/Fellows engaged in moonlighting activities outside of the Hospital are not acting on behalf of the Hospital. The

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Residents/Fellows may not represent or identify themselves as providing such moonlighting activities as employees or agents of the Hospital.

ACGME makes no distinction between interns, residents, and fellows. All levels are referred to as “residents”.

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**APPROVALS**

*Note: The signed original of this policy is on file in the Office of Graduate Medical Education*

Approved by:

Date Signed:

John Krouse, MD  
Associate Dean of Graduate Medical Education  
Chairman, Graduate Medical Education Committee  
Professor and Chairman, Department of Otolaryngology

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Susan Coull, MBA  
Designated Institutional Official for GME, TUHS  
Assistant Dean for GME, TUSM

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