

Policies and Procedures

<i>Section:</i> School of Medicine (Phoenix)		<i>NO.</i>				
<i>Chapter:</i> Hospice and Palliative Medicine Fellowship	<i>Issued:</i> 11/2017	<i>REV. A</i> 7/1/18	<i>REV. B</i> 1/22/2020	<i>REV. C</i> 10/2020		
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PURPOSE

In compliance with the ACGME Institutional and Common Program Requirements, it is the goal of Creighton University to outline the departmental process for Moonlighting and Volunteer Activities in the Hospice and Palliative Medicine Fellowship Program at Creighton University School of Medicine

SCOPE

This policy applies to the Hospice and Palliative Medicine Fellows of the Creighton University School of Medicine (Phoenix) Program.

DEFINITIONS:

- *House Staff Physician* - any physician in an accredited graduate medical education program, including interns, residents, and fellows.
- *Moonlighting* - moonlighting refers to a service performed by a resident or fellow in the capacity of an independent physician.
- *Internal* - voluntary, compensated, medically-related work consistent with the duties that are appropriate for a House Staff Physician's level of training performed at the home institution under the supervision of a faculty member.
- *External* - voluntary, compensated, medically-related work performed outside the institution where the House Staff Physician is in training or at any of its related participating sites.
- *Volunteering* - an activity when a House Staff Physician works in a medical professional capacity off duty for no compensation.
- *Off Duty Hours* - hours when a House Staff Physician is not scheduled for residency or fellowship work, scheduled educational times or assigned to call.

RESTRICTIONS:

- Fellows with J1 visas are prohibited from moonlighting (per ECFMG J1 Visa Sponsorship, as reflected on Form DS-2019, "work outside of the approved training program is strictly prohibited").
- Fellows may not moonlight while on sick leave or while on FMLA.
- As this is a 1-year fellowship, fellows are not permitted to moonlight for the 1st 6 months of their training (July-December). Fellows must be in good standing with fellowship requirements and have satisfactory to excellent evaluations by supervising faculty members. The fellow's ITE exam score must be greater than 35%. Approval for moonlighting will be at the discretion of the Program Director (PD).
- Requests for moonlighting must meet those requirements and be of educational value to the fellow

In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.

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POLICY:

All moonlighting and volunteering hours must be counted towards the 80-hour maximum weekly work hour limit. All fellows are required to complete on an annual basis the GME Moonlighting and Activity Report (MAR) form. This form can be obtained through the Program Coordinator or through the GME office. Please refer to the GME Moonlighting and Volunteering policy. [Creighton Moonlighting and Volunteering Policy](#)

Fellows should follow these procedures:

1. Notify their Program Director, and the Graduate Medical Education Office by completing a Moonlighting/Volunteering Activity Report (MAR). No arrangements to moonlight/volunteer should be made until notification of approval is received from the PD.
 - a. All fellows who wish to participate must complete the MAR request form, submit it to the coordinator, and obtain written approval from the PD. It will then be submitted to the GME Manager for monitoring of moonlighting hours.
 - b. The MAR is to be completed on an annual academic year basis listing all locations and time frame.
 - c. A supplemental MAR is required for each additional moonlighting/volunteering position acquired during the academic year that is not included as part of the initial annual MAR. Each MAR must be submitted to the GME Manager once signed by the PD.
 - d. Failure to file a MAR before moonlighting will prohibit a fellow from moonlighting during the rest of their training.
 - e. The PD shall monitor House Staff Physician performance to assure that factors such as fellow fatigue are not contributing to diminished learning or performance or detracting from patient safety.
 - f. If once a fellow is approved for moonlighting but later starts to noticeably shows signs of struggling in meeting program requirements (i.e. tardiness, not completing administrative duties, not taking assigned call, change in overall professional appearance, does not pass the in-service training exam (ITE) unfavorable faculty evaluations, not prepared for conference, increased use of PTO, etc.) the PD reserves the right to cancel the fellow's moonlighting/volunteering privileges.

House Staff Physician employed by Creighton's partners in Phoenix are not covered by the partner's malpractice insurance for any activities outside of those required by their training program or included in approved internal moonlighting. House Staff Physician must obtain their own liability insurance for any external moonlighting or volunteer activities. Proof of insurance must be attached to the MAR.

Volunteering for Medical Work

House Staff Physicians performing medical care as a volunteer must meet the following requirements.

- Volunteer hours must be counted towards the 80-hour work week. The ACGME looks at volunteering as non-paid moonlighting.

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- The nature of the volunteer activity must be consistent with the scope of the training program and level of training of the trainee.
- A moonlighting/volunteering activity report must be on file with the GME office to ensure malpractice coverage for the volunteer activity.
- For fellows employed by Creighton's Phoenix partners, international volunteer activity must be registered through the Creighton University Global Engagement Office (<https://www.creighton.edu/geo/>).
- For House Staff Physicians employed by Creighton's Phoenix partners, only House Staff Physicians with unrestricted licenses will be approved for external moonlighting.

REFERENCES

ACGME

Creighton University GME Policy link:

https://medschool.creighton.edu/sites/medschool.creighton.edu/files/moonlighting_and_volunteering_policy.pdf

AMENDMENTS OR TERMINATION OF THIS POLICY

Creighton University reserves the right to modify, amend or terminate this policy at any time.

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