**Brigham and Women’s Hospital**

**General Surgery Residency**

**2019-2020 Resident Moonlighting Policy**

This policy addresses professional activities that you may undertake as a physician that are outside the scope of your graduate medical education program, hereinafter referred to as "moonlighting".

As a surgical residency trainee, your training experience and responsibilities must have your highest professional priority at all times. All clinical trainees must be available, alert and fully responsive and responsible for all their clinical and training activities at the hospital(s); no activities outside the scope of the training program should interfere with these learning opportunities and their attendant service responsibilities.

Given the clear priority of training, the leadership of each program decides whether its training requirements are compatible with any professional activities outside the scope of the training program. The Department Chair and Program Director have the right to prohibit all types of moonlighting for his/her trainees.

Work within the institution (as well as at other health care institutions) is considered moonlighting if it is not part of your residency and is therefore optional and separately paid. This definition pertains even if the work is supervised by attending physicians and even if it is identical to activities that are part of your residency or fellowship program.

Moonlighting Requirements

If you wish to engage in moonlighting, you must accomplish the following steps:

1. You must obtain a full Massachusetts state medical license.

2. Prior to accepting any moonlighting responsibilities, you must submit to your program director in writing a letter listing the institutions for moonlighting activities, the scope of the proposed activities and the maximum number of hours (per week and per month) of proposed moonlighting (template provided below).

3. The Surgery Education Office will keep a signed copy of the letter, per ACGME requirements, indicating permission to proceed. It is the responsibility of the moonlighting trainee to update this letter (and have it signed again by the Program Director) when necessary to reflect proposed changes to the number of hours spent in moonlighting activities and/or the sites where moonlighting occurs.

Moonlighting Restrictions

* Moonlighting cannot be required of you by your program director.
* No moonlighting may be undertaken during the weekday hours of 8:00 a.m. to 6:00 p.m. (except during vacation periods) without the express written permission of the Program Director.
* PGY-1 and PGY-2 clinical residents are not permitted to moonlight.
* PGY-2 and PGY-3 research residents are permitted to moonlight if the requirements outlined in this document are met.
* PGY-3, PGY-4, and PGY-5 clinical residents are permitted to moonlight up to 3 shifts per week during their vacation time only. They must request permission from the Program Director prior to each vacation. Residents must make this request, and have it approved prior to scheduling any moonlighting shifts. The Program Director’s approval must then be forwarded to the chief moonlighting resident(s) and Surgery Education Office. In order to be permitted to moonlight, residents must be up to date on all administrative tasks (logging duty hours and operative logs, completing evaluations, and completing core curriculum assignments). The Program Director will have discretion to either limit or not allow moonlighting requests during a given vacation block. The formal letter (see last page) must be completed once per year in addition to permission requests prior to each vacation.
* PGY 4-5 clinical residents MAY be permitted to moonlight only during their outpatient rotations, specifically the apprenticeship and ambulatory rotations, provided all the above apply, and they adhere to the following:
  + Shifts must count towards, be logged, and must not violate the ACGME duty hours.
  + Only 1, 12-hour shift is permitted every other week, only on the following shift times: Friday PM, Saturday AM or PM or Sunday AM shift.
* PGY 2 – 3 BWH General Surgery Research Residents who complete the research portion of their training inside the Partners Health Care System are permitted to keep their privileges and moonlight during this time – however this resident must complete at least 2 moonlighting shifts per month (including 1 required weekend shit), for a total of 24 shifts per year. These shifts may not be combined into a limited number of months.
* If the research resident has Department of Surgery salary support greater than 25% of their total PGY-year salary, they will be required to complete a total of 12 BWH general surgery moonlighting shifts without additional compensation (these can be spaced out month to month but must be completed prior to the end of the academic year).
* PGY 2 – 3 BWH General Surgery Research Residents who complete the research portion of their training outside the Partners Health Care System and are not BWH or PHS employees will be permitted to keep their privileges and moonlight during this time – however this resident must complete at least 2 moonlighting shifts per month, for a total of 24 shifts per year. These shifts may not be combined into a limited number of months.

BWH Clinical Fellows Requirements:

* This includes critical care, trauma, MIS, endocrine, colorectal, surgical oncology, pediatric critical care, and any other general surgery clinical fellow.
* BWH Clinical Fellows will be allowed to moonlight if they receive written permission from their Fellowship Director (which will be signed and submitted to the Surgery Education Office) and approval by the General Surgery Program Director and moonlight chief.
* The fellows will have no required minimum number of shifts per month.

OUTSIDE/NON-BWH General Surgery Resident Requirements:

* General Surgery Residents from other/non BWH programs completing research within the PHS system may be permitted to moonlight on a case-by-case basis.
* Candidates must be recommended by their BWH PI, and the following must be submitted prior to moonlighting privileges
  + - 2 full years of ACGME-accredited general surgery residency training credit
    - Updated CV
    - Letter of recommendation from current general surgery residency program director approving moonlighting and attesting to training and skills
    - US citizen or work authorization permitted to moonlight. No visas will be sponsored for moonlighting
    - Full Massachusetts state medical license
    - Full credentialing requirements and approval via BWH/PHS credentialing office
    - EPIC training and orientation process if required
    - PHS moonlighting policy letter signed by current PI or Program director
* The Program Director and BWH moonlighting chiefs will review all candidates with the above credentials for approval.
* Outside residents must work at least 2 moonlighting shifts per month, with the same requirements as BWH residents completing research at an outside institution.
* These residents will not be allowed to moonlight in the ED or on a Cushing shift.
* These privileges will be reviewed on a quarterly basis and can be revoked at any time.

Authorized use of CRICO Malpractice Insurance

You are generally covered for malpractice through the Controlled Risk Insurance Company (CRICO) only for activities performed within the scope of your formal training program at the Massachusetts General Hospital, the Brigham and Women’s Hospital and defined Harvard affiliates. CRICO will extend coverage in some specified circumstances. You must refer to the CRICO Insurance Manual for details and must comply with the required procedures for extending coverage. Provider Services and the Surgery Education Office can provide the CRICO moonlighting waiver.

Moonlighting within the Harvard medical system:

CRICO coverage requires an exchange of letters between the Chair/Program Director at the institution, where the resident is scheduled for malpractice insurance, and the Chief of Service where the resident plans to moonlight.

Moonlighting outside the Harvard medical system:

This is independent of the Brigham and Women’s Hospital liability coverage. If you choose to moonlight outside the Harvard medical system, you will need to have the institution provide their own liability coverage or obtain yourself.

Moonlighting information for international medical graduates (Holders of F-1, J-1, H-1B

or O-1 Visas):

* F-1—Practical Training: Eligible to moonlight.
* J-1—Exchange visitor: Activity and/or compensation outside the defined parameters of the approved residency or fellowship training program is not permitted.
* H-1B: Employer-specific and limited to the position and duties included in the employer's application to INS. The H-1B visa application may include services provided at multiple locations, provided that the application includes mention of said multiple locations. Employment with a separate employer (i.e., most moonlighting) exceeds
* a typical H-1B application. An outside employer who wishes to employ a “moonlighter” must file an application with INS to employ the resident or fellow.

Additional Information:

If you are permitted to engage in professional activities described as moonlighting, you should be aware that the effect of these activities upon your performance in the training program will be monitored; any adverse effects may lead to withdrawal of permission to moonlight by your training Program Director.

You should be aware that, under Massachusetts Board of Registration in Medicine regulations, you will be required to list on your Hospital re-appointment application form all health care facilities at which you have provided any patient care over the previous three years.

Letter Between Graduate Trainee Requesting Moonlighting Privileges

Dear Dr. Smink Date:

I hereby request permission to engage in professional activities outside the scope of my residency/fellowship training program (i.e., "moonlighting"). Specifically, I request permission to work at the following health care facilities:

(Note: include "home" institution/s, if applicable)

1)

2)

3)

4)

I will limit the hours of moonlighting to a maximum of \_\_\_ per month, and will not allow my duty hours (i.e., the sum of time spent in the training program plus time moonlighting) to exceed limits set by the program director and by the ACGME and the General Surgery RRC. I recognize that the residency/fellowship program is my highest professional priority and I will not let additional professional activities interfere with this. I have read and understand the Partners Graduate Trainee Moonlighting Policy and will abide by it.

Sincerely,

(Signed by Graduate Trainee) (Date) Approved by:

Douglas Smink, MD, MPH, Program Director (Date)

*As required by the ACGME, the program director must ensure that a copy of this letter is kept in the trainee's file.*