**Policies and Procedures**

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**PURPOSE**
To establish department guidelines regarding resident moonlighting and medical volunteer activities.

**SCOPE**
This policy applies to all internal medicine residents in the Creighton University School of Medicine/ Maricopa Medical Center (Phoenix) program.

**POLICY**
The Department of Internal Medicine adheres to Creighton University Moonlighting and Volunteering Policy.

**PROCEDURE**
In addition to following the Creighton University Moonlighting and Volunteering Policy, the Department of Internal Medicine will have the following procedure:

- Internal Moonlighting
  - Eligibility
    - PGY-2 and PGY-3 residents who have successfully completed the MOBS rotation will be eligible to moonlight during the weekend MOBS shifts if:
      - They are not on the following rotations: Wards, CCM, Cardiology, and Hematology/Oncology.
        - Night float and MOBS rotations will have limited eligibility depending on work hour limitations.
      - They are not delinquent on medical records.
      - They are in good standing with the department (i.e. not on Concern Status, Under Review, or Probation).
    - The Program Director will make the final determination of who is eligible to moonlight or volunteer.
    - The resident will complete a departmental moonlighting and volunteer request form prior to their shift.
    - Any eligible resident must also complete the CU Moonlighting and Volunteer Activity Request (MAR) Form each year.
  - Work Hours
    - All moonlighting hours must follow ACGME work hour regulations.
    - All moonlighting hours must be logged into New Innovations as “moonlighting.”
- External Moonlighting
  - Procedure
    - The Program Director will make the final determination of who is eligible to moonlight.
    - The Program Director will monitor resident performance to avoid resident fatigue.

*In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.*
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- The resident will complete a departmental moonlighting request form prior to their moonlighting shift.
- The Program Director will verify that the resident has professional liability/malpractice coverage and an unrestricted Arizona medical license prior to consenting to external moonlighting.
- The program will forward copies of the professional liability/malpractice coverage, unrestricted medical license, moonlighting request form with Program Director’s signature denoting approval of the moonlighting request to Academic Affairs.
  - Eligibility
    - PGY-2 and PGY-3 residents
      - Who have an unrestricted Arizona medical license
      - Who also have their own professional liability/malpractice coverage
      - Who are in good standing with the department
        - Are not on a reading program
        - Are not on Concern Status, Under Review, or Probation
        - Are not delinquent on medical records
    - Any eligible resident must also complete the CU Moonlighting and Volunteer Activity Request (MAR) Form each year.
  - Duty Hours
    - All moonlighting hours must follow ACGME work hour regulations.
    - All moonlighting hours must be logged into New Innovations as “moonlighting”.

REFERENCES
ACGME

AMENDMENTS OR TERMINATION OF THIS POLICY
Creighton University reserves the right to modify, amend or terminate this policy at any time.

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