

Department/Program/Other Requestor Desires INTERNAL MOONLIGHTING Opportunity for House Staff

Internal Moonlighting opportunity is proposed and submitted to GMEC Compliance Subcommittee for review.

Proposal must include following:

*Moonlighting activity to be offered

*Anticipated work hours

*Which house staff will be eligible to participate

*Letter of support from Department / Requestor Chair

*Faculty supervision level

*Compensation for participation

*Letter(s) of support from all applicable Program Director(s)

GME Director Adds Moonlighting Opportunity to Next Compliance Agenda

Compliance Approves Internal Moonlighting Opportunity

GMEC Approves Internal Moonlighting Opportunity

Internal Moonlighting Opportunity is sent to UK Leadership for Approval (CMO Office) by GME DIO

UK Leadership Approves Opportunity

GME Finance Communicates to Department/Program/Requestor

GME Finance creates the Moonlighting Opportunity Packet and uploads to MedHub for access by appropriate programs

House Staff retrieves desired opportunity packet from MedHub. Packet includes: Internal Moonlighting Request Form, Moonlighting Approval Form, and Overload Form. House Staff completes paperwork and gets required signatures. **This process will be required annually.**

House Staff submits **Internal Moonlighting Request Form** to Moonlighting Opportunity Requestor for approval

Moonlighting Opportunity Requestor approves House Staff and completes the **Internal Moonlighting Request Form and Overload Form**.

The original, signed copy of the **Internal Moonlighting Request Form** and **Overload Form** are submitted to the Program Director along with the **Moonlighting Approval Form** for approval and signature.

Program Director approves house staff officer for Internal Moonlighting opportunity and signs the **Moonlighting Approval Form**

The original, signed copy of the **Moonlighting Approval Form**, **Internal Moonlighting Request Form** and **Overload Form** are submitted to GME for approval and signature.

GME Finance / DIO reviews and approves moonlighting opportunity and communicates to all parties.

GME Finance uploads approval documents to MedHub and turns on Moonlighting Duty Hours Logging Function for the House Staff. Email is sent to notify requestor, house staff, and program coordinator.

Program Director monitors impact of this activity on training (including compliance with duty hours).
May withdraw permission, if indicated.

Process is repeated annually by all parties. GME Finance will remind programs/ house staff and moonlighting requestors in spring to renew paperwork prior to June.

Request Coordinator retrieves original packet for payroll processing.

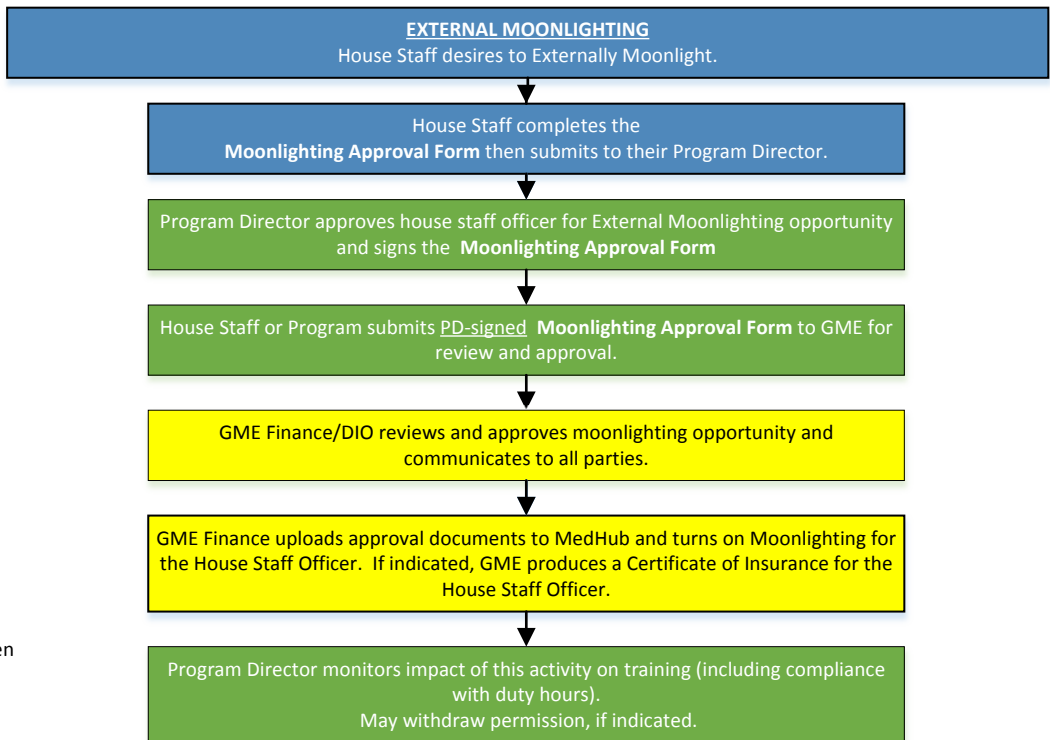
KEY

Resident = Blue

Program (PC/PD) = Green

GME/GMEC = Yellow

Other = Purple



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Moonlighting FAQ

- Q. What is the difference between Internal and External moonlighting?
A. Internal occurs within the Institution (i.e. UK/Good Samaritan) and External occurs at another institution (i.e. Baptist Health, VA).
- Q. How does my program get a new internal moonlighting offering approved for house staff participation?
A. In MedHub PC/PD Resources/Moonlighting Policy and Documents, complete the Moonlighting Request form template and Overload form, and collect Letters of Support from applicable Program Directors. All documents are submitted to GME office for review and approval. Current moonlighting policy can be found at this address:
<http://gme.med.uky.edu/sites/default/files/FinalMoonlightingPolicy2014.pdf>
- Q. What forms do house staff complete to get permission to participate in internal moonlighting?
A. In MedHub Announcements, select a Moonlighting Opportunity and complete the attached Request form, Approval form, and Overload.
- Q. Do I have to log duty hours when I do internal or external moonlighting?
A. Yes
- Q. How do I get paid when I internally moonlight?
A. The Requesting Department offering the internal moonlighting opportunity processes the Overload form, house staff receive payment on their monthly paycheck.
- Q. How do I get a certificate of Insurance needed to externally moonlight?
A. Indicate that you need one on the Approval form, you will receive the COI in your confirmation email.
- Q. Who covers my malpractice insurance when I am internally or externally moonlighting?
A. Internal moonlighting is covered by UK malpractice insurance. House staff are responsible for obtaining malpractice insurance for external moonlighting.
- Q. Can I moonlight if I am not in good academic standing with my program?
A. No
- Q. Can I internally or externally moonlight if I am training under a Visa status?
A. J1 and HB1 visa status are not permitted to moonlight.
- Q. Can I moonlight when I am on call?
A. No. Moonlighting, either internal or external can only be done during times when you have no program required activities.
- Q. Am I allowed to internally moonlight during any rotation?
A. You are not allowed to participate in an internal moonlighting activity that takes place on the same service or unit in which you are currently rotating as part of your training program. Additional restrictions may be applied by individual programs.
- Q. What type of license do I need to moonlight?
A. Medical Residents must have a Resident Training or Full / Regular License to participate in moonlighting.