

## Moonlighting and Extended Resident Service Procedure

Category	<u>Extended Resident Service (ERS)</u>	<u>Extended Resident Service—Rotator (ERS-R)</u>	<u>Moonlighting as Independent Practitioner</u>	<u>External Moonlighting</u>
Definition	Residents/fellows employed by NCH and participating in an NCH GME or dental education program working extra resident shifts at NCH or OSU. Resident/fellow is employed and paid by NCH.	Residents/fellows employed by affiliate institution approved by home Program Director and NCH service to work extra resident shifts at NCH. Resident may or may not be assigned to NCH for rotation at the time of Extended Resident Service.	Fellows/advanced residents employed by NCH and participating in an NCH GME or dental education program who are board eligible functioning as independent practitioners in the specialty for which they are board eligible in the outpatient setting	Residents/fellows enrolled in NCH GME or dental education program who are performing medically related work outside their training program at a non NCH site. Resident/fellow is employed and paid by the external site.
Location	Either within specialty or Emergency Department	Either within specialty or Emergency Department	Outpatient clinic within specialty or primary or urgent care	Non NCH site
Supervision/ Privileges	Supervised as residents. Privileges outlined in Credentials Manual of Bylaws and Credentialing-Housestaff database on NCH intranet. Scope of authority includes: <ul style="list-style-type: none"> <li>▪ May write orders</li> <li>▪ May prescribe</li> <li>▪ Attending must see patient and co sign orders</li> </ul>	Supervised as residents. Privileges outlined in Credentials Manual of Bylaws and Credentialing-Housestaff database on NCH intranet. Scope of authority includes: <ul style="list-style-type: none"> <li>▪ May write orders;</li> <li>▪ May prescribe.</li> <li>▪ Attending must see patient &amp; co sign orders</li> </ul>	Supervision and privileges as outlined in the Credentials Manual of the Bylaws. Scope of authority includes: <ul style="list-style-type: none"> <li>▪ May write orders</li> <li>▪ May prescribe</li> <li>▪ May see patient independently</li> <li>▪ Can bill</li> </ul>	As defined by the External Moonlighting Site
Visa limitations	Cannot be on a J-1. H1B may work Extended Resident Service shifts at NCH only	Cannot be on a J-1 visa or H1B visa	Cannot be on J-1 or H1B.	Cannot be on a J-1 or H1B
Eligibility	<ul style="list-style-type: none"> <li>▪ Current NCH resident/fellow</li> <li>▪ Current NCH employee</li> <li>▪ E-ME1 on file for current academic year</li> <li>▪ Unrestricted Ohio License</li> <li>▪ Will use NCH DEA or personal DEA for ERS at NCH</li> <li>▪ <b>Must have personal DEA for ERS at OSU</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Current resident in GME program at affiliate institution</li> <li>▪ E-ME1 on file for current academic year</li> <li>▪ Has rotated at NCH</li> <li>▪ Unrestricted Ohio License</li> <li>▪ Will use home institution's DEA or personal DEA</li> </ul>	<ul style="list-style-type: none"> <li>▪ Current NCH resident/fellow</li> <li>▪ Current NCH employee</li> <li>▪ E-ME1 on file for current academic year</li> <li>▪ Unrestricted Ohio License</li> <li>▪ Personal DEA</li> <li>▪ Have NCH Medical Staff Postgraduate Staff appointment</li> </ul>	As defined by the External Moonlighting Site
Contract	Not required	Extended Resident Service contract signed by resident and NCH service hiring resident as moonlighter	Not required	Resident/fellow must provide NCH Program Director with documentation of liability coverage by external moonlighting site

	<b><u>Extended Resident Service (ERS)</u></b>	<b><u>Extended Resident Service— Rotator (ERS-R)</u></b>	<b><u>Moonlighting as Independent Practitioner</u></b>	<b><u>External Moonlighting</u></b>
Credentialing/ Verification	<p>Resident/fellow</p> <ul style="list-style-type: none"> <li>Obtain written approval from home program director to moonlight</li> </ul> <p>NCH Training Program</p> <ul style="list-style-type: none"> <li>Moonlighting Approval Form – Program Director attests that resident has appropriate Medical License and visa status</li> </ul>	<p>Resident/fellow</p> <ul style="list-style-type: none"> <li>Obtain written approval from home program director to moonlight</li> </ul> <p>Employing NCH Service</p> <ul style="list-style-type: none"> <li>Executes moonlighter contract</li> <li>Completes HR-3</li> <li>Prints Medical License verification from Ohio Medical Board site</li> <li>Prints e-ME1</li> <li>Submits contract, license, e-ME1 &amp; HR-3 to Mariah Barnes in HR</li> </ul> <p>Human Resources</p> <ul style="list-style-type: none"> <li>Resident follows NCH employment process: Background check, health check, tox screen</li> <li>HR personnel file maintains documentation of credentials, contract, receipt of employee handbook</li> </ul>	<p>Fellow/advanced resident</p> <ul style="list-style-type: none"> <li>Obtain written approval from home program director to moonlight</li> </ul> <p>Medical Staff Office</p> <ul style="list-style-type: none"> <li>Fellow applies for privileges and Medical Staff confirms licensure, visa status, DEA, approval of Program Director/Section Chief and NCH employment status</li> </ul>	<p>Resident/fellow</p> <ul style="list-style-type: none"> <li>Obtain written approval from NCH home program director to moonlight</li> </ul> <p>Additional credentialing as defined by the external moonlighting site</p>
Duty Hours	<p>Extended Resident Service counts toward 80 hour limit</p> <p>Program and resident/fellow must document that ERS hours are in compliance with duty hours requirements</p>	<p>Resident/Home program responsibility</p>	<p>Moonlighting counts toward 80 hour limit</p> <p>Program and resident/fellow must document that ERS hours are in compliance with duty hours requirements</p>	<p>Moonlighting counts toward 80 hour limit</p> <p>Program and resident/fellow must document that External Moonlighting hours are in compliance with duty hours requirements</p>
Payment Process	<p>Peds Office tracks and submits payment request for ERS hours to payroll. Service cost center incurs cost. Resident receives NCH paycheck</p> <p>For OSU NICU Tina Aubrey invoices OSU for OSU NICU hours to recoup cost</p>	<p>Service cost center incurs cost. Service logs ERS-R hours in KRONOS or forwards to payroll to log hours. Resident receives NCH paycheck</p>	<p>Service tracks and logs hours in KRONOS. Service incurs cost.</p>	<p>As defined by the External Moonlighting Site</p>
Rate of Pay	<p>Service negotiates rate with HR. HR must approve</p>	<p>Service negotiates rate with HR. HR must approve</p>	<p>Service negotiates rate with HR. HR must approve</p>	<p>As defined by the External Moonlighting Site</p>