

Creighton University School of Medicine-Phoenix Policies

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| POLICY: | Moonlighting and Volunteering |
| GOVERNING BODY: | Graduate Medical Education Committee – Creighton University School of Medicine-Phoenix |
| GMEC APPROVAL DATE: | October 6, 2025; August 5, 2024; August 7, 2023; February 6, 2023 |
| REVISED DATE: | October 2, 2025 |
| ACGME ACCREDITATION STANDARD REFERENCE: | Institutional Requirement: 4.11.a. Moonlighting |

PURPOSE

House Staff Physicians (HSP) shall remain free to utilize their off-duty time as the HSP deems appropriate, so long as such activity does not interfere with the ability of the HSP to achieve the goals and objectives of the educational program and must not interfere with the HSP fitness for work nor compromise patient safety. All moonlighting and volunteering hours must be counted towards the 80-hour maximum weekly work hour limit.

SCOPE

This policy applies to all Creighton University School of Medicine-Phoenix (CUSOM-PHX) House Staff Physicians (HSP) and their respective training programs, that are Accreditation Council for Graduate Medical Education (ACGME) accredited or meet the criteria in the Non-ACGME Accredited Program Policy.

DEFINITIONS

House Staff Physician (HSP): Any physician in an accredited graduate medical education program, including interns, residents, and fellows.

Moonlighting/Volunteer Work: Moonlighting is defined as any voluntary or paid activity, not related to program training requirements, in which an individual performs duties as a physician. The hours spent moonlighting are counted towards the 80 hours worked for the week. No other work-hour requirements apply; however, these outside activities must not interfere with the ability of HSP's fitness for work nor compromise patient safety and must be pre-approved by the program director with appropriate documentation in the HSP's file.

- *Internal:* Voluntary, compensated, medically related work consistent with the duties that are appropriate for an HSP level of training performed at the sites operated by Valleywise Health and Dignity Health-St. Joseph's Hospital and Medical Center, under the supervision of a faculty member.
- *External:* Voluntary, compensated, medically related work performed outside the Creighton Alliance member sites.

Off-Duty Hours: Hours when an HSP is not scheduled for residency/fellowship work, scheduled educational times, or assigned to call.

Volunteering: An activity when an HSP works in a medical professional capacity off-duty for no compensation.

POLICY

Should the HSP voluntarily choose to accept employment or volunteer in a medical professional capacity during their off-duty hours they should follow these procedures:

1. Notify their program director, program manager, and the Graduate Medical Education (GME) Office by completing a Moonlighting/Volunteering Activity Report (MAR). HSP must have written permission from their program director to moonlight.
 - a. The MAR is to be completed on an annual academic year basis listing all locations and time frames.

- b. 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.
 - c. Failure to file a MAR before moonlighting will prohibit a HSP from moonlighting during the rest of their training.
 - d. The program director shall monitor HSP performance to ensure that factors such as HSP fatigue are not contributing to diminished learning or performance or detracting from patient safety. Diminished learning or performance may lead to withdrawal of permission to moonlight.
 - e. The sponsoring institution or individual program may prohibit moonlighting by residents/fellows, at their discretion. That decision is not appealable.
2. Liability coverage for moonlighting.
 - a. Phoenix-based HSPs employed by Creighton University will be covered by their professional liability insurance for approved moonlighting within Creighton Alliance partner training sites.
 - b. HSP is required to obtain their own liability coverage for moonlighting performed outside of Arizona and at external sites within Arizona. Proof of insurance must be attached to the MAR.
3. HSP is responsible for obtaining an unrestricted medical license for moonlighting.
4. For J-1 Visa holders:
 - a. All moonlighting must take place internally i.e. within Valleywise Health or St. Joseph's Hospital & Medical Center.
 - b. Moonlighting must be educationally appropriate and not extend the training period.
 - c. In addition to completing the MAR, prior written approval must be obtained from Intealth's Responsible Officer. Completion and submission of a new request form (available on the Forms and Memos page of the ECFMG website) constitutes this approval. Programs, not individual J-1 physicians, must initiate these requests.

Restrictions

1. HSPs with J1 visas are only permitted to moonlight internally.
2. HSPs may not moonlight while on sick leave or while on FMLA.
3. First-year HSPs may not moonlight per ACGME rules.
4. Any HSP subject to corrective action may not participate in moonlighting activities.

Volunteering for Medical Work

HSPs performing medical care as a volunteer must meet the following requirements.

1. Volunteer hours must be counted towards the 80-hour work week. The ACGME looks at volunteering as non-paid moonlighting.
2. The nature of the volunteer activity must be consistent with the scope of the training program and the level of training of the trainee.
3. A moonlighting/volunteering activity report must be on file with the GME office to ensure malpractice coverage for the volunteer activity.
4. Program approved experiences outside the U.S. must be approved by Creighton Risk Management. Additionally, those experiences must be registered through and comply with policies and direction from the [Creighton University Global Engagement Office](#).
5. Obtain an unrestricted medical license for volunteer medical work.

AMENDMENTS OR TERMINATION OF THIS POLICY

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME institutional policy shall govern. Creighton University reserves the right to modify, amend, or terminate this policy at any time.