**Community Medical Center: PGY1 residency**

**Policy: Pharmacy Resident Duty Hours and Moonlighting Policy and Procedure**

PURPOSE:

To provide guidelines regarding duty hours and moonlighting for pharmacy residents and to outline the associated required documentation.

DEFINITION OF TERMS:

**Duty Hours** -All scheduled clinical and academic activities related to the pharmacy residency program. This includes inpatient and outpatient care, administrative duties, scheduled and assigned activities, such as conferences, committee meetings, and health fairs that are required to meet the goals and objectives of the residency program. This **DOES NOT** include reading, studying, or academic preparation time for presentations, journal clubs, etc.; travel time to and from conferences; or hours not scheduled by the residency program director (RPD) or preceptors. Duty hours for off-site activities (education activities, health fair, etc) should be aligned/reported with the 4-6 week rotation that is being completed at the time.

**Scheduled Duty Periods** - Assigned duties, regardless of setting, required to meet the educational goals and objectives of the residency program. These duty periods are usually assigned by the RPD or preceptor and may encompass hours which may be within the normal work day, beyond the normal work day, or a combination of both.

**Moonlighting** - Voluntary, compensated, pharmacy-related work performed outside the organization (external), or within CMC. These are compensated hours beyond the resident’s salary and are not part of the scheduled duty periods of the residency program.

**Continuous Duty** - Assigned duty periods without breaks for strategic napping or resting to reduce fatigue or sleep deprivation.

**Strategic Napping** - Short sleep periods, taken as a component of fatigue management, which can mitigate the adverse effects of sleep loss.

POLICY:

Residents, RPDs and preceptors have the professional responsibility to ensure residents are fit to provide services that promote patient safety. The RPD must ensure that there is not excessive reliance on residents to fulfill service obligations that do not contribute to the educational value of the residency program or that may compromise their fitness for duty and endanger patient safety. Providing residents with a sound training program must be planned, scheduled and balanced with concerns for patient safety and resident’s well-being. Therefore, the UM/CMC PGY1 Residency Program will comply with the ASHP Accreditation Standards for duty hours and moonlighting.

GENERAL PROCEDURE:

1. Residents will be introduced to this Policy and Procedure as well as the supporting ASHP document during the orientation period.
2. Duty hours must be limited to no more than 80 hours per week, averaged over a four-week period, inclusive of all duty hours related to the pharmacy residency program and moonlighting.
	1. Duty hours on-site are tracked by the hours audit process for the purpose of CMS documentation.
	2. Duty hours include time spent offsite in the Education longitudinal rotation. The duty hours should be reported as part of the current 4-6 week rotation that the resident is completing.
3. Moonlighting must not interfere with the ability of the resident to achieve educational goals and objectives of the residency program.
	1. All moonlighting hours (internal and external) must be counted towards the 80-hour maximum weekly limit
	2. Moonlighting hours (internal and external) will be limited to 10 hours/week averaged over a 1-month period
4. Mandatory time free of duty: residents will have a minimum of one day in seven days free of duty (when averaged over four weeks).
5. Residents should have 10 hours free of duty between scheduled duty hours, and must have a minimum of 8 hours between scheduled duty periods.
	1. Continuous duty periods of residents will not exceed 16 hours.
6. Residents must document their duty hours and moonlighting hours (internal and external) in the assigned fashion. See below.

EXTERNAL SITE APPROVAL

1. The resident must request approval from the Pharmacy Residency Program Director (RPD) prior to any moonlighting activities at an external site. This request must outline which hours and days of the week that the resident is requesting to moonlight.
	1. Individual occurrence: The resident must notify and receive permission from the RPD via e-mail for any individual occurrences not outlined in the initial approval letter.
2. The RPD will provide verbal or written permission for the resident to moonlight at any external site.
	1. The Director of Pharmacy, Clinical Manager, and any preceptor deemed to be affected by the moonlighting will be notified by the RPD.
3. The resident is responsible for logging all of the hours that they moonlight at both external site(s), following the general procedure guidelines delineated above. This is required **ONLY** if they exceed 16 hours of moonlighting in a 1 week period. They will e-mail the log to the RPD on a monthly basis by Monday at 5:00 pm. It must include the hours they have worked moonlighting in the month.
	1. The resident will verbally notify the RPD of any week in which resident exceeded 16 hours of moonlighting, unless it is part of an approved agreement.
	2. Failure to submit a log of moonlighting hours as outlined above will lead to the cancelation of any current agreement that is in place. The resident will be required to submit a new request for any future moonlighting activities.
4. The RPD, Director of Pharmacy, or Clinical Manager have the ability to cancel any moonlighting agreement at any time if they feel that the moonlighting is having a negative impact on the resident’s responsibilities to the residency program

 CMC PGY1 Residency: Moonlighting report

Resident:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Site** | **Date** | **Time of work (e.g. 1730-2000)**  | **Total hours worked** |
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REFERENCES:

Duty Hours Requirements for Pharmacy Residencies (March 2015 ) <https://www.ashp.org/-/media/assets/professional-development/residencies/docs/duty-hour-requirements.ashx?la=en&hash=5AB546BE4986F74D01BA73A8A89ADDB164AA7635>

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