

## **Example - Program Moonlighting Policy**

*which incorporates ASHP Duty Hour Requirements for Residencies*

The [ASHP duty hour requirements for pharmacy residency programs](#) must be followed by the program and the residents.

### **1. Definitions:**

**Duty Hours:** Duty hours are defined as all scheduled clinical and academic activities related to the pharmacy residency program. This includes inpatient and outpatient care; in-house call; administrative duties; and 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. Duty hours must be addressed by a well-documented, structured process.

Duty hours do not include: reading, studying, and academic preparation time for presentations and journal clubs; travel time to and from conferences; and hours that are not scheduled by the residency program director or a preceptor.

**Scheduled duty periods:** Assigned duties, regardless of setting, that are required to meet the educational goals and objectives of the residency program. These duty periods are usually assigned by the residency program director 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 the organization where the resident is in training (internal), or at any of its related participating sites. 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.

### **2. Maximum Hours of Work per Week and Duty-Free Times:**

- A. Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house activities and all moonlighting.
- B. Mandatory time free of duty: residents must have a minimum of one day in seven days free of duty (when averaged over four weeks).

### **3. Moonlighting**

- A. Moonlighting (internal or external) must not interfere with the ability of the resident to achieve the educational goals and objectives of the residency program.
- B. External moonlighting is not permitted. Internal moonlighting may be allowed after licensure and as training, research, and patient care responsibilities permit. Residents are required to receive permission from the RPD prior to beginning any moonlighting activities. After initial approval, all moonlighting hours must be approved in person or via email by the Program Director or Inpatient Pharmacy Manager.

- C. Moonlighting hours must be counted towards the 80-hour maximum weekly hour limit.
- D. The maximum moonlighting hours allowed is 16 hours per week.
- E. If a pharmacist believes the resident is exhibiting signs of fatigue (excessive yawning or sedation), the resident should be relieved of their duty. The pharmacist and resident will notify the program director and the resident will be prohibited from moonlighting for a minimum of 4 weeks.
- F. Moonlighting will also be prohibited if it appears to be interfering with the resident's judgement or ability to achieve educational goals and objectives of the residency program.

#### 4. Duty Hours Tracking

- A. The resident MUST document their duty hours in PharmAcademic™, including any internal moonlighting.
- B. The RPD will assign a "customized" evaluation in PharmAcademic™ on a monthly basis, which the resident will complete for the past month and the RPD will review and co-sign.
- C. If RPD finds duty-hours violations upon review, the RPD will discuss a plan with the resident to ensure the compliance in the future. The RPD will document plan in the co-signer comments of the evaluation.
- D. PharmAcademic Duty Hours Evaluation Questions (to be completed monthly)
  - a. I have read and understand the *ASHP Duty-Hour Requirements for Pharmacy Residencies*.
    - Yes
    - No, please provide comments
  - b. In the past month, I had a day off at least once every 7 days, on average, in the past month.
    - Yes
    - No, please provide comments
  - c. In the past month, I have worked (i.e., duty hours) no more than 80 hours per week on average, including any moonlighting hours.
    - Yes
    - No, please provide comments
  - d. In the past month, I have been on continuous duty no more than 16 hours in any 24-hour period.
    - Yes
    - No, please provide comments:
  - e. In the past month, I had a 10-hour period free from duty between all scheduled duty periods.
    - Yes
    - No, please provide comments
  - f. In the past month, I have zero moonlighting hours.
    - Yes
    - No, please document number of moonlighting hours in comments
  - g. In the past month, I have felt overwhelming stress, more fatigued than usual, or depressed.
    - Yes, please provide comments
    - No