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**EFFECTIVE DATE: Not Set**

**POLICY & PROCEDURE TITLE:**

Pharmacy Residency - Moonlighting and Duty Hours Policy and Procedure

**REVIEW BY: Not Set**

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As with all St. Mary Medical Center (SMMC) policies, we strive to advance our mission: “We, St. Mary Medical Center and Trinity Health, serve together in the spirit of the Gospel as a compassionate and transforming healing presence within our communities. As a community of caring people, we are committed to extending and strengthening the healing ministry of Jesus.” By so doing, we live out our values of Reverence, Commitment to those who are Poor, Justice, Stewardship, Integrity and Excellence. As a Catholic Health System, we are also guided by the Ethical and Religious Directives for Catholic Healthcare Services as promulgated by the U.S. Conference of Catholic Bishops.

**PURPOSE**

To provide a process for Residents in the Pharmacy Residency Program (“Residents”) at St. Mary Medical Center (the “Program”) to track duty hours, including moonlighting and on-call program participation, to ensure that the Program complies with the American Society of Health-System Pharmacists (ASHP) Duty Hour Requirements for Pharmacy Residencies.

**POLICY**

Residents are responsible for tracking duty hours, including moonlighting and time spent participating in the on-call program, and the residency program director (RPD) is responsible for ensuring ASHP requirements are not violated.

**PROCEDURE**

**Recording and Reviewing of Duty Hours**

1. All Residents will read the Duty Hour Requirements for Pharmacy Residencies by ASHP provided [HERE](#). An electronic copy of this policy will be provided during orientation.
2. Residents will log their duty hours monthly on their Duty Hour Tracker and complete the ASHP Duty Hour Forms in PharmAcademic™.
3. The RPD will review duty hour documentation monthly to ensure adherence to the Duty Hour Requirements for Pharmacy Residencies.

**Moonlighting**

1. The Program permits consideration of internal moonlighting.
2. Requests to moonlight must be made to the RPD or designee via email.

## Title: Pharmacy Residency - Moonlighting and Duty Hours Policy and Procedure

- a. Moonlighting must not interfere with the ability of the Resident to achieve the educational goals and objectives of the residency program and must not interfere with the resident's fitness for work nor compromise patient safety. It is at the discretion of the RPD whether to permit moonlighting privileges.
3. If a Resident moonlights, moonlighting hours will be documented through the time clock, on the Duty Hour Tracker, and on ASHP Duty Hour Forms.
  - a. The Resident will clock in and out of their moonlighting shift utilizing a secondary "pool pharmacist" badge. This badge will allow for proper compensation at the "pool pharmacist" hourly rate in addition to tracking moonlighting hours.
4. No more than 16 hours of moonlighting will be allowed in any 2-week pay period.
5. If moonlighting interferes with the ability of the Resident to achieve the educational goals and objectives of the residency program or compromises the Resident's fitness for work or patient safety the RPD may withdraw moonlighting privileges at any time.

### At-Home On-Call Program

1. Residents will begin acting as the primary pharmacist for at-home on-call not less than 90 days after the start of the residency period.
2. Residents will be on call every third week beginning 7 AM Monday to 7 AM the following Monday. The week of on-call duties will fall over the resident's staffing weekend.
3. Time spent participating in the on-call program must be documented monthly in the Duty Hour Tracker and the ASHP Duty Hour Forms.

### DEFINITIONS

- 1) Duty Hours- All hours spent on scheduled clinical and academic activities, regardless of setting, related to the pharmacy residency program that are required to meet the educational goals and objectives of the program. Duty hours includes: inpatient and outpatient patient care (resident providing care within a facility, a patient's home, or from the resident's home when activities are assigned to be completed virtually); staffing/service commitment; in-house call; administrative duties; work from home activities (i.e., taking calls from home and utilizing electronic health record related to at-home call program); and scheduled and assigned activities, such as committee meetings, classroom time associated with a master's degree for applicable programs or other required teaching activities and health and wellness events that are required to meet the goals and objectives of the residency program. Duty hours excludes reading, studying, and academic preparation time (e.g. presentations, journal clubs, closing knowledge gaps); travel time (e.g., to and from work); and hours that are not scheduled by the residency program director or a preceptor.
- 2) 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.
- 3) RPD- Residency program director

### RESPONSIBLE DEPARTMENT

Further guidance concerning this Policy may be obtained from the PGY1 Pharmacy Residency Program.

Title: Pharmacy Residency - Moonlighting and Duty Hours Policy and Procedure  
**RELATED PROCEDURES AND OTHER MATERIALS**

Pharmacy Residency Manual

ASHP Duty Hours Guidelines. Available at: <https://www.ashp.org/-/media/assets/professional-development/residencies/docs/duty-hour-requirements.pdf>.