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|---------------|-----------|---------------|----------------------------------------------------|
| Origination   | 5/1/2005  | Owner         | Shannon Rotolo                                     |
| Last Approved | 8/19/2024 | Policy Area   | SMH Pharmacy Residencies                           |
| Effective     | 8/19/2024 | Applicability | University of Rochester - Strong Memorial Hospital |
| Last Revised  | 8/19/2024 |               |                                                    |
| Next Review   | 8/19/2026 |               |                                                    |

## Duty Hours and Moonlighting

### Policy

The Pharmacy Department adopts a policy of resident duty hours in accordance with those set forth by ASHP Accreditation Standards for Pharmacy Residencies. The resident may obtain internal or external employment (or moonlighting) after receiving written approval from the Residency Program Director provided it is not during scheduled residency duty hours. Resident hours (including moonlighting, all time off requests, and sick days) will be tracked using the departmental scheduling system. The residency program is considered the primary priority of the pharmacy resident. Any work outside of residency requirements, if desired, must not interfere with the resident's responsibilities or requirements of the pharmacy residency program. If the moonlighting is perceived as interfering with the resident's responsibilities, the resident will be asked to discontinue or reduce their moonlighting hours.

### Scope

This policy applies to all current pharmacy residents of the Department of Pharmacy at UR Medicine, doing business as Strong Memorial Hospital.

### Implementation

The implementation of this policy is the responsibility of the Director of Clinical Pharmacy Practice, Research, & Education, Program Directors, Residency Coordinator, preceptors, and residents.

If a resident plans to moonlight, he/she must first request approval from the Residency Program Director in writing via email. Failure to obtain written approval for moonlighting activities will result in termination of moonlighting privileges. The resident is responsible for informing the Program Director of their moonlighting activities, including the anticipated number of hours per month and predicted duration of moonlighting activities. The resident will be responsible to upload a copy of these emails showing

written approval from the program director to moonlight into their PharmAcademic files.

Internal and/or external moonlighting is permitted but generally discouraged. However, the Program Director may approve up to 24 hours of moonlighting per week. If at any time the Program Director perceives that moonlighting activities are interfering with the resident's quality of care or educational responsibilities, he/she will be asked to discontinue or reduce moonlighting employment.

Any hours worked at UR Medicine, Strong Memorial Hospital and outside of the residency program for compensation must be included in the reported resident work hours. Total work hours must not exceed the duty hour limits set forth by the ASHP. The resident will need to request time off directly in the departmental scheduling system. Additionally, the resident must email their Program Director to alert them that they have requested time off. The Program Director will then notify the resident and Program Coordinator of their decision and any approved time off will be reflected in the scheduling system. Any sick days will also be tracked in the scheduling system by the Program Director or Program Coordinator. The resident is also required to complete a duty hour attestation in Pharmacademic at the end of each month.

**ASHP Duty Hours Policy** is adhered to and adopted by the University of Rochester Pharmacy Residency Training Programs: <https://www.ashp.org/-/media/assets/professional-development/residencies/docs/pharmacy-specific-duty-hours.pdf>.

The malpractice insurance provided by the UR Medicine, Strong Memorial Hospital does not cover any moonlighting opportunities outside of UR Medicine.

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## Approval Signatures

| Step Description       | Approver       | Date      |
|------------------------|----------------|-----------|
| Pharmacy Administrator | Travis Dick    | 8/19/2024 |
| Policy Owner           | Shannon Rotolo | 7/17/2024 |

## Applicability

University of Rochester - Strong Memorial Hospital