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1. **Policies for house officers at the George Washington University Hospital**

1. **Eligible candidates**
   - PGY-3 and above in the GWU Internal Medicine Residency and Fellowship programs
   - Physician Assistants and Nurse Practitioners who are credentialed to work at the GWU Hospital
   - Chief Residents and Faculty in the Department of Internal Medicine at the GWU-MFA who have the necessary credentials to work at the GWU Hospital

2. **Mandates**
   - House officer commitments must not take priority over the primary responsibility of the resident/fellow towards their training program
   - Moonlighting is limited to areas in which the resident has competence and to areas that will advance the resident’s training and career goals
   - The hours spent engaged in internal moonlighting activities are considered part of the residency program duty hours, as per ACGME guidelines. The total number of hours worked per week should not exceed **80**. One cannot be a house officer when they are scheduled to be on disaster call for their residency program
   - Permission from the program director of residency/fellowship programs must be obtained in advance of all moonlighting to review academic standing

3. **Goals of the house officer service**
   - To offload the current night float housestaff from admitting patients when the teaching teams are busy, and/or after the teaching service teams have reached their cap
   - To admit medicine patients of limited teaching value to the Non-Teaching Medicine service i.e. Medicine Orange team. If the non-teaching team is accepting chest pain patients, then they would also be included in your admissions.
   - To admit medicine patients overnight and hand over to the medicine orange team in the morning. An average of **5-6** admissions is anticipated per night.
   - To provide overnight coverage for the Medicine Non-Teaching (Orange) team overnight, including phone calls and rapid responses
   - To provide overnight coverage for the Bariatric surgery service and address non-surgical issues
To provide overnight coverage to the Physical medicine and Rehabilitation service, including follow up of pertinent daytime issues

To provide occasional assistance to General surgery patients who may be admitted for private physicians (not participating in GW residency program)

4. **Policies and procedures**
   - The house officer is expected to be available in-house for **12 hours from 6pm to 6am**. The sign-out to the daytime non-teaching service will be via e-mail between 6 and 7am
   - The last admission should be seen no later than 5:30am, after which the daytime on-call team will take responsibility of the admissions. For those patients that are sick and need care between 6-8am, verbal and written signout needs to be given to the on-call night float Resident
   - An on-call pager will be available to the moonlighter and he will receive calls on that pager
   - The house officer will function as a housestaff member and thereby an attending will staff their work-ups the next day. The attending on-call for the hospitalist team that evening will assist with any issues related to admissions overnight. The house officer will not be responsible for any medical coding or billing
   - The house officer needs to ensure that the shifts that they have signed up for are not in violation of the RRC guidelines. The house officer needs to ensure they are not on disaster or jeopardy coverage, and are not on-call or covering any other services at the same time. Any conflict of commitment will lead to revocation of house officer privileges
   - Physicians on a visa must ensure that their visa permits moonlighting i.e. J1 visas holders cannot moonlight

5. **Assignment of shifts**
   - As a general rule, one cannot be assigned more than 3 shifts per month
   - The schedules will be made on an on-going basis up to 2 months in advance. If any changes need to be made, you would need to inform the scheduler beforehand. It is recommended that you to find alternative coverage if you cannot cover a shift you were originally assigned to.
   - Check your schedules based on the policies mentioned above and provide dates of your availability. The moonlighter schedule is available on [www.gwmed.com](http://www.gwmed.com) website under the tab “Moonlighter schedule”.
   - Please contact Farida Millwala, MD at [fmillwala@mfa.gwu.edu](mailto:fmillwala@mfa.gwu.edu) for information
and assignment of shifts.

6. **Payroll information**
   - The GWU-MFA will provide compensation at the following rates:
     - $75.00/hour for night time shifts on Monday-Friday
     - $105/hour for night time shifts on Saturday and Sunday
     - $105/hour for Holidays
     - $95/hour for day time shifts on Saturday and Sunday
   - Payroll information needs to be completed prior to starting any house officer shifts
   - For PGY-3 and above housestaff: The checks will be prepared on a biweekly basis and will be mailed/directly deposited accordingly. Please contact Jocelyn Hutchinson at jhutchinson@mfa.gwu.edu for any payroll related questions
   - For Faculty attending and Chief residents: The checks will be incorporated into their monthly payroll. Please contact Vanessa Hawkins at vhawkins@mfa.gwu.edu for any payroll related questions
   - Your malpractice insurance for the house officer shifts at GW will be covered by the GWU-MFA
Guidelines for the house officer

7. **Upon arrival**
   - Arrive at GW hospital by 6pm
   - Please sign in to the time clock reader with your fingerprint and your SSN
   - Contact the Medicine Triage resident (TR) via pager 741-0161 and check if any admissions are waiting to be seen by you
   - Pick up the house officer cross-cover pager (no. 741-0181) from the locker
   - Print out a patient list of Non-teaching service patients (Orange team) and Rehab team patients from Salar Team Notes. The Bariatric service PA will also provide you her list in the call room. You will be called for any cross-cover issues overnight on orange team, bariatric surgery and rehab team patients

8. **Call room**
   - Room no. 4-1180 (4th floor hallway) is available for the moonlighter to use at night
   - Locker # 32 in that room has been reserved for the moonlighter. It will have the moonlighter pager in it

9. **Admissions**
   - The TR will page you regarding any new admissions waiting in the ER. Be in close touch with the TR regarding their census and how many patients you and they can admit. The average would be 5-6 admissions per night. You can accept new admissions until about 5:15am.
   - Typically patients admitted by the moonlighter will go to the orange team. Patients admitted by the moonlighter can be redistributed to the teaching service in the morning if they are complicated and/or interesting. Hence the moonlighter and the TR should triage all along the way
   - The admission H and P’s should be comprehensive and accurate. The house officer is representative of the hospitalist physicians at night and since they will not be there personally to discuss the patients, the workups need to be more than just adequate. Any updates must be documented and mentioned to the hospitalists. This is frequently an issue and can be a cause for frustration for providers caring for patients after the house officer leaves. Persistent inadequacies in performance will lead to revocation of moonlighting privileges
   - Please send your sign-out to all the hospitalist attendings/PA’s and the Chief Residents
   - Put the house officer pager as the contact pager for the new patients admitted. Please put those patients on the Pink or Overnight team list on SALAR. You do not assign them to any team on your own. The Chief Residents will do that
in the morning

- The house officer will be responsible for those patients’ care until 6am. After that, the nurses are supposed to contact the Orange team MD/PA’s for questions.

10. **Hand-off**

- All the patients admitted overnight should be handed over to the chief residents and the hospitalist attendings in the morning.
- Please email your hand-off to the Chief medicine residents, Hospitalist attendings and PA’s. Please include your contact numbers, so you may be contacted if questions arise.
- Hand-off should be as detailed and relevant as needed with pertinent patient information with regards to new admissions and cross-coverage issues.
- Also include the information on cross-coverage of rehab team on your sign-out.
- If any issues arise with the bariatric team patients, please inform Dr Afram.
- After 6am the orange team MD/PA will be called for all cross-cover issues. If urgent issues are expected on sick patients, the house-officer should give a verbal/written hand-off to the on-call night float resident.
- If hand-offs are repeatedly found to be inadequate, you may be suspended from your house officer duties.

11. **Wrap up**

- Leave the moonlighting cross-cover pager in the locker where you found it.
- Be available by pager during the day in case questions arise about the overnight admissions.
GETTING STARTED

- Identify the months of the year when it might be possible for you to do the moonlighting shifts without violating the work hour rules. It is also imperative that you are not on jeopardy or back up coverage (for your residency program) at that time.
- Contact Farida Millwala, MD at fmillwala@mfa.gwu.edu and inform of your interest. Also provide your personal contact phone and pager numbers.

1. LICENSURE AND OTHER REQUIREMENTS

ALL of the below stated documents need to given prior to your FIRST shift in hard (paper) copy to Farida Millwala, MD at her office on 5-South office 5-1172 at the GWU hospital.

Before you start your shifts, you need:
- Permanent DC license - Active status
- Permanent Federal DEA number (not the one given during residency)
- DC controlled substances number
- Written Permission from your program director
- GME form (to be sent to GME Office)
- GWUH hospital privileges (You already have that if you work at GWU)
- MFA application (available at 10th floor MFA HR)
- Biometrics from MFA HR (can be done after completion of MFA Application)

Here are the websites for applications for the necessary licensure requirements:
- New DC Controlled Substances license application
  http://hrla.doh.dc.gov/hrla/cwp/view,a,1385,q,573590.asp
- New Federal DEA number
- DC New Medicine license application
  http://hpla.doh.dc.gov/hpla/cwp/view,a,1195,q,488568.asp
2. **PAYROLL SET-UP**

- Contact Vanessa Hawkins (vhawkins@mfa.gwu.edu) in the MFA building 5th floor office to get the GW-MFA payroll application packet
- Go to HR located on the 10th floor of the MFA building to set up the biometrics/fingerprinting for the time clock readers. You would also be assigned a code to use. You may contact Sandra Lowery salowery@mfa.gwu.edu for additional questions

3. **TIME CLOCK INFORMATION**

- It is essential that you clock in only ONCE during your entire shift. Do not repeat this maneuver as it leads to errors in tracking in the payroll mechanism
- Faculty and Chief residents do not need to use this biometric system

4. **TIME CLOCK LOCATION (at the GWU hospital)**

- Ground floor:
  On the Lobby floor, when you enter, walk to the right of the security desk and follow that hallway. Make the last left turn there. At the end of the hallway, bear right and the first door on your left is SUITE 2092- Rooms G103-G135 which are the offices of Anesthesiology, Radiology, Pathology and Newborn services. That door is Always open. Go in and immediately on the left wall, you will see a BLUE timeclock. This is the one to use. DO NOT use the one in 2nd floor ICU.
BARIATRIC SURGERY SERVICE COVERAGE

In addition to general medicine coverage:

- The house officers are expected to provide overnight cross coverage for the bariatric service patients on 5 North floor. Coverage should be provided only to Joseph Afram, MD's patients.

- They generally have a census of 4-8 patients, most of them post-gastric bypass and the moonlighter will be expected to cover some of the simple prn issues.

- Occasionally, patients might have post-operative bleeding or post-surgical sepsis and in such situations, the RN's on that floor should have the contact number for the attending on-call for you to contact. If you are unable to contact them, then you must call Dr Millwala pager 741-0405.

- The medicine house officers are not expected to admit surgical patients from the emergency room or transfer surgical patients from various other services.

- Stacey Jonas-Keeling is the PA for the service on certain days of the week and she has a hand-off system in place which is kept in the house officer call room every night.
PHYSICAL MEDICINE AND REHABILITATION COVERAGE

- The house officers are expected to provide overnight cross coverage to the patients on the physical medicine and rehabilitation service headed by Philip Marion, MD on 4 North floor.

- They generally have a census of 15-20 patients who are usually stable and getting in-patient rehab. It is essential that you print out the handover information from SALAR and check on their tasks that may be pending for you to check on.

- Ensure that their information and updates are also included in your morning hand-off.
GENERAL SURGERY SERVICE

- The house officers are expected to, on occasion, provide assistance in admission of general surgery patients for private physicians in the area. These are physicians who are admit to GW hospital, but are not a part of the teaching program

- The house officers do not have to evaluate or admit their patients, however they may need to help with writing orders upon instruction by the private surgeons themselves and co-ordinate care

- This would not include patients of physicians who are within the GWU general surgery residency program
DAYFLOAT COVERAGE

- Dayfloat residents provide daytime resident coverage to the house-staff team over the weekends.

- There should be no overlap in duties with any other call schedule. The day float resident should ensure that there is no duty hour violation of RRC regulations.

- A typical day is from 8am to 4pm, but the resident needs to stay as long as it takes to get the work done.

- Dayfloat residents cover patients on the house staff team that is not on-call. The team is staffed with a Medicine attending and possibly interns/medical students.

- Salary is $95/hour for day time shifts on Saturday and Sunday.

- Schedule is managed by Chief medicine residents.
Farida Millwala, MD
900 23rd street NW
Suite 5-1174
Washington, DC 20037
Phone 202 715 5019
Pager 202 741 0405
E-mail: fmillwala@mfa.gwu.edu

Vanessa Hawkins
2150 Pennsylvania Avenue
Suite 5-244
Washington, DC 20037
Phone 202 715 2229
Email: vhawkins@mfa.gwu.edu

Jocelyn Hutchinson
2150 Pennsylvania Avenue
Suite 5-244
Washington, DC 20037
Phone 202 715 2229
Email: jhutchinson@mfa.gwu.edu

Sandra Lowery
2150 Pennsylvania Avenue
Suite 10-425
Washington, DC 20037
Phone 202 715 3352
Email: salowery@mfa.gwu.edu
Appendix 1: Request to engage in moonlighting activity
The George Washington University School of Medicine and Health Sciences
Institutional Policy on Resident Moonlighting

Resident/Fellow Name: ___________________________________________

Training Program: _______________________________________________

Current PGY Level: ______________________________________________

Requested Moonlighting Site: _____________________________________

Is this moonlighting activity (check one):
   _____ Internal (to be performed within the GWU or an affiliated site)
   _____ External (outside of GWU and affiliated sites)

Estimated Hours per shift: _______ Estimated Hours per week: _______

Description of duties: _____________________________________________
   __________________________________________________________________

I have attached the following:
   ● Copy of full, unrestricted and current medical license
   ● Copy of DEA license or attestation from program director certifying that this is internal
     moonlighting in my residency program and I am not writing prescriptions
   ● Copy of insurance (malpractice) certificate showing coverage in force for outside employment

I certify that I understand and agree to the following:
   ● Outside employment (moonlighting) will not be considered an excuse for poor job performance,
     absenteeism, tardiness, early departure, refusal to travel, or refusal to accept additional/altered
     assignments.
   ● I have informed my outside employer that the residency or fellowship is of top priority. The
     outside employer has agreed to accommodate the residency or fellowship schedule and avoid
     conflicts with my educational program.
   ● I will inform the program director of any changes, corrections or additions to moonlighting place,
     schedule, duties or total work hours. Additional moonlighting sites require an additional form.
   ● I understand that internal moonlighting hours (GWU or affiliate sites) count toward the duty hour
     limit, and I will not moonlight in excess of my program’s limits.
   ● My approval to moonlight may be revoked if difficulties with learning, performance, patient care,
     fatigue or other issues arise.
   ● This approval is time-limited and applies for the current academic year only.

Signed: ____________________________ Date: ____________
   (Resident Signature)

Approved: __________________________ Date: ____________
   (Program Director Signature)
For all internal moonlighting activity:

Approved: ___________________________________  Date: __________

(Director, Graduate Medical Education)