"Moonlighting" is prohibited unless explicitly authorized by the Chairman or Program Director of the Department of Otolaryngology and is consistent with the New York State Health Code Section 405.4 requirements and ACGME Duty Hours Restrictions. Residents must not be required to engage in “moonlighting”. All residents engaged in moonlighting must be licensed for unsupervised medical practice in the state where the moonlighting occurs. It is the responsibility of the institution hiring the resident to moonlight to determine whether such licensure is in place, adequate liability coverage is provided, and whether the resident has the appropriate training and skills to carry out assigned duties.

Permission to moonlight as a physician should be granted in writing by the Chairman and should be submitted to the GME Office. This information will be included in the resident’s file. The information provided to the Chairman shall consist of:

1. Location of Employment outside training hospital
2. Responsibilities
3. Schedule (number of hours per session, number of session per week, and times scheduled to work)
4. GME Review and approval

Program Directors/Chairmen need not monitor a postgraduate trainee during non-working hours. However, each Program Director/Chairman shall maintain a record of outside employment by his/her postgraduate trainees (as reported by the trainees) so that he/she will have a record of their moonlighting activities. Each Program Director/Chairman shall ensure that a copy of the record of outside employment is provided to the GME Office for inclusion in the trainees' personal folders. In the event that violations of the work hours limitations are revealed, to include failure of notification of moonlighting activities, appropriate disciplinary action may be taken against the postgraduate trainee concerned according to the GME Committee due process policy.