I. PURPOSE
To establish guidelines as set forth in Rutgers Biomedical Health Science Policy # 00-01-30-10:00 for outside employment while a member of the housestaff.

II. SCOPE
This policy is directed to all members of the housestaff.

III. DEFINITION
Housestaff - refers to all interns, residents and subspecialty residents (fellows) enrolled in a RUTGERS Robert Wood Johnson Medical School postgraduate training program. A member of the housestaff may be referred to as a house officer.

IV. RESPONSIBILITY/REQUIREMENTS
A. The primary work obligation of a full or part-time housestaff of Rutgers is to the University.

B. Full or part-time housestaff must not be required to engage in moonlighting. They may voluntarily engage in outside employment only if the outside employment does not:

1. Constitute a conflict of interest (see RBHS policy 00-01-10-05:00, Code of Ethics: General Conduct);

2. Occur at a time when the house officer is expected to perform his or her University duty;

3. Diminish the house officer’s efficiency in performing his or her primary work obligation at the University; or

4. Exceed the 80-hour weekly limit on duty hours when combined with regular program work schedules.

C. Notice of regular or continuing outside employment of full or part-time housestaff is required during the regular work year. (Such individuals will complete a Notice of Outside Employment (Exhibit C) and will follow the submission process as indicated below). If housestaff plan to engage in outside employment, they are required to receive approval of outside employment from their Program Director,
Department Chair and forward the request forms for approval and signature to the Associate Dean for Graduate Medical Education. The resident’s performance will be monitored for the effect of these activities upon performance and adverse effects may lead to withdrawal of permission.

D. This policy shall not apply to outside employment undertaken by a house officer during his or her annual leave or vacation periods, except that no such house officer may engage at any time in outside employment that constitutes a conflict of interest.

E. OUTSIDE EMPLOYMENT MUST BE REPORTED AS FOLLOWS:

Each house officer must complete an Exhibit C form and an online Outside Activity Questionnaire (OAQ) whether or not he/she plans to engage in outside employment. All outside employment must be approved prior to commencing such activity. Exhibit C must be signed by the Program Director, Department Chair and Associate Dean for Graduate Medical Education and a copy of the Outside Activity Questionnaire (OAQ) must be forwarded to the Office of Graduate Medical Education. The Program Director and Department Chair shall keep copies of both housestaff forms on file.

F. Failure of housestaff to comply with this policy shall result in disciplinary action up to and including termination.

G. Exhibit C - (procedure should be followed for newly hired housestaff)

1. Newly hired/appointed housestaff shall complete an Exhibit C form and an online Outside Activity Questionnaire during personnel processing/upon appointment.

2. The Program Director is responsible for indicating whether or not outside employment has been approved. Copies of forms shall also be retained by the Program Director.

3. The Department Chair is responsible for signing the Exhibit C form as an indication that he/she agrees with the Program Director and submitting the originals to the Associate Dean for Graduate Medical Education for approval.

4. The Associate Dean for Graduate Medical Education is responsible for signing the forms as an indication that there is agreement with the Program Director, Department Chair, and GME policies. The GME office will submit completed signed forms to program for their files.

Approved by GMEC on 2/23/99
Amended 5/13/03, 9/9/03 & 11/18/03, 08/11/09, 02/08/11, 07/01/13
EXHIBIT C

RUTGERS ROBERT WOOD JOHNSON MEDICAL SCHOOL
DECLARATION/REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

HOUSESTAFF

PLEASE NOTE THAT BEFORE ENGAGING IN OUTSIDE EMPLOYMENT, APPROVAL IS REQUIRED FROM YOUR PROGRAM DIRECTOR, DEPARTMENT CHAIR AND ASSOCIATE DEAN FOR GRADUATE MEDICAL EDUCATION, AS WELL AS COMPLETION OF THE STATE OF NEW JERSEY OUTSIDE ACTIVITY QUESTIONNAIRE WITH APPROVAL FROM THE ETHICS LIAISON OFFICER

Date: _____________________________ Program: _____________________________

Name: _____________________________ PGY Level _____________________________

(please print)

PLEASE CHECK ONE: ______ Yes, I am requesting outside employment. (Complete information requested below.)

____ No, I do not have outside employment.

NOTE: THERE IS NO MALPRACTICE COVERAGE FROM RWJMS FOR OUTSIDE EMPLOYMENT

OUTSIDE EMPLOYMENT INFORMATION

Name of Employer _______________________________ Telephone _______________________________

Address ___________________________________________ ________________________________

Title __________________________ Description of Duties _______________________________________

__________________________________________

Days & Hours of Work ____________________________

Period of Outside Employment: From ____________________________ To ____________________________

(Append additional sheets if necessary.)

I attest that the information provided above is true. I understand that hours worked during outside employment when combined with hours worked in the program must not exceed 80 hours per week and must not conflict with my training and its ACGME requirements.

__________________________________________

Housestaff Signature

I have reviewed this request with the employee and (check one)

____ there is no conflict; ______ the conflict has been resolved and documented.

__________________________________________  Dates

Program Director

Department Chair

Associate Dean for Graduate Medical Education

 Approved   Denied