Moonlighting Request Steps

1. Trainee reviews the Moonlighting eligibility & policy posted on GME website.
2. Trainee approaches program to discuss their options.
3. If program agrees to the request, Program Leadership completes the Microsoft Form request.
4. GME Office places trainee on non-primary Moonlighting rotation for the AY in New Innovations.
5. GME Office assigns the Moonlighting Rotation checklist in New Innovations [with imbedded form] which includes:
	1. Required review of eligibility & policy (listed on GME website) – check the box to confirm completion
	2. Moonlighting agreement provided – check the box to confirm receipt
	3. Upload box for signed agreement provided in previous step
		1. Program Director must sign at bottom of Page 1
		2. Trainee initials next to each statement on Page 2
		3. Program Director and Trainee must sign at bottom of Page 2
	4. Imbedded form for credentials with required document uploads & expiration dates (which will be attached to their personnel records)
6. Checklist items are ***held for review*** by the GME Office. Once reviewed & approved, the trainee & program will receive an email approval.
	1. If moonlighting at with Hospitalist Medicine, Hailey Laws will be copied. Employers will also be copied (Terra Mouser for BJH and Suzzi Harper for SLCH).
	2. Approvals only good for the current Academic Year (July 1 – June 30).

Moonlighting Checklist assigned to trainee in New Innovations



Moonlighting Form Contents

Trainees must upload a PDF copy of all supporting documents. This form comes to the GME Office for review of documents & once confirmed, all documents are attached to their Personnel File in New Innovations.





Moonlighting Request Form to be Completed by Trainee