

Departmental Policy Title	Optional Extra Shifts Within a Training Program - GME	Policy ID	25613
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Department	Graduate Medical Education (GME)		

I. Purpose of Policy

From time to time, Program Directors of Graduate Medical Education (“GME”) training programs at Mary Hitchcock Memorial Hospital (referred to herein as “Dartmouth Hitchcock, DH) may identify additional Optional Extra Shifts that are determined to be within the scope of the GME training program – but not a required part of the program – for which extra payment may be offered. The Optional Extra Shifts must be specifically designated as such by the Program Director. An Optional Extra Shift is intended to address occasional, often unanticipated need for Resident coverage in certain clinical activities. This may occur for a variety of reasons, including for example, covering for a colleague on an extended medical leave or responding to a surge of clinical volume.

A Resident may be required to cover unplanned shifts or parts of shifts as part of their program responsibilities without any additional pay—for example, routine service on “backup call” is a requirement of many programs and thus not associated with extra pay.

II. Policy Scope

This policy applies to Residents, Fellows, Faculty, Program Directors, Program Coordinators, and Graduate Medical Education (GME) staff at DH.

III. Definitions

Moonlighting: Voluntary, compensated, medically-related work that is not part of the required educational program.

Optional Extra Shift: Optional work within the scope of the training program, as specifically designated by the Program Director, for which additional payment is made to the Resident. An Optional Extra Shift does not include required, unexpected or unplanned work or shifts within the training program that are considered part of the required program activities; such work is not eligible for additional pay.

Program Director: The individual designated with authority and accountability for the operation of a residency/fellowship program, including compliance with all applicable ACGME program requirements.

Resident: Any physician in an ACGME-accredited GME program including Residents and Fellows.

IV. Policy Statement

DH neither encourages nor discourages a Resident to take on an Optional Extra Shift. Resident participation is strictly voluntary.

When approved by the applicable Program Director and the Director of GME, a Resident may engage in an Optional Extra Shift within their training program for which they are paid, unless prohibited based on visa status* or PGY level. A request for an Optional Extra Shift is processed through the Residency Management System, MedHub.

A Program Director must ensure that an Optional Extra Shift meets the criteria set forth below.

Criteria

- A PGY-1 Resident is not permitted to take an Optional Extra Shift.
- An Optional Extra Shift involves activities that are within the scope of the training program, meaning responsibilities as are normally assigned to Residents at the same level of training or a more junior level.
- All clinical activities undertaken during an Optional Extra Shift are supervised by the attending staff, consistent with other program activities, as appropriate to the level of training and the nature of the activities; The Resident does not function as the “physician of record.”
- An Optional Extra Shift must occur at a clinical site where the Resident has standard program-related activities, either at the “home” institution site(s) and/or educational affiliates.
- An activity must be deemed by the Program Director as appropriate for an Optional Extra Shift and the Program Director must specifically designate the activity as such. Optional, extra-paid work that is not designated as an Optional Extra Shift is considered Moonlighting and is subject to the requirements set forth in the GME Moonlighting Policy.
- Because an Optional Extra Shift involves activities designated by the Program Director as part of the training program, additional licensing or malpractice insurance requirements do not apply.
- An Optional Extra Shift must be logged as work hours and must not cause the Resident to exceed the work hour limits established by ACGME (e.g., the Resident must not exceed 80 Hours and 1 Day Off in 7 rules).
- A Resident subject to formal remediation and/or disciplinary action is not eligible to participate in an Optional Extra Shift work.
- When designating an activity as an Optional Extra Shift, the Program Director must specify any specific eligibility requirements for a Resident (e.g., a minimum level of training (year in program) or prerequisite rotation/experience).

Examples of an Optional Extra Shift Within the Scope of the Training Program

- A Resident doing an elective rotation takes an extra weekend shift on an inpatient service where a PGY-1 Resident typically rotates.
- A Resident doing the same responsibilities with supervision works during their vacation block at an affiliate institution where the program has a standard rotation.
- A Resident takes on a monthly weekend clinic session at an ambulatory care site where the program normally rotates.
- A Resident in a research year works a clinical shift that mirrors rotation assignments during the clinical year of training.

Funding

- The standard hourly rate for an Optional Extra Shift is set by the GME Office with input from Human Resources. This rate may be adjusted from time to time.
- Current pay levels are in MedHub: Resources/Documents > Optional Extra Shifts Within a Training Program > Optional Extra Shifts Pay FY (applicable year)
- The funding source is the Department in which the training program offering the Optional Extra Shift is based.

Program Director Responsibilities

- The Program Director must approve a Resident request to work an Optional Extra Shift in the Residency Management System, MedHub.
- The Program Director is required to monitor all Optional Extra Shift activities within their training program on an ongoing basis.
- The Program Director is responsible for ensuring that Optional Extra Shift activities do not interfere with the ability of the Resident to meet the goals, objectives, assigned duties, and responsibilities of the training program.
- The Program Director can withdraw permission for Optional Extra Shift work if the Program Director determines in their reasonable discretion that Optional Extra Shift activities are or are likely seen as producing adverse effects on the Resident's performance in the program.

* A Resident who are in the U.S. on a visa (e.g., non-citizens and non-permanent residents) must speak with the GME Business and Reporting Specialist before taking on an Optional Extra Shift as they may be subject to restrictions or additional requirements associated with their visa status. A Resident employed under a J-1 visa is strictly prohibited by law from participating in Moonlighting and Optional Extra Shift activities. A Resident employed under an H1-B visa may be able to participate in Moonlighting and Optional Extra Shift activities under specific, very limited, circumstances.

V. References

ACGME Program Requirements. (2022). Retrieved from ACGME.org

Responsible Owner:	Graduate Medical Education (GME)	Contact:	Karen Miller
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Related Polices & Procedures:	Time Away from Training Policy - GME Moonlighting Policy - GME Work Hour Policy - GME Optional Extra Shifts Within a Training Program Procedure for GME Programs Optional Extra Shifts Within a Training Program Procedure for GME Residents/Fellows		
Related Job Aids:	Optional Extra Shifts Within a Training Program FAQ - GME Optional Extra Shifts Within a Training Program Checklist for GME Residents/Fellows		