

# Georgia Regents University

## House Staff Policies and Procedures

Policy	Source
HS 26.0 Internal Extra Clinical Duty	Graduate Medical Education Office

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### 1.0 PURPOSE:

This policy establishes the responsibilities, requirements, and procedures regarding Residents and Fellows (herein Houseofficer) who expect to engage in "internal extra clinical duty" activities. This Policy applies to all Houseofficers enrolled in all Medical College of Georgia's sponsored Graduate Medical Education Programs.

### 2.0 PROCEDURE for INTERNAL EXTRA CLINICAL DUTY:

- 2.1 Voluntary or assigned houseofficer-level patient care related to training, compensated, performed in addition to the houseofficer's regularly scheduled assignment.
- 2.2 Houseofficers providing internal extra clinical duties are under faculty supervision. The Houseofficer shall provide care under the supervision of the attending responsible for supervision as part of the postgraduate training program. The Houseofficer will be working within the competency and level of responsibility appropriate to their PG year.
- 2.3 Internal extra clinical duty differs from moonlighting in that moonlighting activities are outside of the houseofficer's training program. Internal extra clinical duties may only take place at the Georgia Regents Medical Center, and do not include activities at outside affiliate hospitals or clinics.
- 2.3 The Program Director must determine whether and under what circumstances a Houseofficer will be approved to engage in internal extra clinical duty activities. The Program Director shall consider the impact of these activities on the capacity of the Houseofficer to meet Program educational and service obligations.
- 2.4 All extra duty activities must adhere to Medical Center and Program-specific Duty Hour Policies and be recorded in One45 as additional duty hours.
- 2.5 Examples of internal extra clinical duty include assignment to an inpatient teaching service when the regularly scheduled Resident is not available or when there are not enough Houseofficers on a rotation to cover all the clinical duty periods.
- 2.6 Another example of Extra Internal Clinical Duty would be providing coverage for an ambulatory service beyond normal duty hours.
- 2.7 The Houseofficer must be determined by the Program Director to be competent to perform procedures and to possess other patient care skills likely to be required during the internal extra clinical duty assignment.
- 2.8 Houseofficer services provided during internal extra clinical duty cannot be billed by the institution or by the houseofficer.

### 3.0 ELIGIBILITY CRITERIA FOR INTERNAL EXTRA CLINICAL DUTY:

**Licensure:** 3.1 Houseofficers on limited licenses may be allowed to provide internal extra clinical duty services at the discretion of the Program Director.

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*The term House Officer is use as a generic term to include interns, residents and fellows in an approved ACGME Residency Training Program at Georgia Regents University.*

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### 3.2 Visas:

Houseofficers on J-1 and H1-B visas may NOT receive additional pay beyond their current stipend, in accordance with ECFMG regulations and DHS and DOL regulations. If programs wish to “reward” residents for participating in approved internal extra clinical duty assignments, they are allowed to reimburse Houseofficers for the costs of attending conferences or for book purchases.

### 4.0 Other Certifications:

**4.1 DEA Controlled Substance Certificates:** Houseofficers participating in internal extra clinical duty assignments are not required to have their own individual DEA controlled substance certificates.

### 5.0 Malpractice Insurance:

**5.1** The Medical College of Georgia will provide Insurance Coverage through the Department of Administrative Services (DOAS), a State agency that provides the coverage through (policy #TCP 40114-13 & CGL 401-14-13), DOAS malpractice coverage is provided for approved internal extra clinical duty activities since the Houseofficer is functioning strictly in a Resident capacity within the Georgia Regents Medical Center.

**5.2 Note:** Unanticipated, emergency internal extra clinical duty assignments must be reported in writing to the GME Office within two working days after the assignment so that appropriate malpractice coverage for any clinical activities performed by Houseofficers can be documented and coverage assured.

### 6.0 Internal extra clinical duty approval process:

**6.1** Routine or anticipated internal extra clinical duty general assignments must have prior written approval by the Senior Associate Chief Medical Officer for Graduate Medical Education.

**6.2** Internal Extra Clinical Duty may be compensated by the Program or the clinical department in which the duties are being performed. Internal extra clinical duty will not be compensated by the Medical Center’s GME budget (CERSA).

### Attachment - Internal Extra Clinical Duty Request Form

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Peter Buckley, M.D.                      Date  
Dean, Medical College of Georgia

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Walter J. Moore, M.D.                      Date  
Senior Associate Dean, Graduate  
Medical Education and VA Affairs

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**Authorization of Trainee Internal Extra Clinical Duty Activity**

**Program Director and Trainee must complete the form and forward it to the GME Office.**

Houseofficer Name: \_\_\_\_\_ PGY Level: \_\_\_\_\_

Residency Program: \_\_\_\_\_

Georgia License Number: \_\_\_\_\_ [ ] Full [ ] Limited Expiration Date: \_\_\_\_\_ (Attach Copy)

**Department/Service Information:**

Name/Location of Internal Extra Clinical Duty Activity: \_\_\_\_\_

Type of Service to be provided: \_\_\_\_\_

Please indicate whether activity is for: Inpatient \_\_\_\_\_ Outpatient \_\_\_\_\_ Emergency Dept. \_\_\_\_\_

Payment arrangements: (i.e., rate of pay the Houseofficer will receive and cost center paying for it): \_\_\_\_\_

**Houseofficer Trainee Acknowledgement:**

\_\_\_\_\_ I have read the graduate medical education policy on Internal Extra Clinical Duty and agree to abide by the terms and conditions of this policy.

\_\_\_\_\_ I agree to abide by the terms of the Hospital and program One45 duty hours policy.

\_\_\_\_\_ I understand, and accept the financial compensation being provided to me to agree to the Internal Extra Clinical Duty assignments.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Program Director Authorization:**

The above named Houseofficer Trainee is in good standing in his/her Graduate Medical Education Program at Georgia Regents University Medical Center. The Trainee is authorized for extra clinical duty at the site named above. This authorization may be withdrawn if the extra clinical duty activity interferes with the Trainee's ability to complete his/her training program in compliance with RRC or ACGME or specialty board requirements.

Signature of Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

**GME Office Review and Approval:**

The below named signatory has reviewed all documentation required and approves the Internal Extra Clinical Duty Hour assignment.

Signature of Director, GME Office: \_\_\_\_\_ Date: \_\_\_\_\_

Manager, MCG Residency Programs \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Administrator \_\_\_\_\_ Date: \_\_\_\_\_