

Augusta University  
House Staff Policies and Procedures

Policy  
HS 26.0 Internal Extra Clinical Duty

Source  
Graduate Medical Education Office

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1.0 Purpose

This policy establishes the responsibilities, requirements, and procedures regarding Residents and Fellows (herein House Officer) who expect to engage in “internal extra clinical duty” activities. This Policy applies to all House Officers 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 house officer-level patient care related to training, compensated, performed in addition to the House Officer’s regularly scheduled assignment.
- 2.2 House Officers providing internal extra clinical duties are under faculty supervision. The House Officer shall provide care under the supervision of the attending responsible for supervision as part of the postgraduate training program. The House Officer will be working within the competency and level of responsibility appropriate to the PGY level.
- 2.3 Internal extra clinical duty differs from moonlighting in that moonlighting activities are outside of the House Officer’s training program. Internal extra clinical duties may only take place at Augusta University, and do not include activities at outside affiliate hospitals or clinics.
- 2.4 The Program Director must determine whether and under what circumstances a House Officer 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 House Officer to meet Program educational and service obligations.
- 2.5 All extra duty activities must adhere to Medical Center and Program-specific Duty Hour Policies and be recorded in One45 as additional duty hours.
- 2.6 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 House Officers on a rotation to cover all the clinical duty periods.
- 2.7 Another example of Extra Clinical Duty would be providing coverage for an ambulatory service beyond normal duty hours.
- 2.8 The House Officer 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 assignments.
- 2.9 House Officer services provided during internal extra clinical duty cannot be billed by the institution or by the House Officer.

3.0 Eligibility Criteria for Internal Extra Clinical Duty:

3.1 Licensure:

House Officers 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 used as a generic term to include interns, residents and fellows in an approved ACGME Residency Training Program at*

*Augusta University*

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Effective Date:  
7/05

Revision/Review Date:  
12/05,10/07,12/09,10/10,2/11  
1/13,10/14,9/15,1/16, 2/17

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- 3.2 Visas:
- House Officers on J1 and H1B Visas may NOT receive additional pay beyond their current stipend, in accordance with ECFMG regulations and DHS and DOL regulations. If programs with to "reward" residents for participating in approved internal extra clinical duty assignments, they are allowed to reimburse House Officers for the cost of attending conferences or for book purchases.
- 4.0 Other Certifications:
- 4.1 DEA Controlled Substance Certificates:
- House Officers 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 Augusta University will provide insurance coverage through the Department of Administrative Services (DOAS), a State agency that provides the coverage through (policy # TCP 4014-13 & CGL 401-14-13), DOAS malpractice coverage is provided for approved internal extra clinical duty activities since the House Officer is functioning strictly in a Resident capacity within Augusta University.
- 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 House Officers can be documented and covered assured.
- 6.0 Internal Extra Clinical Duty Approval Process:
- 6.1 Routine or anticipated internal extra clinical duty assignments must have prior written approval by the Senior Associate Dean, Graduate Medical Education and VA Affairs.
- 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 Augusta University's GME budget (CERSA).

  
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Interim Dean, Medical College of Georgia

  
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Date

  
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Walter J. Moore, M.D.  
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