

Medical College of Georgia at Augusta University
House Staff Policies and Procedures

Policy
HS 26.0 Internal Extra Clinical Duty Activity

Source
Graduate Medical Education Office

1.0 Purpose

This policy establishes the responsibilities, requirements, and procedures regarding Residents and Fellows (herein House Staff) who expect to engage in “internal extra clinical duty activity” (i.e., internal moonlighting at Wellstar MCG Health). This Policy applies to all House Staff enrolled in all MCG’s GME Training Programs.

2.0 Procedure for Internal Extra Clinical Duty Activity

2.1 Internal extra clinical duty activity is voluntary as are all moonlighting activities.

2.2 House Staff providing internal extra clinical duty activities are under faculty supervision unless they have an unrestricted Georgia Medical License, are approved to work unsupervised by their Program Director and Departmental Chair/Division Chief, have undergone Wellstar MCG Health credentialing, and are a fellow (residents may not engage in unsupervised moonlighting at Wellstar MCG Health). An attending faculty member credentialed at Wellstar MCG Health will provide the aforementioned supervision. The House Staff will be working within the competency and level of responsibility appropriate to the PGY level and commensurate with their skills, experience, and abilities.

2.3 Internal extra clinical duty activities may only take place at Wellstar MCG Health inclusive of Children’s Hospital of Georgia and affiliated sites under the same governance.

2.4 All requirements of internal moonlighting as stipulated in HS16.0 apply to internal extra clinical duty activity.

2.5 Supervised House Staff services provided during internal extra clinical duty activity cannot be billed by the institution or by the House Staff.

3.0 Malpractice Insurance

3.1 Malpractice coverage is provided for approved internal extra clinical duty activity.

3.2 Unanticipated, emergency internal extra clinical duty activity must be reported in writing to the GME Office within two working days after the activity so that appropriate malpractice coverage for any clinical activities performed by House Staff can be documented and coverage assured. Unanticipated, emergency internal extra clinical duty activity is not allowed for J-1 visa holders as they require additional internal and external approval before moonlighting can begin. The GME Office must be notified prior to their moonlighting.

4.0 Internal Extra Clinical Duty Activity Approval Process

4.1 Routine or anticipated internal extra clinical duty activity must have prior written approval by the Senior Associate Dean of Graduate Medical Education and the Program Director.

4.2 The Authorization of Trainee Internal Extra Clinical Duty Activity Form and Moonlighting Memo must be completed and sent to GME with signatures obtained before internal extra clinical duty activity occurs.

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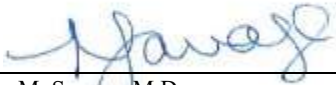
Graduate Medical Education Office

- 4.3 Internal extra clinical duty activity may be compensated by the Program or the clinical department in which the duties are being performed. Internal extra clinical duty activity will not be compensated by Augusta University's GME budget.
- 4.4 House Staff on J-1 visas require additional internal and external approval before moonlighting can begin. The GME Office via the GME manager must be notified prior to J-1 holders engaging in any moonlighting.



David Hess, M.D.
Dean, Medical College of Georgia

9/16/25
Date



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9/16/25
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