

Standard Operating Procedure	<b>Moonlighting Program</b>	CHPS SOP
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**INTRODUCTION:**

Unit Background: The Center for Human Phenomic Science (CHPS) is a direct care clinical research unit at the Hospital of the University of Pennsylvania (HUP) with multiple locations. The CHPS inpatient unit is located on Ravdin 6 Northeast (R6NE) in HUP Main. All patients seen at CHPS are enrolled in clinical research protocols and are HUP patients.

Moonlighting Background: Every patient admitted to an inpatient unit at HUP is required to have a covering medical team that is present on-site for the duration of the admission. This includes overnight coverage. Clinical study teams (CSTs) are responsible for securing on-site medical coverage for research participants that will be admitted as inpatients to CHPS. Medical coverage may come from the Principal Investigator (PI), co-investigators, sub-investigators, fellows, and/or Advanced Practice Providers. When clinical study teams (CSTs) cannot secure overnight coverage for research participants through these channels, they can instead utilize the CHPS moonlighting program.

**PURPOSE:** To describe the steps to securing on-site overnight medical coverage via the CHPS moonlighting program and to detail the roles and responsibilities of the CST, moonlighters, and CHPS RNs.

**SCOPE:** CHPS RNs, CSTs, and moonlighters

**RESOURCES:**

1. [Adult CHPS Cost Policy | Center for Human Phenomic Science](#)
2. CHPS SOP\_Medical Coverage

**PROCEDURE:**

1. CHPS Moonlighting Program General Information
  - a. Type I moonlighting
  - b. Moonlighters have completed at least one year of internal medicine residency or medicine/pediatrics residency at an accredited program in the United States.

- c. Please refer to the Adult CHPS Cost Policy linked above for most up-to-date cost information.
- 2. Scheduling Procedure
  - a. CST determines that they want to utilize the CHPS moonlighting program for overnight coverage of their research participants.
  - b. CST reaches out to the CHPS Nurse Practitioner (Kathlyn Schumacher, CRNP) to schedule an inpatient admission at CHPS. At that time, the CST will indicate that a moonlighter is needed. The exact dates that the moonlighter is needed must be specified.
  - c. CHPS Nurse Practitioner reaches out to the CHPS Medical Director once dates are confirmed.
  - d. CHPS Medical Director or CHPS Nurse Practitioner reaches out to the person who coordinates moonlighting shifts.
  - e. Once the moonlighting coverage is confirmed, the admission will be scheduled. The admission will not be scheduled unless on-site medical coverage is secured.
  - f. CST needs to notify CHPS Nurse Practitioner at least 4 weeks in advance of the admission that there is a moonlighting need.
    - i. If less notice is given, CHPS will still try to attain moonlighting coverage, but it may be more challenging to secure, and coverage cannot be guaranteed.
  - g. Cancellations received within 48 hours of a confirmed admission will still require that moonlighting fees be paid. The reason for this is the moonlighter will not be able to secure other work in this short timeframe. CST should email the CHPS Nurse Practitioner and CHPS Medical Director that cancellation is needed.
- 3. Shift Responsibilities for CST, Moonlighter, and CHPS RN
  - a. Prior to shift start:
    - i. CST will provide a written summary to the moonlighter of the study intervention, purpose, and anticipated risks and benefits.
    - ii. If there are known anticipated side effects or specific signs or symptoms to look out for, the CST should prepare a quick reference sheet to provide to the moonlighter who may not be familiar with the specifics of the study population or protocol.
    - iii. CST will identify the appropriate supervisory medical coverage for the moonlighter (ex. PI, sub-investigator, co-investigator) and communicate this to the moonlighter.
    - iv. **CST will write the moonlighter's name and contact information on the CHPS Nursing Worksheets under the "Covering Provider" section.**
  - b. During the shift:

- i. At the beginning of the moonlighting shift, a CST member will contact the moonlighter to provide a verbal sign out about the research participant.
    - ii. **The moonlighter will sign in to the patient in Epic as the covering provider so that the CHPS staff are aware of whom to contact overnight.** The moonlighter will include their contact information when they list themselves as the covering provider.
    - iii. **The moonlighter will visit the Ravdin 6NE unit in person and touch base with the nursing staff at the beginning of the shift** to establish themselves as the point of contact.
    - iv. **The CHPS RN will initiate a Secure Chat thread with the moonlighter at the beginning of the shift** to establish a line of communication. The moonlighter contact information can be found on the CHPS Nursing Worksheet, in Epic, and on the R6NE Grid.
    - v. The moonlighter will communicate and collaborate with CHPS nursing staff to ensure participant safety and execution of research protocol.
    - vi. The moonlighter will primarily consult with the supervisory medical coverage as defined above. Moonlighter will consult with the CHPS Medical Director only if additional support is needed (see Additional Information section for contact information).
    - vii. The moonlighter will respond to unanticipated needs of the inpatient (ex. fever, chest pain, allergy, falls, or change in mental status).
    - viii. The moonlighter will document an event note if a new issue occurs overnight.
    - ix. The moonlighter will place orders and interpret new studies in consultation with the supervisory medical coverage, the CHPS Medical Director, and/or the HUP Rapid Response Team if urgent needs arise.
    - x. If the patient is determined to need a higher level of care, the patient will be transferred to another hospital floor under the guidance of the moonlighter and/or the supervisory medical coverage and the CHPS Medical Director. The patient will not go to the Emergency Department as they are already admitted to the hospital.
  - c. End of the shift:
    - i. The moonlighter will perform a written or verbal sign out with the CST about the participant at the end of the shift. If there were no events overnight, a Secure Chat message will suffice for communication.
  - d. The moonlighter will not write admission H&Ps or daily Progress Notes.
- 4. Additional Information about the CHPS Unit
  - a. Contact Information
    - i. CHPS Medical Director, Dr. Nadine Al-Naamani: 215-821-0420

- ii. CHPS Nurse Manager, Yael Malul: 267-441-4881
- iii. CHPS Ravdin 6NE Charge Phone: 267-581-8119
- b. Directions to Unit
  - i. Ravdin 6NE is located in HUP Main. Take the patient elevators from 1<sup>st</sup> Floor of the Ravdin Building to the 6<sup>th</sup> Floor. The entrance to the CHPS unit is located off the elevators. Look for the sign that says, “Center for Human Phenomic Science”. The unit is locked. Use the doorbell to request to enter the unit if you do not have badge access.
- c. Epic Information
  - i. CHPS Ravdin 6NE is Epic Department 1850.

Supersedes: Moonlighting Program September 2024

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