

Standard Operating Procedure	<b>Moonlighting Program</b>	CHPS SOP
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**INTRODUCTION:** Every patient admitted to an inpatient unit at the Hospital of the University of Pennsylvania (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 the Center for Human Phenomic Science (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.

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

**RESOURCES:**

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

**PROCEDURE:**

1. CHPS Moonlighting Program 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.
  - d. CST and Moonlighter responsibilities
    - i. Prior to shift start:
      1. CST will provide a written summary to the moonlighter of the study intervention, purpose, and anticipated risks and benefits.

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2. CST will identify the appropriate supervisory medical coverage for the moonlighter (ex. PI, sub-investigator, co-investigator) and communicate this to the moonlighter.
  - ii. During the shift:
    1. At the beginning of the moonlighting shift, moonlighter will perform a verbal sign out with a member of the CST about the research participant.
    2. Moonlighter will communicate and collaborate with CHPS nursing staff to ensure participant safety and execution of research protocol.
    3. Moonlighter will primarily consult with the supervisory medical coverage as defined above. Moonlighter will consult with the CHPS Medical Director if additional support is needed.
    4. Moonlighter will respond to unanticipated needs of the inpatient (ex. fever, chest pain, allergy, falls, or change in mental status).
    5. Moonlighter will document an event note if a new issue occurs overnight.
    6. 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.
  - iii. End of the shift:
    1. 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.
  - iv. Moonlighter will not write admission H&Ps or daily Progress Notes.
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

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- 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 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.

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