# Procedure for Obtaining Moonlighting Privileges

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| **Procedure:** | Procedure for Obtaining Moonlighting Privileges |
| **Policy reference:** | Moonlighting and Independent Clinical Practice |
| **Contact:** | Clerical Assistant, PGME Office  306-966-5557 |
| **Last update:** | 2022 |

## 1. PURPOSE

To arrange the process of obtaining the Moonlighting privileges in accordance with the policy and the collective agreement.

**2. INTRODUCTION**

Residents must obtain a job description and list of competencies from the agency they wish to work for. These items must be pre-approved by the Postgraduate Medical Education Office if they haven’t already been.

If applying to work at more than one location, the Resident requires a complete set of documents for each location (application, CPSS form, practice plan, list of competencies, job description, etc.).

**3. SCOPE**

Residents are encouraged to apply for licentiate of the Medical Council of Canada (LMCC) status as it is a requirement for licensure in Saskatchewan. Residents must have passed the MCCQEI to apply for the LMCC. Both the MCCQEI and LMCC are required to obtain moonlighting and ICP privileges.

**4. DEFINITIONS**

**Moonlighting r**efers to extracurricular medical activities that are characterized by the following features:

1. Usually measured in terms of shifts or hours;
2. Clear and immediate access to supervision including the availability of direct (on-site) supervision when necessary;
3. The Resident functions under the direct supervision of the MRP (most responsible physician) - who retains primary responsibility for the patient. The Resident is not a replacement or substitute for the MRP;

Examples: Critical Care Associate Shifts, House-officer shifts, RPC shifts.

**5. RESPONSIBILITIES**

Residents are responsible for obtaining full set of documents and approvals, within the set deadlines.

**6. SPECIFIC PROCEDURE**

**1) To get the approval**

1. The Resident first discusses all Moonlighting plans with the Program Director.
2. The Resident contacts CMPA and ensures their type of work code coverage is changed from type 12 to type 14, and requests the confirmation of the change.
3. The Program Director approves (on the Moonlighting Application Form and the CPSS Endorsement Form) and submits the Resident’s Moonlighting Practice Plan to the Postgraduate Medical Education Office for approval.
4. Submissions must be done within the following timelines:
   1. New Application:

Must be received a minimum of 2 weeks prior to requested start date (can only be approved to the closest expiry date – April 30 or October 31).

* 1. Renewal Application:

May 1 to October 31 (submission deadline for this renewal term is no later than March 15)

November 1 to April 30 (submission deadline for this renewal term is no later than September 15)

* 1. The submission should include the following:

1. Signed Moonlighting Application Form;
2. Resident’s Moonlighting Practice Plan;
3. Completed and signed CPSS Moonlighting Endorsement Form;
4. Job description and list of competencies (if not included in the application form);
5. Proof of LMCC;
6. Proof of CMPA coverage.
7. **After the approval** 
   1. Once Postgraduate Medical Education Office approval is granted, the Resident is responsible for contacting the following agencies:
8. The College of Physicians and Surgeons of Saskatchewan (CPSS) to obtain the appropriate license. The Resident is responsible for paying the applicable fees. The CPSS requirements for approval of Moonlighting license are to be followed, which include submission of three documents: completed Moonlighting application, practice plan and endorsement from the Program Director, every time Moonlighting is requested.
9. CMPA to report the CPSS license number assigned for Moonlighting purposes. Failure to report the CPSS license number to CMPA may result in the loss of appropriate protection or legal counsel by CMPA. The Moonlighting license number and type of work code 14 go hand in hand.
10. Appropriate Health Authority to apply for privileges, if required.
11. The Resident is responsible for ensuring that the Postgraduate Medical Education Office receives reports of Moonlighting activities on a monthly basis.

# 7. FORMS AND TEMPLATES

# [Moonlighting Application Form](https://medicine.usask.ca/documents/pgme/policy/moonlighting-application.pdf)

[CPSS Moonlighting Endorsement Form](https://medicine.usask.ca/documents/pgme/policy/11.a-CPSS-Moonlighting-Endorsement-Form.pdf)

[Moonlighting Practice Plan](https://medicine.usask.ca/documents/pgme/policy/11.-e-moonlighting-practice-plan.pdf)

**8. REFERENCES**

[Moonlighting and Independent Clinical Practice Policy](https://medicine.usask.ca/policies/moonlighting-and-independent-clinical-practice.php)

[RDoS Collective Agreement](http://www.residentdoctorssk.ca/contract/current-collective-agreement/articles-14-18)

[CPSS Regulatory Bylaws](https://www.cps.sk.ca/iMIS/Documents/Legislation/Legislation/Regulatory%20Bylaws.pdf)