Welcome to UNC Radiology Moonlighting

This document contains all of the pertinent information you need to know when

considering or upon joining the moonlighting pool. Please refer to this document as

necessary, and contact the moonlighting coordinator (Josh Wallace, [jwallace1500@gmail.com](mailto:jwallace1500@gmail.com), 919-632-6504) with any questions.

General Information:

**Scheduling**

Please notify the moonlighting scheduler upon approval from GME. Generally speaking, there is a slant toward seniority (both training year AND time in the moonlighting pool) but those who are approved for more sites and provide fewer scheduling restrictions will likely get more shifts. Shifts will also be rewarded to those willing to work Fridays. Each month there will be flux with some people getting more shifts than others, even within the same class. Please understand this is due to a variety of factors and I will do my best to have this even out over the course of the year.

I have been asked to emphasize to the moonlighting pool for everyone to be responsible residents and citizens by not making yourself available on days/rotations that historically go late (i.e. VIR, Farber Thursday, etc). If you are solo covering a service, it is advisable that you arrange for someone to keep an eye on your queue/protocols if your moonlighting assignment requires that you leave early. Once you have been assigned, YOU ​are responsible for your shifts. Check the calendar daily to confirm the schedule. No excuses. Everyone should have access to modify the google calendar at the sites that they are approved to cover. You can also view the composite calendar here: <https://rads.web.unc.edu/moonlighting/>

Trade early.​ Once you know of a conflict, please contact all of us as soon as you can for a trade or shift pickup. The shifts must be covered. You do not have to get permission from the person in charge of scheduling (me) to switch shifts. Just confirm the switch with the other person and one of you change the schedule.

In the event of an emergency that will prevent you from working on a certain day, please send a message to EVERYONE in the pool immediately or have someone do it on your behalf. Please do not message only me as I may be on call or otherwise unable to fill in, and this would only serve to delay finding a replacement.

**Professionalism**

Check in with the technologists when you arrive at the ISC, HBO, or RNA. Check in the with the on call residents and RRA if you are the internal moonlighter. If you are going to be somewhere other than the reading room for a bit let the techs know and carry your pager. These are great gigs for extra money. Don't cause problems by being late constantly, rude to any of the staff at any location, or by doing any other thing you know is inappropriate for a professional environment.

If you are moonlighting, be upfront with your attending for the day. Come in early if need be, skip Starbucks after lunch, and work hard so the attendings don't complain about you "leaving early." It will be appreciated/noticed (for the most part) and will keep negative chatter at faculty meetings to a minimum.

Please save the contact numbers for all sites at which you work in your phone for easy access. While emergencies may come up, there is usually no excuse for not getting in touch with trainees/attendings or staff if you will be delayed in your arrival.

**Logging hours and payment**

Residents may submit completed timesheets for ISC, HBO, and IM to Krista Sills in Old Clinic for Dr. Bream’s signature. She will then have it sent on to the GME office for final approval. You can typically expect to see the money deposited in your account 2-3 weeks after your form is submitted, and it will arrive on the same schedule as your resident pay. Please note, max taxes are automatically withheld so the payment will be ~62% what you are expecting.

Timesheets can be found under moonlighting link on the MedHub homepage. Your hours should be logged in MedHub; if you don’t have the option to assign “internal moonlighting” please contact the GME (Josie Santos) so that she can set it up.

ACGME fellows should get their program director’s signature, then give the forms to the program administrator (currently Krista Sills) who will send it on to the GME office for final approval. Non-ACGME fellows should fill out the form provided by Vickie Holland and return it to her for submission.

Timesheets for RNA are completed on site and left in the folder on the wall in Nakia’s office. These do not come to UNC, although the hours should still be logged in Medhub as “external moonlighting”. You will receive a check in the mail typically 2-3 weeks after your shifts; please confirm that all shifts you worked are listed. There has occasionally been a problem with some forms not making it to payroll at RNA. If you are missing a payment, please contact Nakia directly.

**Site Specifics**

**ISC:** ​

$65/hour

1350 Raleigh Rd, Chapel Hill, NC 27517

ISC fellow reading room: 984-974-4135

ISC attending reading room: 984-974-4203

ISC CT/MR techs: 984-974-4139/4140

Responsibilities: Contrast coverage, occasional question about a study/protocol/allergy.

Ordering anxiolytics when appropriate.

Please remember the neuro fellow (or occasionally resident) covering the ISC during the day may be moonlighting elsewhere or have plans after work so they should be able to leave on time. Let them and the technologists know as soon as you arrive.

Weekday hours: 5pm - 7pm

Weekend hours: 8am - 4pm

Bill for time they are open, or later as needed for patient care.

**HBO**: ​

$65/hour

430 Waterstone Dr, Hillsborough, NC 27278

HBO physician workroom: 984-215-2244 (large room between CT and MR scanners)

HBO mammo reading room: 984-215-2258

HBO CT/MR techs: 984-215-2240/2241

Responsibilities: Contrast coverage, occasional question about a study/protocol/allergy. Ordering anxiolytics when appropriate.

Please make a point to find the HBO attending when you arrive to relieve them (assuming they have not already left). You can see which attending is covering this site during the day on qgenda master schedule (Full by task --> located between MSK and Abd). It may not be entirely clear where they are sitting, so feel free to touch base with them earlier in the day to find that out. ​Also please let the technologists know when you arrive.

Weekday hours: 5pm - 8pm

Weekend hours: 8am - 4:00pm.

Bill for time they are open, or later as needed for patient care.

**RNA​:** ​ ​

$65/hour

1540 Sunday Dr, Raleigh, NC 27607

Not the building that says “Raleigh Neurology”

RNA reception: 919-719-8838

RNA contact: Nakia Williams (nwilliams@raleighneurology.com)

Responsibilities: Contrast coverage and valium administration. Requires a full medical license, DEA and R3 status.

I-40 traffic is real! If you leave at 430PM you can take I40 and will get there in 45-60minutes. If you leave at 5pm you won’t make it by 6pm. There is a back route that has less traffic, though is technically longer, it is more consistent and takes about an hour not matter when you leave.

Please let the technologists know when you arrive. You do not typically interact with the physicians who cover this site during the day. If you are going to be late you must call to let the technologists know.

Weekday hours: 6pm - 9pm. You should bill for the entire 3 hours even if the techs

finish early by institutional agreement. If they go over, bill in 15-minute increments.

Weekend shifts: 8am - 8pm Bill only for the time you are there. Even if they finish before 8pm, you may bill for as long as you stay at RNA, up until 8pm. You can sit at the small desk in Nakia’s office or the larger conference room next door. Either way, please be mindful that you are in someone else’s workspace and clean up after yourselves.

Special note​ for all weekend shifts: In the past, some people wanted to split the shift (i.e. 8a-2p and 2p-8p at RNA). If you have interest in doing so, it is your responsibility to coordinate it with another moonlighter and update the calendar to reflect it. Otherwise, if your name alone is on the calendar and there is a no-show, you are responsible for the entire day.

**Internal Moonlighting:**

$100/hour

Weekday shift (and holidays): 5 -10pm

Responsibilities: Read as many studies as possible. Assist the on-call residents. Be a rockstar.

Priority of examinations:

1. ED STATs (plain film, CT, US, MRI)
2. ED STAT outsides/Inpatient STAT
3. Expedite and routine inpatient studies
4. Variable from this point on. I like to help myself for the next day so I read outpatient neuro. You may want to read studies for the service you are currently on, or read studies to refresh/build your skill set in other areas. Just do something!

Weekend Shift: Usually 8am-2pm but this is flexible. Can work up to 6 hours.

Responsibilities: This shift was designed to help the Body Division. Priority is as follows:

1. Outpatient Body CT/MRI
2. Outpatient Chest CT
3. Inpatient Body CT/MRI (stat and routine, stats should be signed out)
4. Inpatient Chest CT
5. Help the call lists with signing out stats
6. Decompress protocol lists
7. Be useful in some other way if you run out of things to do