

The SinaiEM Survival Guide

OFFICIAL RESIDENCY POLICIES & REQUIREMENTS

JUMP TO...

POLICIES	REQUIREMENTS	HELPFUL TIPS
Conference Simulation Duty Hours Sick Call Schedule Requests Shift Swaps Moonlighting International Electives THE QUICK VERSION	In-Training Exam USMLE Step 3 Medical License DEA Number REQUIREMENT CHECKLIST	Where to Find... Websites People How to Get... Onboarding Sinai EPIC at Home Elmhurst EPIC at Home \$\$ for Conferences Rides after hours

UPDATED JULY 2024 BY

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The Mount Sinai Emergency Medicine Residency Leadership

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ALL THE RULES

At-A-Glance

	THE RULES	THE PENALTY
CON- FERENCE	Conference is mandatory and attendance will be taken.	If you do not attend >70% of conference over your four years of residency, this may impact your ability to graduate on time.
PRESENTA- TIONS	Giving presentations, such as M&M and focused case review (FCR), is a privilege and being prepared in a timely manner is part of professionalism. Be prepared and submit your slides for review by residency leadership on time.	If you are not prepared you will not present, and this will be noted as a lapse in professionalism which, if a trend, may lead to other consequences.
DUTY HOURS	Duty hours should never be violated. They must be logged on time as instructed by the program coordinator. Duty hours are based on *scheduled* shifts. During ED blocks, you cannot be scheduled to work >60h/wk, must have one 24h period off every 7 days, and must have as many hours scheduled off between shifts as the shift you just worked. While schedules are closely monitored, it is also your responsibility to immediately report any duty hour violation you notice when you receive a new schedule.	Talk to your chief or site APD if you notice an hour violation on your schedule.
SICK CALL	If you need to activate sick call, dial 347-770-1378 to reach the Sick Call Chief. The chief will then activate a sick call resident. If you are the sick call resident activated, you have 60 minutes to arrive at your shift (from the time you are called). Do not text the sick call phone. Do not call the sick call resident directly as the shift may be able to be covered without activating them.	If you are the sick call resident and don't get to the shift in time, you will not be paid back for the shift. If you are unable to be reached, unable to work or come >2 hours after being called, your penalty will be TWO extra shifts .
SCHEDULE REQUESTS	Schedule requests for ED blocks are due 10 weeks before the start of the block, by the published deadline. Requests for >3 days in a row require approval from the Program Director (see schedule request form for further details).	Your request will not be considered if it is submitted late, incorrectly, or violates request rules .
MOON- LIGHTING	Moonlighting shifts cannot violate duty hours or cause you to miss conference. Moonlighting is a privilege requiring ongoing eligibility based on good academic and professionalism standing.	Your moonlighting privileges will be revoked if you violate duty hours with a moonlighting shift. See moonlighting policy for further details.

How Do I...?

- [Figure out when I should go to conference?](#)
- [Log duty hours?](#)
- [Activate sick call?](#)
- [Make a schedule request at the Sinai ED, Elmhurst ED, or Peds ED?](#)
- [Figure out which residents I can trade shifts with?](#)
- [Get a free ride home from Elmhurst after hours?](#)
- [Get reimbursed for presenting at a national/regional conference?](#)
- [Get my moonlighting money?](#)

Conference Attendance

Conference occurs every Wednesday morning. It is mandatory.

Conference typically runs from 9am to 2pm. The location alternates between Sinai and Elmhurst each week. Be sure to check your email for the start time and location of each conference. There will sometimes be a joint conference between the East and West side residency programs on the 5th Wednesday of the month when that occurs. Occasionally, conferences will be held elsewhere (AllNYCEM, etc), remotely, or be substituted by another residency event (such as retreat).

Conference attendance is logged during every conference.

Conference attendance is recorded multiple ways, including the use of a feedback form. (It should go without saying that filling out this form when you were not actually there is a huge lapse in professionalism and will be addressed as such if noted). You are expected to attend >70% of all conference days over the course of your four years of residency. If you fail to do so, this may impact your ability to graduate on time.

Conference attendance FAQs:

Does Zoom count toward my 70% attendance requirement?

No, the only exception is if you are on an approved out of town elective rotation.

What if I am sick?

If you are on an approved residency leave of absence (ie. parental, bereavement, medical leave) then you may attend conference via zoom and it will count toward your graduation requirements. If you are otherwise ill or unable to attend conference in person for whatever reason, Zoom will **not** count toward your 70% attendance requirement. You may, of course, Zoom in to the conference day for the sake of learning.

What about when I am on vacation?

You are not required to go to conference during your vacation. However, if you choose to do so, you can "bank" that conference toward your goal of 70% overall attendance.

Can I moonlight on a Tuesday night?

Your moonlighting schedule and how it affects your conference attendance is your own responsibility. If moonlighting on a Tuesday night does not violate duty hours you are welcome to do so but must be cognizant of your overall personal conference attendance and manage meeting the minimum attendance requirement accordingly.

How will I know I am on track?

You will have access to quarterly attendance reports with expected percentage attendance by PGY year to make sure you are on track.

What if I fail to reach 70% conference attendance?

The requirement to attend 70% of all available conference sessions over the course of residency is an ACGME requirement for graduation. If you have not attended sufficient conference at the end of your PGY4 year, your ability to graduate may be at risk. You may even be expected to continue attending conferences after graduation in order to receive your diploma.

Should I Go to Conference? Recommendations for how to achieve your 70% attendance requirement.

	YES, GO	NO, DON'T GO
I worked Tues Late* in the ED <i>*Shift ends 11pm-midnight</i>	✓ You can arrive at conference at 10 am .	
I worked Tues Overnight* in the ED. <i>*Shift ends after midnight</i>		✗ Going would violate duty hours.
I'm working Wed Overnight in the ED (if not already working a Tues Overnight).	✓ If your shift starts at 11 pm , you should go to the entirety of conference .	If your shift starts at 7 or 8 pm , this is at your discretion.
I'm working Wed Afternoon in the Peds ED .	✓ You should arrive on time for conference. You may need to leave early so you can make it to shift on time.	
I'm working Wed Afternoon in any other area of the ED .	✓ You should stay for the entirety of conference, even if it means being late to work.	
I'm on Elective, EMS/Ultrasound, MSQ/MSB, Palliative Care, Research, Senior Track, Toxicology, TR	✓ You should be at conference.	
I'm working on the medicine floors, Ob nights or in the SICU, CCU, MICU, PICU		✗ No conference.
I'm on my ortho rotation	✓ If on ortho days, conference trumps (but go to ortho day shift after)	✗ If on ortho nights or it's your only day off that week, no conference.

Simulation

Twice a year, you will be scheduled for a dedicated simulation day. These typically occur on Tuesdays. You'll be scheduled for one sim at MSH and one at Elmhurst each year during ED blocks. The site that you are rotating at for that block is not necessarily the same site where you'll be doing sim. Please check your email for sim scheduling/locations.

You get credited shift hours for these sims, so they are mandatory. Please reach out to sim faculty at the site you are scheduled for if you have any questions/conflicts/issues.

Duty Hours

Programs can **lose their accreditation** over this, so it's not okay to violate duty hours. **If you happen to be accidentally scheduled for a violation, please inform the Chiefs/APDs immediately during the draft review period so they can resolve the error.** You should always check your hours between blocks (the Sunday of the last block and Monday of the new block) to make sure there are no violations. The official ACGME duty hours policy for Emergency Medicine residents can be found [here](#). They are extremely long-winded and somewhat confusing, so here's a summary:

Duty Hour Rules

- During an ED rotation, **you cannot be scheduled for more than 60 hours of ED time per week** (counted Sunday AM through Saturday PM). You are allowed to work up to **72 hours total** including conference, with any extra time you stay to sign out, etc, counting towards that total but not creating duty hour violations for that particular shift unless it puts you over the 72.
- During an ED rotation, **you must have one 24-hour period off every 7 days (Sun-Sat).**
- During an ED rotation, **you must be scheduled to have as many hours off between shifts as the shift you just worked.** For instance, if you just worked a 12 hour shift, you cannot be scheduled for another shift for at least 12 hours. The minimum time off between shifts is 8 hours.
- **When you're off-service**, duty hours adhere to the general policy of 80 hours/week with 1 day off every 7 days **averaged** over 4 weeks.

It's very important to log your duty hours each month at www.new-innov.com. You are not allowed to log any duty hour violations (though you should report to the residency when/where they occurred). Here's the rules on logging duty hours:

How to Log Duty Hours in New Innovations

- **EM Shifts:** Enter only whole numbers for your scheduled shift. Do not enter any extra hours you spent charting (such as 12.5 or 13). If you would like to note this time you can log it as clerical hours.
- **Day Off:** Must have a full 24 hour period off every 7 days. Unfortunately, 7am to 7am does count as 24 hours off.
- **Total Hours:** Must work no more than 60 hrs/week while on EM blocks, no more than 80 hrs/week averaged over 4 weeks while on inpatient blocks.
- **Vacation/Elective:** Log these in the appropriate places.
- **For Inpatient Blocks with 24 Hour Shifts:** You must use the duty type “transition” for the additional 3 hours allowed. The three hours must not include patient care. You must have 14 hours off.
- **Short Break Rule:** You must not enter any gaps during your shifts. You must enter the full hours worked. Your time off between shifts must equal the full hours worked.
- **EPIC Use During Non-Duty Hours:** You must use the duty type “EPIC off-site.” EPIC can be used during non-duty hours for the following reasons only: 1) signing notes; and 2) telephone encounters (callbacks).

Sick Call Policy

IF YOU FAIL TO HONOR YOUR SICK CALL RESPONSIBILITIES DUE TO MOONLIGHTING, SHIFT SWAPS, SOCIAL EVENTS, OR ANY PERSONAL SCHEDULING CONFLICTS, YOU WILL BE PENALIZED 2 SHIFTS (24 CLINICAL HOURS) PER MISSED SICK CALL ACTIVATION.

Sick Call penalties are tracked by residency leadership. If you have any questions about this rule, please contact any member of residency leadership for clarification.

Who gets activated for sick call:

1. **If possible, each class covers their own sick call.** There are 1-2 PGY4 sick call residents on to cover all PGY4s, 1-2 PGY3s to cover the PGY3s, etc. The sick call resident(s) for each class in any given block can be found on the Block Schedule for the academic year.
2. An exception to this is in **Block 13 / Block 1** (June/July) when the PGY3 sick call residents covers both the PGY3 and PGY4 classes (since the PGY4s are graduating), and when we are down our own EM interns. If sick call is activated during these times, the lowest class year who can cover the shift may be activated.
3. Sometimes, there are other **exceptions** to the above rule. Because it's impossible to predict the situation, we might need to go outside of the class for sick call coverage in other months, such as prolonged absences, high volumes of sick call activations, ATLS appointments, etc. **Chiefs are granted discretion in determining activation outside of the class.**
4. The sick call resident can designate another resident **in their same class year or higher** to cover sick call. They cannot designate a resident in a lower class year.
5. If there is a **change** in sick call coverage (i.e. a resident has another member of their class cover sick call for a certain amount of time), all the chiefs should be emailed, and

confirmation of this change should be clear between the residents covering sick call and the chiefs. Close the loop!

6. **Sick call is a privilege.** Some residency programs do not have sick call policies. If residents are sick, it is their responsibility to figure out coverage. So **please, do not abuse this service**. Please also remember that if you are activated for sick call, you are not permitted to ask what the activator has or why they are activating. If there are any concerns about abuse of sick call, please raise them to the chiefs and residency leadership.
7. If you have questions about your sick call hours, please let us know and we can send you an updated breakdown.

If sick call is activated and you are the resident on call:

1. You have **15 minutes** to answer your phone/get in touch with the sick call chief after the initial phone call, and **60 minutes** to arrive at work after the initial call-in. If you arrive later than 60 minutes after you were called, you risk not getting paid back for the shift. It is your responsibility to be prepared to come in while you are on sick call. This includes being within close proximity to NYC and having your gear (scrubs, etc) with you if necessary.
2. If you do not work your assigned shift for any reason (unable to be reached, unable to work, etc), you will owe the department **two future shifts**. The chief will attempt to reach you for 15 minutes before moving on to another solution. That being said, if you call back and make it to your site before the 60 minute time-frame, you will not be penalized.
3. If you are activated for sick call, you will be credited a shift reduction equivalent to the number of shifts or clinical hours worked, but not necessarily at the site where you worked. The chiefs track your sick call hours balance, you can inquire about hours owed at any time.

If you are calling in sick:

1. Call the **Sick Call Line (347-770-1378)** to activate sick call. Do NOT call the sick-call resident directly or the site chief directly (they often will not be the one covering the sick call line).
2. **Do NOT text the Sick Call Line** as the chief on call will likely not see it, and this will NOT be considered officially activating sick call.
3. You will owe the residency an **equivalent future shift** to make up for your absence. Hours owed may be made up at any site.

If you are NOT sick and miss all or part of a shift:

1. If the sick call resident gets activated, you owe **two** shifts (24 hours) back to the residency
2. If you come in late and work the majority of the shift you were late to, you owe **one** shift (12 hours). The definition of "majority" will be at the discretion of residency leadership.

If you have a family emergency and must miss a shift:

Please let Residency Leadership know so that they may help you with shift coverage. Prolonged absences will be handled by the PD on a case by case basis.

Schedule Request Policy

Off-Service Rotations: Review the Off-Service Rotation's section in the Survival Guide. If this lacks guidance, email the listed contact person. If requesting more than a single two-day weekend or a

single weekday, please talk to the EM chief responsible for that rotation first for guidance before emailing another service.

ED Shift Requests (Elmhurst, Sinai Adult, Sinai Peds, Beth Israel):

How: A schedule request form will be emailed to you at the beginning of each academic year. Double check the block number, site, and dates when you submit a request. If you submit a request for the wrong site, block, or dates **it will not be honored.**

When: Requests may be submitted as early as you know about the obligation. If your needs change, edit the google form that you had previously submitted. You can utilize the comments to prioritize requests and explain changes that were made. They are all reviewed once the deadline closes. It is not first-come, first-served.

Due: 10 weeks before the first day of the block. The due dates are published on the request form and on each site's block schedule. Requests are downloaded after the deadline, if you submit a late request the scheduling chief **WILL NOT SEE IT.**

Guidelines:

Four week rotation

- (1) One request with a maximum duration of 72 hours (i.e. three days or six 12-hour shifts)
- (2) A second request of one 12-hour period
- (3) The second (12 hr) request cannot be added to the primary request to extend it
- (4) If you make a mid-week, multi-day schedule request, you may not get a golden weekend. We'll try, but not guaranteed.

Two week rotation

- 1) One single request with a maximum duration of 48 hours (i.e. two days or four 12-hour shifts).
- 2) Because the majority of PEM rotators are on a 2 week block, PEM schedule requests are handled as if you are on a 2 week rotation, even if you are on PEM for the entire 4 week block.

Vacation-Extensions: The exception to the rules above for two and four-week blocks is that 'vacation-extension' requests (requests for time off at the start or end of a vacation to make it longer) **will not be honored.** See the Reasonable Questions section below for further details.

Of note, due to scheduling constraints, residents who make schedule requests may not be granted the usual number of weekends off.

Reasonable Questions

- 1) How do I obtain an exception to the request guidelines above?

- a) All exceptions for EM residents must be approved by the Program Director/residency leadership. Email with the relevant site chief cc'ed or forward your correspondence. You must provide an email as documentation of permission or your request will not be honored.
 - b) Exceptions for off-service rotators in the ED require an email from your chief resident to the appropriate EM site chief (see the scheduling form for the emails).
 - c) Certain academic reasons are approved as a matter of routine (giving an accepted talk or poster at a conference, attending a scholarship conference, doing something the PD or Chair asked you to do). Other academic reasons (attending a conference as a member of a board/committee, attending a conference because you love learning) are often approved, **but may be limited** depending on the scheduling needs of that block. *All academic exceptions still need an email from the PD/residency leadership documenting permission or they will not be honored.*
 - d) Exceptions are also granted with PD/residency leadership approval for non-academic reasons, including personal ones. These are worked out on a case-by-case basis. If you wish to keep the reason for the request private from your chief, speak to the PD/residency leadership directly, but ask for an email granting permission for a confidential reason (this keeps us from asking you).
- 2) Why can't I use my request to extend my vacation if that is my only request that block?
 - a) To be fair to others. Schedule requests, big picture, exist to accommodate events that are both (a) important to a resident and (b) whose timing they cannot control and/or need to schedule long in advance. Scheduling such a large residency is extremely difficult, and requests are already difficult to accommodate without hurting other residents' schedules. It is not fair to extend a 2 week vacation at the expense of your colleagues.
 - 3) Are there any exceptions to the vacation extension constraint?
 - a) If, for instance, your sister is getting married on the last Sunday of your vacation and you need to start on Monday night instead of Monday morning, we will usually be able to work with you. Talk to the relevant chief if you have questions - the earlier the better.
 - 4) How do I cancel a request I no longer need?
 - a) Email the chief who schedules that site and they can remove it.
 - 5) How do I modify a request I submitted?
 - a) Edit the google form you submitted previously (you can find it in your email). If you are concerned this did not work you should email the appropriate site chief to ensure your new request was received.
 - 6) What if I can't remember if I've submitted a request and the deadline is approaching?
 - a) Email the appropriate site scheduling chief and they can check.
 - 7) What if the deadline has passed but something important has come up?
 - a) It depends. Many factors will come into play, including how far along the schedule-making process is, whether you could/should have known about it sooner, whether it is academic or personal and what other things are happening that block. If you think it is a reasonable request (it just came up

and it is important), email the respective chief. Even if the schedule cannot be modified there may be a way to facilitate a shift swap.

Shift Swaps During ED Blocks

This section discusses how to swap shifts with other residents *after* your schedule has already been published on sinaiem.org or AMION. For the rules on how to make a request *before* your schedule is published, see the preceding section.

Why would I ever want to do this?

Because the well-being of every resident matters, whether they are your buddies in the ED or an off-service stranger. There is a tacit understanding among us that, if someone is asking someone else to change their schedule, it must really matter to them in some way. Some things are obvious, like weddings and national conferences. Other times, it's because someone just worked two strings of 6 night shifts in a row or struggled through some private personal hardship and just needs a breather to refuel. In other words, we should try to help each other if possible, to keep everyone sane.

Can I swap shifts with another class year in the ED?

It depends on the area (Peds, Resus, etc) that you want to cover. **The general rule is that you can only cover shifts in which you have prior experience, and ideally swaps are done with someone else in your class.**

Peds ED shifts have a few more constraints. You can only cover a Peds shift if you have completed a Peds rotation already, or you are on a Peds rotation at the time of your requested shift swap. Only PGY3s and PGY4s can cover the 7am start and 9pm or 11pm start Peds shifts.

For a breakdown of the rules for all shift types, please see the next page.

Shift Coverage At-A-Glance

I AM...	I WOULD LIKE TO COVER...			
	PGY1	PGY2	PGY3	PGY4
PGY1	✓ Any shift	✓ Acute* ✓ BI "1" shifts* ✓ Zone C (days)* ✓ A or B Non-Trauma* ✗ A Trauma ✗ Peds ✗ Resus ✗ Fast Track ✗ Cardiac		✗ No shifts
		<i>*Certain exceptions apply. Check with site chief</i>		
PGY2	✓ Any shift	✓ Any shift	✓ Acute ✓ Zone C (days) ✓ A or B Non-Trauma ✓ BI "2" shifts ✓ Peds* ✓ Resus ✓ Fast Track Non-Trauma ✓ Cardiac ✗ BI Senior ✗ Fast Track ✗ Trauma*	✓ Cardiac ✓ Resus ✓ Peds* ✓ Fast Track Non-Trauma ✗ Senior ✗ Resus Senior
PGY3	✓ Any shift	✓ Any shift	✓ Any shift	<i>*EXCEPT 7a-3/5p and 9/11p-7a shifts, which PGY2s CANNOT cover.</i> <i>*Because PGY3s are trauma leaders.</i> <i>*For A/B or Acute shift coverage between juniors and seniors, please just email the chiefs directly. It can be complicated.</i>
PGY4*	✓ Any shift	✓ Any shift	✓ Any shift	✓ Any shift

*Note that although a PGY3/4 can cover any shift, they will rarely be able to have a shift paid back by a junior resident, and therefore should not be your first choice for shift coverage.

Areas at Sinai: Acute, Zone C, Peds, Resus

Areas at Elmhurst: A (Trauma and Non-Trauma), B (Trauma and Non-Trauma), Fast Track (Trauma and Non-Trauma), Cardiac

What about off-service rotations?

Off-service rotations all have their own departmental rules which you must follow. You can't just swap or cover shifts without approval from residency leadership, the schedulers for that department, or both. Here's some little-known rules:

- **All off-service coverage must be approved in advance** by both the Site Chief and Residency Leadership.
- **For PGY1s:** You can cover another PGY1 so long as you have already done that off-service rotation. So if you completed Ortho, you can now cover someone else on Ortho.
- **For PGY2/3s:** You cannot cover another PGY2/3 on CCU, PICU, or MICU until you have completed those rotations yourself. This requires approval from residency leadership.

What about sick call coverage?

You can only cover sick call for your class year or below. You can never cover for a class year above. This also applies to PGY2s trying to cover PGY3s, because PGY3s are trauma leaders.

What are the steps to request a shift swap?

1. When you see someone email a request, check your calendar as a courtesy.
2. If you are able and willing to cover, figure out what you want in return. **It is your responsibility to ask for and keep track of payback.** The residency does not keep track for you. It's okay to ask for payback in a different block or for a different type of shift. You can decide on a shift swap or agree to be paid back at a later date, and it is your responsibility to keep track of this. Also, pay people back when they cover you because it is the right thing to do.
3. Work out the details carefully. Triple-check your schedules to make sure there are no duty hour violations or double-bookings. The Chiefs will also check before approving a swap, but this is ultimately your responsibility.
4. **Have the requester e-mail the chief(s) responsible for scheduling ALL the sites where any of the swapped shifts take place, and cc you (or all the people involved in the swap).** They should state the current schedule followed by the requested schedule with dates, names, and site(s) as well as what you are both on for that block.
 - a. **Caveat: for sick call coverage, you must email all six EM chiefs.**
 - b. **You must do this at least 48 hours in advance of a swap. If it is less than 48 hours before any of the shifts being swapped text the site chiefs to ensure they see it. Please minimize this if possible.**
5. Make sure the schedule on the site spreadsheet or AMION is updated with your swap.
6. **Remind yourself that you have swapped, even if it's on the official schedule already.** Make your requestor email you, then send another email to yourself, then put it in your calendar, then put an alert on your calendar. Seriously, don't forget. **Once you are on the schedule it is your responsibility to show up**, and if you miss it the penalties for missing a shift (see above) will apply.

Moonlighting in the Mount Sinai Health System - Updated July 2023

Updated:

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IF YOU VIOLATE DUTY HOURS, MISS EM CONFERENCE, OR FAIL TO SHOW UP TO YOUR REGULARLY SCHEDULED CLINICAL SHIFTS DUE TO MOONLIGHTING, YOU WILL LOSE ALL MOONLIGHTING PRIVILEGES FOR SIX MONTHS.

Loss of privileges are tracked by residency leadership. If you have any questions about this rule, please contact any member of residency leadership for clarification.

Who Can Moonlight?

Any PGY2/3/4 Emergency Medicine resident, as long as you meet ALL of the following criteria:

- No shifts owed to the department from missing sick call or conference
- Scored above the 20th percentile on the most recent In-Service exam
- Registered for Step 3 by the start of PGY4 year
- Up to date on ACLS, PALS, PPD, Annual Health Survey, and mask-fitting
- No missed or late moonlighting shifts in the past

Interns are not allowed to moonlight by ACGME rules

What are the Perks?

You get paid \$110 per hour for all Mount Sinai sites and shift types, day or night. \$100 per hour at EHC ED. In addition, you provide sorely needed additional staff.

What Sites and Shifts are Available?

You can moonlight at six different sites within the Mount Sinai Health System: The Mount Sinai Hospital Adult ED, the Mount Sinai Hospital Peds ED, the Beth Israel Urgent Care, the Mount Sinai Queens ED, the Elmhurst Hospital Center Adult ED, and the Elmhurst Hospital Center Peds ED. There are also seasonal moonlighting opportunities for surge staffing (during flu season) and IT support. Each site has a different process for signing up for shifts, which are described below.

Please pay close attention to your regular clinical schedule when you are picking your moonlighting shifts. Keep the following rules in mind:

- **You cannot violate duty hours.**
- **If you are on sick call, your sick call must be covered by someone else.**
- **You cannot miss conference to moonlight.**

- You cannot moonlight past midnight on Tuesdays or in any other way that make attending conference a duty hour violation (ie, no Tuesday 11am-11pm).

SITE	Where to Find Available Shifts	WHO TO EMAIL	DON'T FORGET!
MSH Adult ED ExpressCare PIT Transfer	MSH Moonlighting	kunj.bhatt@mountsinai.org	To get paid, fill out the Moonlighting Form .
MSH Peds ED	MSH Moonlighting	kunj.bhatt@mountsinai.org	To get paid, fill out the Moonlighting Form .
BI Urgent Care	MSBI UCC	kunj.bhatt@mountsinai.org	To get paid, fill out this form and email joan.cardell@mountsinai.org
MSQ ED	Email from Malcolm Johnson (Sinai Email)	Malcolm Johnson malcolm.johnson@mountsinai.org	To get paid, email donna.jordon@mountsinai.org
Elmhurst Adult ED	Email from Elmhurst Chief	julissadelacruz7@gmail.com	To get paid, fill out the Moonlighting Form .
Elmhurst Peds ED	Email from Elmhurst Chief or Dr. Megha George	julissadelacruz7@gmail.com rajpalme89@gmail.com	To get paid, fill out the Moonlighting Form .

SITE #1: THE MOUNT SINAI HOSPITAL (MSH) ADULT ED - \$110/hr

The majority of moonlighting shifts are offered at this site. Available shifts change from month to month based on staffing needs. Here's how to find out which shifts are available and sign up for them:

1. Go to the [MSH Moonlighting Schedule](#). Look for shifts without a resident or PA assigned to them
2. To sign up, use the spreadsheet and sign up for a shift by directly typing in your name/site you're at in the appropriate column. Once approved, you will receive an email from me approving/confirming the shift.

Special Shifts at Mount Sinai Hospital ED

1. Transfer shifts

- a. Transfer Provider Shifts are available. The schedule can be found on the [MSH Moonlighting](#) Schedule
- b. To sign up, use the spreadsheet and sign up for a shift by directly typing in your name/site you're at in the appropriate column. Once approved, you will receive an email from me approving/confirming the shift.
- c. If it is your first time as transfer provider, please ask Atara Nissel (Atara.nissel@mountsinai.org) to run through the basics
2. ExpressCare Shifts
 - a. ExpressCare Shifts are available. The schedule can be found on the [MSH Moonlighting](#) Schedule. To sign up, use the spreadsheet and sign up for a shift by directly typing in your name/site you're at in the appropriate column. Once approved, you will receive an email from me approving/confirming the shift.
3. Provider in Triage (PIT)
 - a. Available PIT Shifts can be found on the [MSH Moonlighting](#) Schedule.
 - b. You must be a PGY3+ in order to work a PIT shift
 - c. To sign up, use the spreadsheet and sign up for a shift by directly typing in your name/site you're at in the appropriate column. Once approved, you will receive an email from me approving/confirming the shift.
 - d. If it is your first PIT shift, include Ilana Spitz (Ilana.spitz@mountsinai.org) in order to be oriented on the role prior to the shift

SITE #2: THE MOUNT SINAI HOSPITAL (MSH) PEDS ED - \$110/hr

The Sinai/Peds ED chief (Kunj Bhatt) will email out moonlighting shifts, if available, every month. The available shifts will be posted at [MSH Moonlighting](#).

SITE #3: THE MOUNT SINAI BETH ISRAEL (BI) URGENT CARE CENTER - \$110/hr

You can only moonlight at BI if you are a PGY2 or above. Here's how to sign up for shifts:

1. Fill out [this form](#) (you may have done this already). Email the completed and signed form to Marisol at marisol.xelo@mountsinai.org for approval. They will place it on file with the GME.
2. Find an available shift by looking at the [MSBI UCC Calendar](#).
3. **Email Kunj Bhatt (kunj.bhatt@mountsinai.org) to request a shift.**

SITE #4: THE MOUNT SINAI QUEENS (MSQ) ED - \$110/HR

You can moonlight at MSQ as a PGY 3-4 at any point regardless of when your MSQ rotation is. You can moonlight at MSQ as a PGY 2 as long as you have completed your PEM, MICU, and CCU rotation.

Dr. Malcolm Johnson (one of the MSQ attendings) will email out available moonlighting shifts every month. Email him back at malcolm.johnson@mountsinai.org to sign up for shifts. . To get paid, email Donna Jordon directly at donna.smithjordon@mountsinai.org instead of using the Moonlighting Payment Form.

SITE #5: ELMHURST HOSPITAL CENTER ADULT ED - \$100/HR

You can moonlight at Elmhurst if you are a PGY2 or higher. Available shifts change from month to month based on staffing needs. The majority of shifts are listed as 12 hours, but there is flexibility, if you would like to do part of the shift reach out to the Elmhurst chief. Here's how to find out which shifts are available and sign up for them:

1. Go to the [EHC Moonlighting Schedule](#). Look for shifts in the "moonlighter" column without a name assigned.
2. Once you've picked the open shifts you want, email julissadelacruz7@gmail.com and copy veronsky7@gmail.com to make a request. We will honor requests in the order we receive them, so it's first come, first serve. Additionally, fill out the [EHC Moonlighting Form](#).
3. **You will receive an email confirmation** within 48 hours if your request is approved. Your name will then appear on the shift(s) that were approved on the [EHC Moonlighting Schedule](#).

SITE #6: ELMHURST HOSPITAL CENTER PEDS ED - \$100/hr

The Elmhurst ED chief (Julie De La Cruz) or Dr. Megha George will email out moonlighting shifts, if available, every month. The available shifts will be posted at [EHC Peds Moonlighting](#).

How Do I Get Paid?

For the MSH Adult ED (including Transfer/ExpressCare/PIT), MSH Peds ED, and Elmhurst, fill out this [Moonlighting Payment Form](#). You need to fill out one form for each shift you worked. You will receive this as additional taxed income on your next paycheck.

For MSBI UCC, fill out [this form](#) and email joan.cardell@mountsinai.org

For MSQ, please email Donna at donna.smithjordon@mountsinai.org with the shift(s) you worked.

For all sites, you must track your moonlighting hours in New Innovations before you will be paid.

What if I Can't Make It?

If you don't show up to a confirmed moonlighting shift, you will owe a shift to the department and lose your moonlighting privileges. If you realize you are unable to work your moonlighting shift *after* it is already confirmed, you are expected to find a replacement and contact the site chief specified above with 24 hours notice to avoid owing a shift.

What if I Get Sick?

If you become violently ill just prior to your moonlighting shift, you should **activate sick call** ([see here](#)) just like you would for a regular shift. The Sick Call Chief and residency leadership will decide together whether the sick call resident actually needs to come in (it often won't be necessary).

Reimbursement for National/Regional Conferences

The department generally wants you to be active and productive at the national level. They want you to take advantage of the available funds, so don't be shy about making reimbursement requests. Note that presenting a given project can only be reimbursed once, even if you present it at multiple meetings.

Here's what you can be reimbursed for:

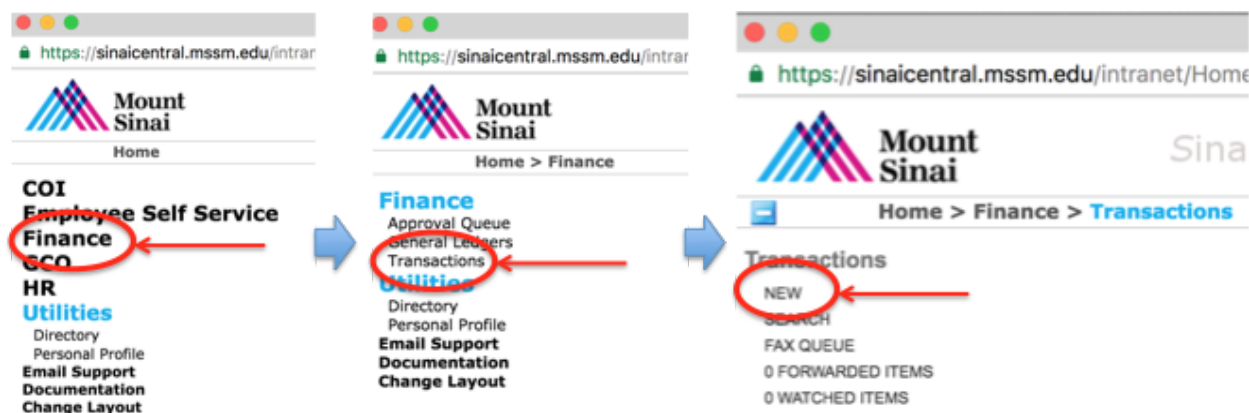
- Presenter and first author for poster or oral presentation at a national conference: **\$1000**
- Presenter and first author for poster or oral presentation at a regional conference: **\$750**
- Poster or oral presentation at an international conference: **\$0**
- Elected EMRA representative who attends ACEP and organizes Residency Fair: **\$1000**
- Elected official or Chair/Vice-chair leading a national EMRA/ACEP/SAEM Committee: **\$1000**
- Active member of EMRA/SAEM Committee with a reason to attend: **\$250**
- Other presentations: **at the discretion of the Program Director**

Here's how you get reimbursed:

1. Email the Program Director the approved abstract.
2. Speak to the appropriate site chief to ensure that you can get the time off. The chief will make every effort to find you the necessary time (there have been almost no conflicts for first authors and committee leaders in the past).
3. **Submit a Travel Request in Sinai Central well before the conference (see below).**
4. **Save your receipts** and submit them promptly after the conference.

Here's exactly how to submit a Travel Request in Sinai Central, courtesy of Courtney Cassella (Class of 2018):

1. Go to <https://sinaicentral.mssm.edu/>. Click on Finance > Transactions > New.



2. Before you leave for the conference, click on Travel Request and fill out the form. You must fill this out **before** you fly in order to get reimbursed.

Sinai Central

https://sinaicentral.mssm.edu/intranet/Home/4QqA4tKXk10tMuWTANhd1yMiCdqLXha8c82

Mount Sinai Sinai Central Approval Queue | Directory | Help | Logout

Home > Finance > Transactions Fri Dec 23, 2016 | COURTNEY R CASSELLA

Transactions

NEW
SEARCH
FAX QUEUE
0 FORWARDED ITEMS
0 WATCHED ITEMS

New Transactions

Mount Sinai Icahn School of Medicine at Mount Sinai	Mount Sinai Hospital	Mount Sinai Queens
Purchase Order	Purchase Order	Purchase Order
Animal Order		
Contract	Contract	Contract
Check Request	Check Request	Check Request
Batch Check Request		
Fund Transfers		
Batch Fund Transfer		
Travel Request	Travel Request	Travel Request
Travel Voucher	Travel Voucher	Travel Voucher
Petty Cash	Petty Cash	
Employee Reimbursement	Employee Reimbursement	Employee Reimbursement
Deposit		

- Go on your trip. Once you fly back, click on Travel Voucher and fill out the form.

Sinai Central

https://sinaicentral.mssm.edu/intranet/Home/4QqA4tKXk10tMuWTANhd1yMiCdqLXha8c82

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Transactions

NEW
SEARCH
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New Transactions

Mount Sinai Icahn School of Medicine at Mount Sinai	Mount Sinai Hospital	Mount Sinai Queens
Purchase Order	Purchase Order	Purchase Order
Animal Order		
Contract	Contract	Contract
Check Request	Check Request	Check Request
Batch Check Request		
Fund Transfers		
Batch Fund Transfer		
Travel Request	Travel Request	Travel Request
Travel Voucher	Travel Voucher	Travel Voucher
Petty Cash	Petty Cash	
Employee Reimbursement	Employee Reimbursement	Employee Reimbursement
Deposit		

- After you fill out the Travel Voucher form, click Attachments and attach your receipts.

Sinai Central

https://sinaicentral.mssm.edu/intranet/Home/q_1vQrXkPGBZxpTQ9yqWJlOwa1OuBxOob32

Mount Sinai Sinai Central

Approval Queue | Directory | Help | Logout

Home > Finance

Fri Dec 23, 2016

Transactions

NEW
SEARCH
FAX QUEUE
0 FORWARDED ITEMS
0 WATCHED ITEMS

LINKS
EDIT
CHANGE FUND
ATTACHMENTS
FORWARD DATA
ADD COMMENT
PRINT
CANCEL
HIDE
WATCH
Status
NO INFO AVAILABLE

Requisition Number: TV9420958

Date of Order: Dec 19, 2016

Requester's Name Box # Telephone Department Name
1149 684 - HS Emergency Med Res

Traveler's Name Destination Date of Departure Date of Return
No Air Travel

Additional Funds for Split Coding

Charge Travel Expenses To
Fund: 01662210 EMERGENCY MED RE Object Code: Add Additional Funding

Trip Information
For the purpose of: I
Paid for by:
From
To: B:

Date*	Expense Type*	Expense*	Comment
11/29/2011	Airplane ticket - Paid by traveler, attach receipts, ticket and boarding pass	\$ 200.00	
Total Expenses:		\$ 200.00	

Comments:

Submit Voucher Save Draft

Reimbursement for Rides After Hours

Currently Mount Sinai is providing reimbursement home during off-peak hours. Work related rides between 9p and 5a will be reimbursed. Try to carpool with other residents when possible. These rides are heavily audited so please do not abuse the system.

Sinai is considering using Lyft accounts with a pre-determined budgetary limit. You may be selected to try this service instead of Uber.

[Updated July 2023]

How to Set Up a Domestic or International Away Elective - Updated 11.20.22

All International Electives are set up through the GME Office. You'll need the following:

- [A Program Letter of Agreement \(PLA\)](#) - (see sample [Goals and Objectives](#))
- Approval from our Department Chair
- Signature from our Program Director

Claribel Velasquez can give you a sample PLA to work from. Once you have all these materials, send them to our Program Coordinator, Clara Velasquez, at claribel.velasquez.mountsinai.org for further instructions. **Do not purchase any tickets until your elective has been approved by both our**

Department Chair and the GME Office. The PLA is needed to make sure you are covered by insurance, can continue to be paid by Sinai during this time, etc. Once you have your tickets, please review all requirements with the program coordinator.

ALL THE REQUIREMENTS

ASSIGNMENT	WHAT DO I NEED TO DO?	COMMENTS
CQR <i>Clinical Quality Review</i>	Check your Sinai email for instructions from your CQR leader. Typically due monthly.	Complete this on time. Your CQR leader will let you know the penalty for submitting late.
New Innovations Logs	Log all your duty hours and procedures.	Do this every chance you get before you get in trouble. Don't be that senior that forgot to do this, otherwise you'll delay credentialing at your new job.
New Innovations Rotation Evals	Fill these out after each rotation in New Innovations.	Do this every chance you get before you are reminded. It helps the residency improve and is an important ACGME requirement.
360 Attending Evals	The Sinai Department Chair sends us an email once a year asking us to evaluate every attending at Sinai.	This evaluation is completely anonymous, and is the only time the attendings get a comprehensive evaluation from us.
Elmhurst Morning Report	Check your Elmhurst schedule to see what day you're responsible for leading morning report. Keep track of your cases while you're on an ED block so you can pick a good one.	Yellow box on schedule = your morning report day. Pro tip-make a list in Epic to store future morning report cases.
Health Clearance/Fit Testing	Requirements at Mount Sinai and Elmhurst are different, ask the program coordinators for help if you are having issues. Will need to be renewed annually.	Important to stay up to date in order to maintain your badges and logins to EMRs.
Conference Attendance	Currently taken by the coordinators in person during conference. The method can be changed at the discretion of leadership.	Don't lie about attendance (see penalties above).

[Updated July 2024]

The In-Training Exam

This is a 225 multiple choice question exam administered by most accredited Emergency Medicine residencies in the United States in February every year. The In-Training Exam typically is on **the fourth Wednesday in February**. It is written by ABEM and serves as a “practice test” for the written portion of the Emergency Medicine Boards. While your score each year does not go into your permanent academic record in the same way as USMLE 1-3 or the actual Boards do, it is a part of your permanent residency file, and will be tracked and scrutinized by the residency leadership (since it strongly predicts Board pass rates).

The residency generally wants to see incremental improvement each year, and overall improvement from intern year to PGY4. but keep in mind that this test is really for your benefit in the end. Not studying for the In-Service exam is effectively not accumulating adequate knowledge for the Boards. If you do very well during intern year, that’s great news; it means you’re ahead! All you need to do is keep studying the way you are and maintain a good score. If you fall below the 25th percentile (scores differ for this based on PGY) the residency will discreetly contact you for remediation. This usually consists of having a faculty mentor assigned to you, coming up with a study plan, and checking in with your mentor regularly.

Of note, there are percentile cutoffs for the most recent in-service that determine your ability to moonlight.

[Updated July 2024]

The USMLE Step 3

1. **Residents are encouraged to take this exam during the first two years of residency.** You should strongly consider taking Step 3 before 3rd year if you are even remotely considering an out-of-state or international elective, as these may require a license (which requires Step 3).
2. **Apply at** <http://www.fsmb.org/licensure/usmle-step-3/requirements>. You can either apply online or submit a paper application printed from the website. The application takes about 2-3 weeks to process (even though it says 3-5 days on the website). The program coordinator can notarize the Certification of Identify (CID) form that must be mailed in. **The current fee is \$925 in 2024 (subject to change), you can use your departmental CME or educational GME funds to offset the cost.**
3. **After you apply, you will receive a scheduling permit.** You must schedule the test within a strict **90 day period** from the time you receive the permit. Usually the first 30 days are already filled. **This forces you to sign up for Step 3 two or three months in advance.**
 - a. If that isn’t possible for you, there is an option to pay some additional fees to extend the 90 day registration period.
 - b. Don’t submit your application if you cannot take the exam within the 90 day registration period.
 - c. If you want to take it during your research/tox/EMS/US months, be sure you submit your application 1.5 months in advance of that block.
4. **Once you receive your scheduling permit, you can sign up for any testing center.**

How to Obtain Your Medical License

1. **If you're thinking about doing an away elective, aim to apply for your license during your second year of residency.** This ensures that you'll have your license by June, which is when you'll be applying to away electives. Many places will require you to be licensed. If you're not doing an away elective, it doesn't matter when you get licensed, as long as it's done by the end of residency.
2. Apply at <https://www.op.nysed.gov/professions/physicians/license-application-forms>. There are three forms.
3. **Form 1 & Child Abuse Certification Course:** Fill out this form and get it notarized. You can get it notarized for free in the ED Admin Office at Sinai or by the program coordinator. The fee is \$735. You will need to send this check to the New York State Licensing Office along with a passport photo. In section #23, you have to submit proof that you took the Child Abuse Certification Course. You don't need to worry about this if you went to a New York State medical school. If you didn't, you will need to dig up a copy of your child abuse certificate all the way back from intern orientation. The program coordinator has a copy, so you can email her first. If the copy can't be found, you will need to take the course again at <http://ce.nurse.com/course/ce185-60/child-abuse/>. This costs \$10 and takes one hour to complete. When you're done, you will be mailed a certificate, which you will then need to send to the New York State Licensing Office.
4. **Form 2 & Medical School Transcript:** Fill out section 1, then mail this form to your medical school. They will fill out section 2 and then they are responsible for mailing it to the New York State Licensing Office. Contact your medical school beforehand so they know the form is coming, and then confirm that they sent it. Your medical school should also send your official transcript along with this form. Ask your school if they can do this automatically, or if you need to go through your Registrar.
5. **Form 2PGT & Copy of USMLE Scores:** Fill out section 1, then give the form to Clara. She will fill out the rest and mail it in. One thing that's not entirely clear on the application forms is that your USMLE scores need to be forwarded to the licensing office. For the bargain basement fee of \$70, the FSMB (usmle.jsmb.org) will send your transcripts to the New York State Licensing Office when you fill out this form. If you went to a non-LCME accredited school, the website provides an additional form which you may need to fill out (Form 2CC).

How to Obtain Your DEA Number

Applying for a DEA number is very simple. Go to <https://www.deadiversion.usdoj.gov/> and click on "New Applications" then select "Practitioner" under "Form 224" and click "Continue." Simply fill out form DEA-224. You are not required to have a personal DEA number as a resident, and thus can still use the institutional DEA# on your prescriptions. The fee is currently \$888 and you can use education GME funds to offset this cost.



WHERE TO FIND EVERYTHING

Websites & Passwords

WEBSITE	PURPOSE	USERNAME	PASSWORD
amion.com	To look up non-ED attending schedules and consultants on shift. Also where MICU, EHC medicine, and CCU schedules are found.	For Sinai: mssm msh For EHC: ehc	EHC will require log in if not used through Epic link.
qagenda landing page	View schedules for attendings, residents, and PAs across all sites	Personal account	Personal password
msvpn.mountsinai.org	Access MSH mail and Remote access	Personal Sinai account name	Personal Sinai account pass
epicremotedesktop.ny.chhc.org	Elmhurst remote access	Personal Elmhurst account name	Personal Elmhurst password
ehced.org	Protocols, videos, drip sheets, forms etc. for the Elmhurst ED.	n/a	n/a
www.new-innov.com	To log duty hours, required procedures, and other med ed stuff.	Institution ID: MSSM Username: [First letter of your first name plus your last name]	Same as username until you change it.
www.sinaiem.org	For ED scheduling requests, conference schedules, and general residency info.		1468madison
webmail.nychhc.org	To access your Elmhurst/NYCHHC email account. You will rarely need this.	Your standard Elmhurst login (for Epic, Windows, etc)	
QPath	To log ultrasound scans at Elmhurst and Sinai	Use your usual epic username and pw	On EHC intranet for Elmhurst

People

	WHO	WHAT	TIPS
MSSM EM Contact Spreadsheet <i>Updated regularly</i>	At Sinai + Elmhurst: All ED Listservs All ED Attendings All ED Residents All ED Staff All ED Alumni All ED NPs & PAs	Sinai e-mail, personal e-mail, cell phone # for anyone that works in the ED (except nurses)	You need special permissions to e-mail most listservs.
Program Leadership Roles <i>Review the roles of the program leadership</i>	Program Director APDs	Explanation of each APD's roles within the program	Contact each APD if questions/comments related to any role they are involved in
Outlook Webmail People Search <i>Click on the search bar in the upper right corner of your Sinai e-mail account.</i>	All Sinai Staff	Sinai e-mail	Great for contacting residents or faculty from other Sinai departments.
AMION Click here <i>Enter "ehc" for Elmhurst, "mssm msh" for Sinai, and "mssm msbi" for Beth Israel.</i>	All Sinai Residents All Elmhurst Residents Some BI consultants Fellows, NP/PAs, some attendings, and Social Workers	Pager # Sometimes cell phone as well	Sinai: direct page at 41300, or text page on AMION. Elmhurst: use AMION or the ED consult line at 41111. If you're rotating off-service, you can page directly by dialing 41908 (enter the pager #, then your callback number, then press #).

Onboarding

For instructions on all the important onboarding items such as enrolling in two-factor ID, EPIC from home, etc, please refer to this [onboarding document](#)

How to Obtain Sinai EPIC Access at Home

The single most important life-changing task you need to do for yourself right now.

1. Download the Citrix Receiver program for your computer if you don't already have it: <http://receiver.citrix.com/>
2. Download the VIP Access program: (for [desktop](#), or for [iphone/android](#))
3. Open VIP Access on your device. A notification window should appear in the lower right-hand corner of your screen. It should display a Credential ID and a Security Code.
4. Call the Epic Help Desk: 212-241-HELP. Tell them you would like to register your device for remote access. They will ask for your Credential ID.
5. Go to the main login page: <https://msvpn.mountsinai.org>
6. Enter your Epic login under "Username and Password." Under "Security Code," use the 6-digit number from the VIP Access notification window. This number refreshes every 30 seconds. If you can't log in with the first number, try again after the window refreshes. You can also leave it blank and click log on if you have the VIP Access app push notifications enabled.
7. Once you're logged in, click on "Citrix Applications."
8. Click on "EPIC Production."
9. A Citrix Receiver download will begin. Click on the download to open the program.
10. Allow the "Citrix Viewer" application to load.
11. You should see the same Epic Hyperspace log-in window that you see in the hospital.
12. Log in to Epic!
13. If you're trying to get Sinai Epic access on an Elmhurst computer, when prompted, click "skip endpoint inspection." This should be the only additional step required.

[Updated 4/9/22 FM]

How to Obtain Elmhurst EPIC Access at Home

1. Set up your Duo account for authentication. First time log-in instructions are [here](#), or see the onboarding document above for a full set of instructions. Download the app ([iPhone/Android](#)).
2. To log in remotely from any desktop computer, [go here](#) and click EPIC REMOTE ACCESS.
3. For easier access on your personal computer, from the Remote Access Gateway page, look at the bottom right corner of the screen, where it says, "Download Client for Mac," and "Download Client for Windows."
4. Click the Mac or Windows link to download the VMWare Horizon Client. Once you have this application, you no longer need to open a browser for Elmhurst remote access
5. Once the application is open, click the "+" or "Add Server" button and enter the name of the server: <https://epicremotedesktop.nychhc.org>
6. The following steps are the same, whether logging in from a browser, or the VMWare Client.
7. Enter your Elmhurst username and password.

8. Have your phone available to approve the Duo Mobile push notification.
9. The VMWare app looks just like the Elmhurst desktop, and you will be prompted to log in to Epic as usual. On the browser, you will have to click the H2O PRD button, which will open the remote desktop.

[Updated 7/21/23 JD]

ACKNOWLEDGEMENT

We would like to acknowledge all the resident authors, chiefs, and faculty leadership who came before us. This document represents many layers of writing over years of editing, and it would have been an impossible task to produce without their contribution. We are deeply grateful for their service to the residency.