Internal Moonlighting Request Process

(INTERNAL requests only)

Non-Education Program Leader identifies need for Moonlighter (i.e. clinical director, department chair, etc.)

(EXTERNAL requests only)

UCLA Moonlighting & Approval Request Form completed by Trainee

UCLA Moonlighting & Approval Request Form completed by Trainee WITH Input of Non-Education Program Leader

Trainee generates MedHub Moonlighting Request ("Attach" UCLA Moonlighting & Approval Request Form for PD review)

PD Receives "New Moonlighting Request" link in Urgent Tasks (MedHub)

Denied

Approved

Request routed to GME for final consideration

Denied

Approved*

DUTY HOURS REPORTING REQUIREMENT:
*Final approval triggers "moonlighting" option on Timesheet
Trainee records ALL hours participated in MOONLIGHTING activities on Timesheet (MedHub)

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