

# **UCSF CLINICAL APPOINTMENTS**

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Director, Academic Affairs

# Clinical Appointments Policy Overview

Academic Personnel Manual (APM) Sections:

- 350 (Clinical Associate)
- 279 (Volunteer Clinical Professor)
- 278 and 210-6 (HS Clinical Series)

# **Purpose of the Clinical Policies APM Revisions**

- Clarify criteria for appointment and promotion in the Health Sciences Clinical Series
- Differentiate HS Clinical Series from the Volunteer Clinical Professor series
- Identify responsibilities, and specify terms of appointment/reappointment for Volunteer Clinical Professor series
- Create a new, non-faculty academic title for clinical practitioners without teaching responsibilities employed by University health system network sites and satellite healthcare facilities (Clinical Associate)

# Clinical Associate (Non-Faculty Academic) APM 350

Definition: Volunteer clinicians (non-faculty) who contribute to the University of California using their expertise, knowledge and perspectives but have no teaching or research obligations to the University

- Must be employed at locations affiliated with UCSF including University-managed clinics, practices, satellites, health system networks and other affiliated clinical entities
- Appointment is on a volunteer basis and does not constitute employment by the University
- **Appointment in academic home department only; NOT ORU, or UCSF Health**
- **Approval authority: Department Chair Delegated in SoM**

# **Most MSP Physicians Ineligible for Clinical Associate Title**

A UCSF core clinical site employee with an MSP physician appointment can not also have a Clinical Associate appointment.

Core site MSP physicians provide oversight and training to UCSF students who rotate through their worksite, so teaching activities are inherent to their MSP physician appointments.

These activities make the Clinical Associate title inappropriate. Departments should consider a Volunteer Clinical Professor (VCP) title for their MSP physicians.

# Clinical Associate – Implementation at UCSF

- When do we Start the New Process?
  - Existing appointments: upon renewal of appointment
  - New appointments: 7/1/18
- What Are the Terms of Appointment?
  - Appointment/ Reappointment are 5yrs max
  - Appointments expire on end date, **or** when the individual no longer practices at the UCSF-affiliated facility **or** when the affiliation agreement between the University and the UCSF-affiliated facility ends
  - Appointments can also be terminated before the end of their terms without prior notice

# Clinical Associate: Process for Appointment / Reappointment

## What is the new process?

### **Advance Packets**

- Includes a Clinical Associate Verification form (will be available on Academic Affairs website) completed and signed by the academic home department and the UCSF Medical Staff Office\*;
- Includes CV for New appointments only – NOT for Reappt
- Chair's letter requires certification only, no text

\* Initial / current practice, please call OVPAA if there are questions

# Volunteer Clinical Professor Series (VCP) APM 279

Definition: Community volunteer clinicians with teaching responsibilities; clinical competence, and excellence in teaching are the primary basis for review and promotion; Scholarly/Creative Activities and University/Public Service are NOT required in this series.

- **NEW:** An individual who is employed by the University as a staff physician or clinician and who has teaching responsibilities may hold a concurrent appointment in this series
- Titles are Volunteer Clinical Instructor and Volunteer Clinical Professor (Asst/Assoc/Full)

NOTE: Appointees in this title are not defined as faculty in the APM

# Process Changes For Volunteer Clinical:

## Timing

Rank	Running Total Years	Action (all actions require attestation form)
Assistant	5	Reappointment
	10	Reappointment and eligible for promotion
Associate	15	Reappointment
	20	Reappointment and eligible for promotion
Full	25+	Reappointment every 5 years

- Must evaluate clinical competence upon appointment/reappointment and promotion via attestation form
- Timing: Reappointment every 5 years, eligible for promotions in 10 year increments

# Process Changes For Volunteer Clinical Professor Series

- Advance updated to track reappointments and promotions compliant with new policy
- Advance handles new attestation form
- Chair letter is a 2-category evaluation (teaching and professional competency)
- Advance allows VCP to track teaching activities
- **Approval authority: Department Chair Delegated in SoM**

# VCP Series – Timing AND Reminders

- Advance system will send notifications to appointees to complete their attestation forms
- If the attestation form is not completed, the appointment will be terminated, i.e. cannot be renewed. The following people will receive the notification of the termination: Department Chair, appointee, shared services contact

## Notification and Reminders Schedule:

1. Request for materials – 42 days
2. Reminder – 14 days
3. Final Reminder – 2 days
4. Notice of appointment termination:

“Your UCSF Volunteer Clinical Professor appointment was ended because you did not submit the required attestation form by the deadline. If you believe your UCSF Volunteer Clinical Professor appointment was ended in error, please contact your UCSF Department Chair to request to have your appointment reinstated. If you have questions, please contact your HR academic generalist. This email is system generated and does not accept replies.”

# **VCP Series – Timing And Transfers**

- When do we Start The New Process?
  - Existing appointments: upon renewal of appointment or promotion action (whichever comes first)
  - New appointments: 7/1/18 or later
- What About Transfers to Other Series?
  - Volunteer Clinical Professor → Clinical Associate
    - May be done via memo through 12/31/18;
    - Transfer after that date to Clinical Associate or at any time to another University title requires academic review;
  - Volunteer Clinical Professor → any other series
    - Requires a packet and may require search/search waiver

# HS Clinical Professor Series–APM 278

Definition: Non-Senate clinical faculty with responsibilities in teaching, scholarly/creative activities and university and public service

- Can be paid by UC or an affiliated site (e.g. VA, BCHO, Fresno)
- May also be without salary (anticipate that this will be rare)

*Reminder: Appointees at formal affiliates must hold an HS Clinical series appointment WITH A STEP regardless of whether they are paid by UC*

# Policy Changes For HS Clinical Series

## **What Changed?**

Review criteria for appointment/advancement:

APM 278-4 “Health Sciences Clinical Professor series faculty engage in scholarly or creative activities which derive from and support their primary responsibilities in clinical teaching and professional and service activities.”

- The definition of scholarly/creative activities for the HS Clinical series is very broadly defined. At UCSF, we anticipate that most if not all existing HS Clinical faculty are already meeting expectations

## **What Does it Mean at UCSF?**

Scholarly/creative activity is no longer “optional” review category

Local/wide/wide reputation are no longer rank requirements

All WOS appointees must also engage in scholarly/creative activity, including faculty “paid by affiliates”

# HS Clinical Series VS. Clinical X

*NOTE:* The Clinical X policy (APM 275) did not change, but it is important to understand the differentiation between the new HS Clinical policy and the Clinical X policy with regard to scholarly/creative activities expectations

[see handout for comparison]

# HS Clinical Series – Transition (“Grandfathering”)

Although very rare, what if Someone Does Not Meet the Criteria for Scholarly/Creative Activities at UCSF?

- UCSF has a process available that was vetted with the Vice / Associate Dean’s of Academic Affairs and details will be available on our website

# **What if current appointee is now in the wrong series because of these policy changes?**

- For the initial transition period, UCSF has developed a process that will facilitate moving groups of appointees to the proper series
  - Departments will need to discuss with appointees before moving them to new series.

# RESOURCES THAT WILL BE AVAILABLE ON ACADEMIC AFFAIRS WEBSITE

<http://academicaffairs.ucsf.edu/>

- Dossier Checklists
- Reference Sheet
- CAP Guidance and Examples for HS Clinical Series
- Forms
- ADVANCE Quick Guides
- Additional Training Materials For Batch Transfers and “Grandfathering”

# QUESTIONS?

# Clinical Associate: Process for Appointment / Reappointment Cont.

## **Clinical Associate Verification Form**

### **INSTRUCTIONS:**

1. Academic Home Department completes section 1 and sends form to UCSF Medical Staff Office
2. UCSF Medical Staff Office completes section 2 and sends completed form back to Academic Home Department
3. Academic home Department: a.) submits request for new appointment/reappointment via SRS ticket to HR Shared Services, and includes verification form and b.) includes CV for new appointments only (CV NOT Required for reappointments)

### **SECTION 1: Completed by Academic Home Department**

Candidate Name:

Candidate Email Address:

Appointment/ Reappointment Effective Date:

Academic Home Department:

# Clinical Associate: Process for Appointment / Reappointment Cont.

## Current State Licensure or the Equivalent

Number:

Expiration Date:

Board certification: ☐ Yes ☐ No ☐ N/A

If yes, board name:

Board certification date:

I confirm that the above information is correct.

Signature:

Date:

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## SECTION 2: Completed by UCSF Medical Staff Office/ Affiliate Medical Staff Office

Is candidate actively practicing at facility named above? ☐ Yes ☐ No

Performance of candidate as assessed and documented by peer review at facility named above:

☐ Satisfactory ☐ Unsatisfactory

Name:

Title:

Phone:

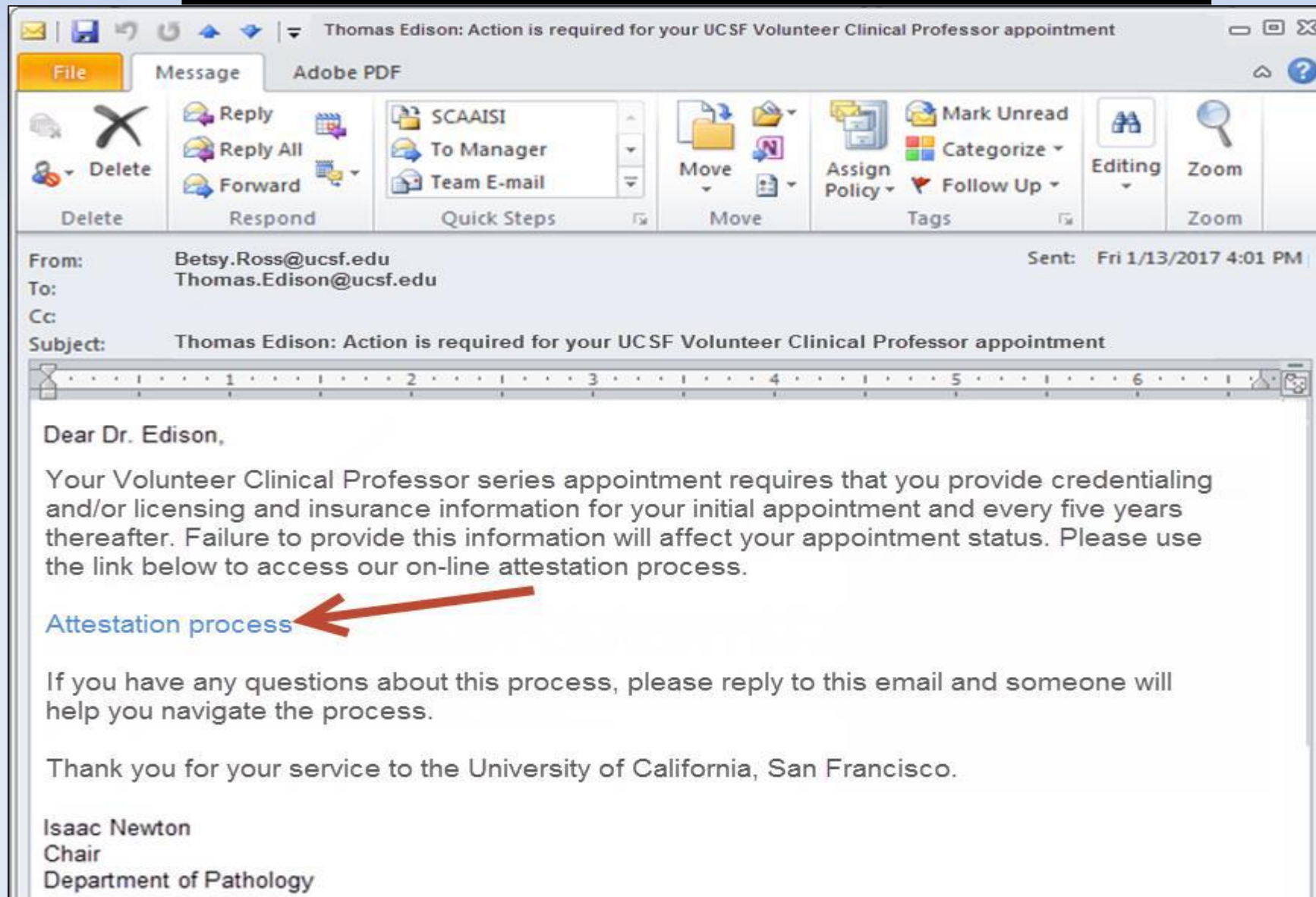
Email:

I confirm the above information is correct; the affiliation agreement between the facility and the University remains in effect.

Signature:

Date:

# VCP Series Attestation Form



# VCP Series Attestation Form

**Advance** Faculty Information System [Help](#)

Candidate: Thomas A Edison Reappointment to Associate Volunteer Clinical Professor

**I wish to initiate/renew my appointment in the Volunteer Clinical Professor series.**

☐ Yes ☐ No

**Advance** Faculty Information System [Help](#)

Candidate: Thomas A Edison Reappointment to Associate Volunteer Clinical Professor

**I am credentialed through the Medical Staff Office at a UCSF facility and/or at the UCSF Benioff Children's Hospital Oakland, UCSF Fresno, the San Francisco VA Health Care System, or the Zuckerberg San Francisco General Hospital, where I perform my Volunteer Clinical teaching duties.**

☐ Yes ☐ No/Not sure

# VCP Series Attestation Form

**Advance** Faculty Information System Help

Candidate: Thomas A Edison    Reappointment to Associate Volunteer Clinical Professor

**University of California, San Francisco Attestation Form in support of Appointment, Reappointment, or Promotion in the Volunteer Clinical Professor series**

1. I have a current, unrestricted license to practice  issued by .

☐ Yes, license number/expiration date  (attach license)

☐ No, please explain

2. Have any of the following ever been, or are any of the following currently being voluntarily or involuntarily denied, revoked, suspended, relinquished, withdrawn, reduced, limited, not renewed, placed on probation or currently under investigation?

a) Medical or professional license in any state ☐ No ☐ Yes, please explain

b) DEA certificate of registration ☐ No ☐ Yes, please explain

c) Membership on any hospital medical staff ☐ No ☐ Yes, please explain

d) Clinical privileges on any medical staff ☐ No ☐ Yes, please explain

3. Have you ever been suspended or excluded by the federal government from participation in any governmental health care program or, to the best of your knowledge, been proposed for exclusion?

☐ No ☐ Yes, please explain

I agree to notify the UCSF Department Chair and the Compliance Officer or the University's Office of General Counsel immediately upon receiving written or verbal notification that I am proposed for exclusion from any governmental health care program.

# VCP Series Attestation Form

4. Do you hold Professional Liability Insurance coverage of at least \$1 million per occurrence and \$3 million aggregate (the minimum coverage required to practice medicine at UC)?

*N.B. UC liability coverage for voluntary appointments is very limited and only covers activities that are conducted within the course and scope of their University appointment. It does not provide any coverage for the voluntary appointee's own lapses, acts, or omissions.*

- ☐ Yes, please identify below

**Malpractice Carrier Information**

Name of Carrier

Policy Number

Dates of Coverage

- ☐ No, if no:

- ☐ Not needed; UC teaching activities only  
☐ Not mandated for specialty, e.g. nursing or pharmacy  
☐ Other reason, please explain

5. Has your professional liability insurance ever been canceled, or has any professional liability insurer refused to renew your policy?

- ☐ No/Not Applicable

- ☐ Yes, please explain

- ☐ I understand, acknowledge, and agree that

- I have an ongoing legal duty to immediately inform UCSF <School Name>, in writing, if my licensing agency restricts or revokes my license or if my professional liability coverage lapses, is revoked or expires or if any of the circumstances described above occur.
- I may be liable for any and all monetary damages or expenses incurred by the Regents of the University of California arising from or related to any misrepresentation, breach of warranty or breach of my ongoing duty to inform the UCSF <School Name> of any of the above changes in licensure or insurance coverage.
- I have the burden of producing adequate information for proper evaluation of my experience, background, training, ability, professional ethics and/or resolving any doubts about these or any of the other qualifications for appointment as a member of the voluntary clinical faculty. I agree to provide such other and further information relating to the foregoing as the <School Name> may require.

*By clicking the Certify button, I confirm that all information contained in this Attestation Form is true, correct and complete in all material respects. I understand and acknowledge that any material misstatement in or omission from this Attestation Form shall constitute cause for denial of this application and revocation of my academic appointment.*

Certify

Save As Draft

Advance

Faculty Information System

Help

Candidate: Thomas A Edison
Reappointment to Associate Volunteer Clinical Professor

UCSF expects Volunteer Clinical Professors of all ranks to devote approximately 50 hours/yr to teaching. Use this form to describe your teaching activities over the past five years. You may record more than one activity/yr. Use the + button to add rows.

Year (YYYY)	Brief description of the teaching activity including site, setting, and time spent on each activity.
2015	[Deans need to provide us with acceptable examples]

+

If you were unable to provide teaching activities (above), please explain here.

Save As Draft

Submit

# Academic Review Criteria Comparison

## Health Sciences Clinical Series APM 210-6

## Clinical X Series APM 210-2

### Review Criteria: OVERVIEW

- Excellence in clinical teaching (role/interactions with trainees is extensive)
- Professional competence and activity (focus is on clinical expertise)
- **Scholarly/creative activity (loosely defined; broadly applied)**
- University and Public Service

- Excellence in clinical teaching (role/interactions with trainees is extensive)
- Professional competence and activity (clinical achievement and activity)
- Scholarly/creative activity (**publications**, shared teaching materials and/or innovations)
- University and Public Service

### Review Criteria: TEACHING

- Number of hours required should be greater than for VCF
- Appointments may be made on the promise of teaching excellence

- Number of hours required should be greater than for VCF
- Appointments should include evidence of active participation and excellence in teaching

### Review Criteria: SCHOLARLY/CREATIVE ACTIVITY

- Engage in scholarly/creative activities which derive from and support their primary responsibilities in clinical teaching and professional and service activities

- Contributions to knowledge and/or practice in the field
- **Must be disseminated – e.g., in a body of publications**, in teaching materials used in other institutions, or in improvements or innovations in professional practice which have been adopted elsewhere.

# Summary of Policy Revisions at a Glance

APM	Title	Brief Summary
278 & 210-6	HS Clinical Professor Series & Instructions to Review Committees that Advise on Actions Concerning Health Sciences Professor Series	Defining scholarly/creative activity, and University/Public Service requirements; define true volunteers in this category who meet all the requirements (i.e. distinguish from VCP)
279	Volunteer Professor Series	Clarify clinical competency requirements; simplifying renewal/promotion periods; consistency across campuses; allowing joint paid staff appointments (e.g. MSP)
350	Clinical Associate Series	Expand this policy to meet the needs of Health Systems' affiliates

# Quick Summary – Review Criteria

REVIEW CRITERIA	CLINICAL ASSOCIATE	VOLUNTEER CLINICAL PROFESSOR	HEALTH SCIENCES CLINICAL
Clinical Competence	YES	YES	YES
Teaching	NO	YES	YES
Service	NO	NO	YES
Scholarly/ Creative Activity	NO	NO	YES

# Batch Transfers

## HS CLIN (WOS) → VCP or CLIN ASSOC

### VCP → CLIN ASSOC

Memo process:

1. Memo, signed by Chair, listing names for batch move submitted to VPAA prior to 12/31/18
2. VPAA will open new appointment packet in Advance to record action, adds template language to Dean Letter
3. Dean certifies the appointment packet (even if department delegated)
4. Shared Services keys based on the Advance notification

Template memo for Batch move from Department Chair

For the following appointees I am authorizing new appointments as follows. I am confirming that the candidates below have been notified of this change. These appointments are effective the date of this letter unless otherwise noted below.

Name	EID	Current Title	Proposed Title