

NAME: \_\_\_\_\_

DEPT: \_\_\_\_\_

**Clinical Observer Appointment Process**  
(Payroll title code 3298 – Research Associate/Clinical Observer)

The following are academic and medical staff requirements that must be completed before processing a Research Associate/Clinical Observer.

**PLEASE SUBMIT THE FOLLOWING DOCUMENTS:**

1. Completed original dossier including this checklist and one copy of completed dossier request for appointment letter addressed to Kyoko Yokomori, Ph.D., Associate Dean of Academic Affairs/Senate. Include the following information:
  - Dates of the appointment
  - Location
  - Description of duties, and the statement: *“Observation only with a supervising medical staff member, no patient care, evaluation or patient management. The Clinical Observer will be accompanied by Medical Staff member at all times when in clinical areas.”*
  - Name(s) of Faculty Supervisor
  - Signature of Chair and co-signature of Faculty Supervisor(s)
2. Signed Academic Personal Data Sheet (UCI-AP-9)
3. Signed Non-Senate Academic Appointee Employment Form (UCI-AP-21)
4. Signed Supervisor Responsibility Form  
<https://www.som.uci.edu/academic-affairs/academic-actions.asp>
5. Signed Clinical Observer Statement  
<https://www.som.uci.edu/academic-affairs/academic-actions.asp>
6. Curriculum Vitae (complete and current)
7. Copy of Medical School Diploma (with translation if not in English)
8. Copy of letter of Good Standing from home institution
9. Copy of visa information (if applicable)
10. Evidence of health insurance coverage (available through International Center) or evidence that premium has been paid through International Center
11. Completed Supplemental Information for Non-Senate Academic Term Appointee (UCI-AP-137A)  
<http://ap.uci.edu/wp-content/uploads/UCI-AP-137A.doc>

**AFTER ARRIVAL SUBMIT THE FOLLOWING TO MEDICAL STAFF:**

- Clearance by Occupational Health and related requirements
- Signature of candidate on the approval letter
- Name badge
- Notification to patient care areas

**When you receive notification of approval, the appointment MUST be entered into the PPS. (Clinical observers come under the payroll title code 3298 Research Associate/Clinical Observer and must be entered in the payroll system for visa tracking)**