

VOLUNTEER CLINICAL PROFESSOR SERIES UPDATES

Volunteer Clinical Professor Series

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APM-279

Community practitioners

Contributions

- Teaching
- Patient Care
- Clinical Research

Volunteer Clinical Professor Series

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- APM-279
- “An individual with teaching, scholarly or creative activity, and service responsibilities who holds a clinical appointment **paid** by a facility that has a formal affiliation with the University (UC-affiliated facility) must hold a concurrent, without salary appointment in the Health Sciences Clinical Professor series (see APM - 278), but not in the Volunteer Clinical Professor series.”

VCP Series

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Group 1

- No UCI clinical privileges
- No involvement at affiliate sites
- Examples:
 - Offsite community physicians
 - PACE/MedEd preceptors

VCP Series

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Group 2

- UCI clinical privileges/staff physician appointments
- No teaching responsibilities at affiliate sites
- Typically moonlighters, per diems

VCP Series

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Group 3

- Teaching responsibilities at affiliate site
- **NOT** employed/salaried by affiliate site
- Examples:
 - Private practice group contracted with affiliate site (CHOC)
 - Practitioner who provides per diem work at affiliate site

VCP Series

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	Volunteer Group-1	Volunteer Group-2	Volunteer Group-3	HS Without Salary (WOS)
APM	APM 279	APM 279	APM 279	APM 278
Description of duties	Provider with no UCI clinical privileges and no involvement at affiliate sites (e.g., offsite community physician volunteer, community MedEd preceptors)	Provider with UCI staff physician appointment/clinical privileges, and no teaching responsibilities at affiliate sites	Provider with teaching involvement at affiliate site but not employed/salaried by the affiliate site (e.g., staff physician/per diem at affiliate site, contracted private group with affiliate site)	Provider employed/salaried by an affiliate site with teaching responsibilities at the affiliate site (e.g., LBVA, CHOC, LBM-MCH)
Type of academic appointment	Volunteer appointment	Volunteer appointment	Volunteer appointment	HS Clinical Professor Series WOS
Required information in chair letter	Must address scope and proficiency in areas of expected contribution (e.g., teaching, clinical, service)	Must address scope and proficiency in areas of expected contribution (e.g., teaching, clinical, service) ***MUST INCLUDE ATTESTATION STATEMENT	Must address scope and proficiency in areas of expected contribution (e.g., teaching, clinical, service)	Please see requirements for HS Clinical Professor Series
Required documents	Volunteer appointment packet	Volunteer appointment packet	Volunteer appointment packet	*HS clinical professor series checklist *UCI-SOM affiliate paperwork
Review timeline/interval	Minimum every 5 years	Minimum every 5 years	Minimum every 5 years	*Routine based on rank/step *If employed at 50% or greater at affiliate site, 8-year limit and MCA requirements for assistant rank applicable

***I attest that this appointment will be at UCI only and the appointee will not perform teaching duties at any of the UCI affiliate locations (e.g., LBVA, CHOC, LBM-MC)

VCP Series

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Volunteer appointments may last up to 5 years before next mandatory review. **Submit reappointment packets 2 months prior to end date



Revised process for appointments and reviews



Incorporates feedback from department chairs

VCP Series – Key Changes

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75-hour contribution requirement can be in areas of teaching, patient care, service



Simplified one-page referee feedback form for appointments

Parallels peer review forms used by Medical Staff Credentialing



Updated Verification of Good Standing Form, available on our website. List of common Med Staff Offices is available.

VCP Series – Referee Feedback Form

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Name of Referee should be printed/typed. This person cannot have written the Chair Letter.

Enter in correct proposed title.

Date is required.

Date:

TO:

FROM:

SUBJECT:

The at the UC Irvine School of Medicine is proposing for an appointment as . The purpose of this appointment is for teaching, patient care, and/or University service and may include supervision of UC Irvine medical students, residents, and/or fellows in clinical and/or classroom settings. At the rank being proposed for this candidate, the Department and the School of Medicine require professional references: experts in the field who can give important feedback about the candidate

Please complete the evaluation form of the candidate's qualifications for this position in the following categories:

Clinical (Quality of Clinical performance)

Knowledge of basic and clinical sciences			
Demonstrates commitment to the delivery of safe, quality, cost-effective, patient-centered care			
<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Superior	<input type="checkbox"/> Unable to assess

Teaching (Quality of Teaching/Supervising/Mentoring activities)

Demonstrates a strong interest in the education of healthcare professionals, fulfills teaching responsibilities			
<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Superior	<input type="checkbox"/> Unable to assess

Service/Collaboration

Participates in organized clinical discussions, interdisciplinary sessions, journal clubs and/or conferences			
<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Superior	<input type="checkbox"/> Unable to assess

Additional Information

The University of California at Irvine thanks you for participating in the appointment process. If you have any questions, please contact . Your name typed and date at the bottom of this page will suffice as a signature.

Signature: _____

Date: _____

VCP Series – HS WOS to VCP

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Encourage transition from HS series WOS to Volunteer Clinical Professor Series where appropriate

Less cumbersome appointment and review process

Longer interval between reviews

VCP Series – HS WOS to VCP

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Abbreviated Process for HS WOS to Volunteer Clinical Professor Series (where appropriate)

Must have:

- Positive** outcome review in the last 2-3 years
- Abbreviated process follows Reappointment checklist.

- HS Clinical Instructor WOS does **not** qualify for abbreviated process and will need a new appointment packet to change to VOL series

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Commonly missed areas:

1. **Appointment Summary** – License expiration, Date of Board certification, Teaching Location
2. **Chair Letter** – Correct proposed title, start date, duties, 75 hours contribution, date and signature of Chair
3. **APM-279** – Questions #1, 4, 6 are often incomplete
4. **Referee Feedback Form** – Correct proposed title, name of person giving recommendation is legible at the top, date at the bottom. The person writing/signing the Chair letter may not complete this form.
5. **CV** – Make sure this is updated with current employment listed.
6. **Child/Elder/Dependent Abuse Forms** – Make sure name and title are printed on the forms
7. **Certificate of Professional Liability** – Make sure this is not expired

VCP Series

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Commonly missed areas:

8. Professional Credentials – Choose Option 1 or 2 on the checklist, and provide the documents listed. Our office has a running list of contact info of other institutions for Verification of Good Standing.

Professional Credentials: Choose one

Option 1



Appointees Applying for or currently holding UCIMC Medical Staff privileges
Copy of Medical Staff application or Letter from UCIMC Medical Staff Office
Alert Academic Affairs if medical staff privileges are not granted

Option 2



Appointees NOT Applying for UCIMC Medical Staff privileges
Verification of Good Standing from all other Medical Staff Offices
AND
Completed Medical License and Professional Liability Form,
with attached copy of Proof of Professional Liability Insurance

VCP Series

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Important Notes

- *Use most updated checklists and forms – found on our website.
- *Review the file against the Checklist for any errors or missing information before submitting to our office.
- *Cutoff for files is 15 days before the scheduled meeting date. Meeting dates are listed on our website.
- *Allow a minimum of 60 days for approval letter from the date that file is complete.
- *Review monthly Progress Reports for upcoming end dates. Submit reappointment packets 2 months prior to end date to avoid any gap in service.
- *Submit files early! We cannot guarantee that the file will be on the agenda due to total number of files submitted and Committee workload.

QUESTIONS

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