

UCSF CLINICAL APPOINTMENTS

June 1, 2018

Emerald Light

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

Clinical Associate Characteristics

Responsibilities: Patient care at UC Health system satellite or UC patient care facility; teaching NOT expected or required although minimal incidental teaching may be okay.

Restrictions:

- **Appointment in academic home department only; NOT ORU, or UCSF Health**
- Ineligible for UC salary under this title;
- Ineligible for transfer to another faculty title without a competitive search;
- No ranks and no emeritus status available;
- Requires active employment with UC Health System satellite/network/community hospital; UC appointment ends when the affiliate ends their employment
- May not hold a concurrent UCSF MSP physician staff appointment (see next slide)

Review criteria at UCSF:

- Affiliation with UCSF and/or UCSF Health System
- Professional competence
- Recognition by employer and UCSF as achieving acceptable quality standards for clinical care based on employer's review
- Initial appointment requires appropriate license/credentials to practice in this field
- Approval authority: **Department Chair Delegated in SoM and SoP**; Dean Review Req'd SoD and SoN

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

- Must include a Clinical Associate Verification form completed and signed by the academic home department and the UCSF Medical Staff Office*;
- Chair's letter requires certification only, no text

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

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:

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.

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

Policy Changes for Volunteer Clinical Professor 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
- 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:

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

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; Dean Delegated in SoD and SoN; Appts/Reappts are Department Chair Delegated, Promotions are Dean Delegated in SoP**

VCP Series Attestation Form

Thomas Edison: Action is required for your UCSF Volunteer Clinical Professor appointment

File Message Adobe PDF

Delete Respond Quick Steps Move Tags Editing Zoom

From: Betsy.Ross@ucsf.edu
Thomas.Edison@ucsf.edu Sent: Fri 1/13/2017 4:01 PM

To: Thomas.Edison@ucsf.edu

Cc:

Subject: Thomas Edison: Action is required for your UCSF Volunteer Clinical Professor appointment

Dear Dr. Edison,

Your Volunteer Clinical Professor series appointment requires that you provide credentialing and/or licensing and insurance information for your initial appointment and every five years thereafter. Failure to provide this information will affect your appointment status. Please use the link below to access our on-line attestation process.

[Attestation process](#)

If you have any questions about this process, please reply to this email and someone will help you navigate the process.

Thank you for your service to the University of California, San Francisco.

Isaac Newton
Chair
Department of Pathology

VCP Series Attestation Form

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

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

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

- I have a current, unrestricted license to practice e.g., Medicine, Dentistry, etc. issued by e.g., California, New York, etc.
 Yes, license number/expiration date (attach license)
 No, please explain
- 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?
 - Medical or professional license in any state No Yes, please explain
 - DEA certificate of registration No Yes, please explain
 - Membership on any hospital medical staff No Yes, please explain
 - Clinical privileges on any medical staff No Yes, please explain
- 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

VCP Series Attestation Form

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

[Save As Draft](#) [Submit](#)

VCP Series – Timing AND Reminders

- Advance system will send notifications to appointees to complete their attestation forms (GET TIMING FROM NED)
- 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.
- Give an example of terminal notice email here:

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
- 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, BCH - Oakland, Fresno)
- May also be without salary

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.”

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”

Policy Changes For HS Clinical Series

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

UCSF Committee on Academic Personnel (CAP)

RE: New Expectations for Advancement and Promotion for Faculty in HS Clinical Series

At UCSF, CAP has provided further clarification/ interpretation on APM 210-6c:

“The review committee should evaluate scholarly or creative activity from the perspective that these activities are generally derived from clinical activity and should be evaluated in the context of the candidate’s academic responsibilities and the time available for creative activity.....In order to be appointed or promoted to Associate Professor or Professor rank in this series, the individual’s record must demonstrate contributions to scholarly, creative, or administrative activities”

[see reference chart in handouts for examples]

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

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.

Process Changes For HS Clinical Series

PROCESS CHANGES:

- All actions require 4 category evaluation in Chair's letters; "N/A" will not be an acceptable rating
- Separate dossier checklists for HS Clinical faculty (WOS) distinct from VCP because the requirements have changed

HS Clinical Series – Implementation

- All reviewers will begin using the clarified HS Clinical series review criteria during FY 18-19
 - Appointments effective 7/1/18 +;
 - Promotions, 5 year reviews and accelerations, merits full Professor Step 5 to 6 and Step 9 to Above Scale with effective dates 7/2/18+;
- This implementation includes anyone paid by a formal affiliate (e.g. VA, BCH - Oakland, Fresno)

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

HS Clinical Series – Transition (“Grandfathering”)

What if Someone Does Not Meet the Criteria for Scholarly/Creative Activities at UCSF?

- If a current HS Clinical faculty member with an assigned step does NOT meet the scholarly/creative activity review criterion upon their next academic review*, the reviewed action will still be approved if all other categories are satisfactorily met; however, they should be notified that no further advancement will be possible until such time as they meet the requirements

***Includes: On-time/decelerated merits (except for merits to Full Professor Step 6 and Above Scale) and 5 year reviews. Promotions, accelerations, and merits to Full Professor Step 6 and to Above Scale will NOT be approved unless all criteria are met**

HS Clinical Series – TRANSITION (“Grandfathering”) Cont.

What about 5 year reviews?

- All HS Clinical series faculty not meeting the scholarly/creative activity criterion who are appointed prior to July 1, 2018 will receive “satisfactory – no advance” decisions for all 5 year reviews provided that all other criteria are met. They will be exempted from the revised scholarly/creative activity requirement for the purpose of 5 year reviews indefinitely, but they will not be eligible for further advancement

What about HS Clinical Series faculty without salary, who are not paid by affiliates?

- If an HS Clinical WOS (no step) faculty member does not meet the revised scholarly/creative activity criterion, they will NOT be eligible for a promotion after July 1, 2018
- Those appointed prior to July 1, 2018 may continue to be regularly reappointed at their current rank provided that all other criteria for the series are being met
- Departments are encouraged to move individuals who do not meet the review criteria to another series as appropriate (e.g. VCP, Clinical Associate)

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

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.

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

RESOURCES THAT WILL BE AVAILABLE ON ACADEMIC AFFAIRS WEBSITE

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

- Dossier Checklists
- Reference Sheet
- CAP Examples for HS Clinical Series
- Forms
- ADVANCE Quick Guides

QUESTIONS?