Appointment Processing of Clinical Trainees at the School of Medicine

Office of Postdoctoral Affairs
March 6 2014, 9:30am – 11:30am
Munzer Hall, Beckman Center, B060
Agenda

- Introduction, Alistair Murray
- Cynthia Manglona, Medical Staff Services
- Letitia Heshmat, SU Occupational Health
- Ann Dohn, Graduate Medical Education
- Jessica Mendonça, Office of Academic Affairs
- Ann Bjelland, Faculty Compensation
- Alistair Murray, Office of Postdoctoral Affairs
What is a Clinical Trainee (Fellow)?

- A Clinical Fellow is a MD, MD/PhD with full or incidental patient contact
  - ACGME programs (even during research-intensive years)
  - And non-ACGME training programs

- Clinical Fellow appointments are set up in PeopleSoft as MF (Medical Fellow) Academic Plan, e.g. PEDS-MF

- Clinical Fellows are setup with OPA, GME and other Offices
Overview of Process Steps

1. Appoint at Stanford (OPA). See online checklist:
3. Setup Clinical Appointment with SHC (GME)
4. Direct Fellows to Complete Required Training: HealthStream, HIPAA, Respectful Workplace, Immunizations and any other paperwork
5. Direct Fellows to Complete Other Training
6. Prepare Orientation Folder (see OPA toolkit online)
7. Sign-up trainees for Postdoc Benefits Orientation
8. Lookup the PeopleSoft ID Number
9. Enter Paylines/Stipend/Info in GFS
MEDICAL STAFF SERVICES

Medical Staff Credentialing Process

March 2014
What is Credentialing?

- Credentialing is the process a health care organization follows to determine if a provider has the appropriate licensure, training, education and competence to treat patients and be granted clinical privileges.
- Providers may NOT treat any patients independently at the hospital or in the clinics without going through this process.
- The credentialing process follows all requirements from Joint Commission, IMQ, NCQA, Title 22, CMS
Credentialing Process - New Applicants

The process includes verification of the following types of information:

- State License, DEA, National Practitioner Data Bank (NPDB), Office of Inspector General (OIG), Board Certification, Professional References, Occupational Health Status, Background Check, Current Competence, Relevant training and experience, Teaching appointment (if applicable)

Red Flags (Category II Items):

- Actions taken by or against license, DEA, board certification, other hospital affiliations, federal agencies
- Item(s) listed on the background check or NPDB
- Open or settled malpractice claims
- Negative peer recommendations or prior affiliation information
- Gaps in service or education of three (3) months or more
- Answer of “Yes” on any of the attestation questions
- Discrepancies between application and verification information
New MSOW Software System

- Web based / can be accessed anywhere / application and privilege forms

- Application has been updated – now reduced from 21 pages to 12 pages

- New App Request Form – updated / submit electronically and will be available online

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**SHC/LPCH – New Applicant Request Form**

**MD Faculty**

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**~~ All Fields Are Required From Department ~~**

<table>
<thead>
<tr>
<th>Requested Start Date:</th>
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<th>Requested Facility:</th>
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<tr>
<th>SHC</th>
<th>How many patients will the Practitioner see in a year at SHC:</th>
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<tbody>
<tr>
<td></td>
<td>SHC Affiliated only (no patient contact) Yes ☐</td>
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<table>
<thead>
<tr>
<th>LPCH</th>
<th>How many patients will the Practitioner see in a year at LPCH:</th>
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<tbody>
<tr>
<td></td>
<td>LPCH Affiliated only (no patient contact) Yes ☐</td>
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<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
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<tr>
<td>Degree:</td>
<td>SS#:</td>
<td>DOB:</td>
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<td>Email:</td>
<td>Birth City:</td>
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**SHC/LPCH Mailing Office Address**

<table>
<thead>
<tr>
<th>Office Name:</th>
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<tr>
<td>Address:</td>
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<th>City:</th>
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<tr>
<th>Department:</th>
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<tr>
<td>Bill Area:</td>
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<tr>
<td>MGMA:</td>
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*If you currently hold a Medical License from the Medical Board of California please forward this form to the Medical Staff Services Dept 4 months prior to your expected start date. If you have any foreign training please forward this form 6 months prior to your expected start date.*
New MSOW Software System

- Each practitioner receives their own personal web page, which they will keep their whole tenure here at SHC/LPCH – called their PHP – Practitioner Home Page
- At reappointment practitioner application simplifies as they only verify/update changes, everything pre-populates
- 5 Day notification to applicant and department if New applicant has not submitted their initial application (10 day window to submit)
- Using their PHP – Practitioner can view status of their application at any time (transparency)
New MSOW Software System

If you are in a current active process(es) it will show in the gray box below. In order to view the steps complete and incomplete in the process(es), please do the following:

1. Click on the + (plus sign) next to the name of the active process. A list of related application activities will appear.
2. Click on the + (plus sign) next to a particular application activity to see a list of the related tasks in that process.
3. A red checkmark will appear next to each already completed task.

If you need to contact us, please click 'Instructions' found on the left hand side of this page and scroll to the heading 'Contact Us'
New MSOW Software System

- All required items can be uploaded to us by the PHP and it goes into our database (CV, COI’s, Case Logs, Photo, etc....)
New MSOW Software System

- Up-coming Feature - Department Notification Reports (transparency) Identifying Missing Items for New and Re-applicants

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Start Date</th>
<th>Est Complete Date</th>
<th>Verification Method</th>
<th>Comments</th>
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<tbody>
<tr>
<td>R - State License</td>
<td>11/21/2013</td>
<td>01/20/2014</td>
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<tr>
<td>R - SAM (GSA) (Image)</td>
<td>11/21/2013</td>
<td>01/20/2014</td>
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<tr>
<td>R - Criminal Background Check (PreCheck) (Image)</td>
<td>11/21/2013</td>
<td>01/20/2014</td>
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<td></td>
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<tr>
<td>R - Board Certification (Royal College of Physicians and Surgeons of Canada - Diagnostic Radiology)</td>
<td>11/21/2013</td>
<td>01/20/2014</td>
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<td></td>
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<tr>
<td>R - Professional References MD</td>
<td>11/21/2013</td>
<td>01/20/2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R - Current Malpractice Insurance (Claims) (Stanford Risk Management)</td>
<td>11/21/2013</td>
<td>01/20/2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R - Occupational Health Clearance Application Complete</td>
<td>11/21/2013</td>
<td>01/20/2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R - Activity - SHC (Add Comment) (Image)</td>
<td>11/21/2013</td>
<td>01/20/2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R - QA Report - SHC (Image)</td>
<td>11/21/2013</td>
<td>01/20/2014</td>
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Stanford University Occupational Health Center
Office of Environmental Health & Safety

March 6th 2014

480 Oak Road
Stanford University
(650) 725 5308
Medical surveillance appointment process for clinical trainees

1. Risk exposure assessment
   - PI/Supervisor to complete online questionnaire

2. Medical surveillance requirements
   - Clinical trainee to search for medical records and submit documentation to OHC

3. In-clinic visit
   - Schedule appointment to complete necessary testing

4. Clearance
Occupational Exposures Assessment Questionnaire

**What to Do**

- **PIs/Supervisors**
  - Identify clinical research staff’s potential exposures by completing questionnaire
  - Ensure clinical research staff completes required actions outlined in OHC response
- **Clinical research staff**
  - Complete all required actions outlined in OHC response

**PIs/Supervisors to complete questionnaire:**

- Before new clinical research staff begin work
- Whenever clinical research staff’s assigned activities change
Questionnaire identifies patient contact and/or potential exposures

- **Airborne Infectious Diseases (AirIDs)**: Respiratory protection required
- **Blood or Other Potentially Infectious Materials (OPIM)**
  - Hepatitis B declaration required
  - Bloodborne Pathogens training (EHS-1600) required
- **Hazardous Drugs**
  - Hazard communication training required
  - Medical surveillance recommended
Medical surveillance requirements applicable to all clinical trainees

- **TUBERCULOSIS (TB) SCREENING**
  - TB questionnaire
  - TB testing (within last 90 days):
    - Negative Quantiferon (QFT) blood test, OR
    - Negative 2-step* TB skin test, OR
    - If Positive test: Negative Chest X Ray is required within 1 year
  - TB screening is an **Annual** requirement
Medical surveillance requirements applicable to all clinical trainees

- **Immunizations**
  - **Measles-Varicella-Rubella (MMR)**
    - Positive Titers, OR
    - Documented proof of #2 Vaccinations
  - **Varicella**
    - Positive Titers, OR
    - Documented proof of #2 Vaccinations
  - **Tdap**
    - Documented proof of current vaccination (within 10 years)
    - Signed Declaration form
  - **Annual Flu**
    - If vaccination is declined personnel must wear a mask when entering in patient areas during flu season
Medical surveillance requirements applicable to personnel exposed to BBP*

- **HEPATITIS B SCREENING**
  - Signed HepB Declaration form
  - Proof of HepB vaccination:
    - Hep B Titers
    - Documented proof of 3 Hepatitis B vaccination

*Hepatitis B vaccine can be declined by signing Hep B Declination form

*BBP= Blood Borne Pathogens
Medical surveillance requirements applicable to personnel exposed to Airborne Infectious diseases

- **RESPIRATOR USER CLEARANCE**
  - **Medical Clearance**
    - Complete respirator user questionnaire
  - **Training and fit testing**
    - In coordination with Industrial Hygiene
    - For appointments contact EH&S: (650) 723-0448
SUOHC Appointments Call (650) 725 – 5308
Monday – Friday 8am to 5pm

Thank you

Stanford University Occupational Health Center
Office of Environmental Health & Safety
Graduate Medical Education

Ann Dohn
Graduate Medical Education

- Needed for annual appointment
  - Completed patient care information form
  - Approval from OPA
  - Confirmation of Occupational Health
  - Confirmation of HIPAA training
  - Copy of valid CA MD license
Graduate Medical Education

- Reviews credentials
- Enters into MedHub
- Requests EPIC/Cerner access
Graduate Medical Education

- Note: appointment is annual.
- Trainees moving from GME payroll to OPA must be appointed no later than June 1st.
Concurrent Clinical Postdoc Trainee & Clinical Instructor Appointments

Jessica Mendonça, Office of Academic Affairs
Ann Bjelland, Faculty Compensation
Concurrent Fellow / Clinical Instructor appointments are for exceptional circumstances

- to recognize the candidate's level of contribution to the teaching program in a capacity other than as a trainee
- a Postdoctoral Scholar who wishes to maintain currency of clinical skills

http://med.stanford.edu/academicaffairs/handbook/chapt8-2.html#E3a82
## Sequence of Events

<table>
<thead>
<tr>
<th><strong>POSTDOC APPOINTMENT PROCESS</strong></th>
<th><strong>CLINICAL INSTRUCTOR APPOINTMENT PROCESS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Sponsor PI invites applicant</td>
<td>Department identifies clinical need to be filled by the applicant</td>
</tr>
<tr>
<td>Applicant completes Postdoc Data Form</td>
<td>Department assembles and submits Clinical Instructor appointment file to Academic Affairs</td>
</tr>
<tr>
<td>Department proceeds with Postdoc appointment process in PeopleSoft with OPA following normal deadlines and requirements</td>
<td>Academic Affairs reviews appointment file and draft concurrent offer letter</td>
</tr>
<tr>
<td>Academic Affairs sends approval notification</td>
<td>Faculty Compensation reviews financial documents, including draft concurrent offer letter</td>
</tr>
<tr>
<td>Department finalizes offer letter and extends Clinical Instructor position offer to applicant</td>
<td>Faculty Compensation sends financial approval notification and edited draft concurrent offer letter</td>
</tr>
<tr>
<td>Applicant accepts Clinical Instructor position offer, signs and returns offer letter to department/division</td>
<td></td>
</tr>
<tr>
<td>Department uploads signed concurrent offer letter to the Recommendation Form in PD Web Forms</td>
<td>Department provides copy of signed offer letter to Academic Affairs and to Faculty Compensation</td>
</tr>
<tr>
<td>Department modifies system-generated offer letter prior to submission of Recommendation Form in PD Web Forms</td>
<td>Academic Affairs prepares appointment letter and sends it to department/division to be given to Clinical Instructor</td>
</tr>
<tr>
<td>Academic Affairs prepares appointment letter and sends it to department/division to be given to Clinical Instructor</td>
<td>Department HR initiates PeopleSoft Job web form; Faculty Compensation approves it</td>
</tr>
</tbody>
</table>
Submission Deadlines

Academic Affairs & Faculty Comp
- April 6
- May 7

OPA
- May 6
- June 6

GME
- May 15
- June 16

START DATE
- July 1
- Aug 1
Required Documents

- Appointment file is same as for any new Clinical Instructor appointment


Appointment forms and templates
Compensation documents -- concurrent offer letter

http://med.stanford.edu/academicaffairs/CEs/
### Appointment Role & Responsibilities

#### Recommendation

**CLINICIAN EDUCATOR, INCLUDING (AFFILIATED) OR INSTRUCTOR, INCLUDING (AFFILIATED)**

<table>
<thead>
<tr>
<th>Action Type: (Select one or more)</th>
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<tbody>
<tr>
<td>Add additional department or division</td>
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<tr>
<td>Appoint</td>
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<tr>
<td>Line change</td>
</tr>
<tr>
<td>Change appointment dates</td>
</tr>
<tr>
<td>Change percent time of appointment (FTE)</td>
</tr>
<tr>
<td>Change primary department or division</td>
</tr>
<tr>
<td>End a concurrent department or division affiliation</td>
</tr>
<tr>
<td>Extend current appointment</td>
</tr>
<tr>
<td>Reappointment review in process</td>
</tr>
<tr>
<td>Promotion review in process</td>
</tr>
<tr>
<td>Terminal extension</td>
</tr>
<tr>
<td>Promote</td>
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<tr>
<td>Reappoint</td>
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<tr>
<td>Reinstate lapsed appointment</td>
</tr>
</tbody>
</table>

#### Role and Responsibilities

- **Programmatic need for this academic appointment**

- **Stanford clinical responsibilities and percent of total effort**

  If candidate will have concurrent appointments as a Clinical Instructor and a non-ACGME Resident or Fellow, check here [ ] to confirm that no billable activity will be allowed in his/her area of training and describe the duties required as part of the training program below or in an attachment. These activities must be clearly distinct from the billable clinical activity expected of the candidate as a Clinical Instructor.

- **Stanford teaching responsibilities and percent of total effort**

- **Stanford administrative responsibilities, if any, and percent of total effort**

- **Site administrative responsibilities**
Concurrent Offer Letter & Appendix

- Expectations and Responsibilities
- Appointment
- Assignment and Responsibilities
- Funding and Compensation
- Benefits
- Leave
- Requirements
Important Reminders

1. Must upload **joint offer letter** to the Recommendation Form in PD Web Forms.

2. Prior to submission of Recommendation Form in PD Web Forms, insert sentence into offer letter stating:

   “Online acceptance of this offer letter is superseded by the joint Postdoc/Clinician Educator offer letter issued by Offices of Academic Affairs and Postdoctoral Affairs and signed by you”
Special Case of Concurrent Fellow/ Clinical Instructor (Affiliated)

- to recognize the candidate's level of contribution to the teaching program in a capacity other than as a trainee

- These individuals are **NOT** salaried employees of Stanford University and are **NOT** being paid in any way by Stanford; such as, receiving a stipend for their Fellowship appointment.

- OAA does not require an offer letter for Clinical Instructor (Affiliated) appointments, therefore, Faculty Compensation is not involved in these actions.

- [Clinician Educator (Affiliated) letter of invitation template](#)

- IMPORTANT REMINDER: Since there is no concurrent offer letter the postdoc admin must upload a copy of the letter of invitation sent to the Clinical Instructor (Affiliated), as well as the email notification from OAA, to the Recommendation Form in PD Web Forms.
Appointing Clinical Trainees (Fellows)

When to Appoint Clinical Trainees through OPA?

- For an “Academic Affiliation” with Stanford University.
- If funding will come from Stanford University sources (Training Grants…)
- To facilitate eligibility for the Trainees to apply for external fellowships through RMG (such as American Heart Association)

A Clinical Fellow appointment in OPA should be concurrent with a GME appointment.

A GME appointment of a Clinical Fellow does not require a concurrent appointment in OPA.
Who Is Involved in a Clinical Trainee Appointment

Stanford University staff who are designated with the Office of Postdoctoral Affairs as Postdoctoral Administrators

Staff who initiate the process must be:
1. Authorized users of PeopleSoft
2. Able to review and upload documents to PeopleSoft
3. A point of contact for the Fellows regarding requirements, process steps and arrival orientation

An academic org must exist for the division with the University

Approval roles must be established for the division
Responsibilities of Postdoc Admin Staff

Complete Required Training and Get Access to PeopleSoft

1. PeopleSoft “Concepts & Compliance” Course (online)
2. Postdoc Policies and Procedures Course (OPA 1001)
3. PeopleSoft Postdoc Web Forms Course (OPA 1011)

- OPA 1001 & OPA 1011 prerequisites can be satisfied by attending the PeopleSoft Open Lab, 1st Friday of each month at Birch Modular, Lab B, 215 Panama St., between 9am and 12pm

Online courses at: https://www.stanford.edu/dept/as/sandhr/learnps/index.html

Register in STARS

Collect information from the sponsoring faculty and trainee:

- Non-Stanford Email address of the clinical trainee to initiate the appointment (e.g., @gmail.com, @yahoo.com, CANNOT be SH&C or LPCH sponsored @stanford.edu email address.)
- Appointment start and end dates, funding amounts and sources and any other special terms and conditions of appointment.

Be point of contact for the trainee on the process and training requirements

- Give Stanford student ID to trainee
- Monitor completion of all required training
- Submit immunization data to Occupational Health
- Follow checklist of required payroll and other setup documents:
  http://postdocs.stanford.edu/admin/checklist.html
Required Paperwork to Upload in PS for OPA’s Review

1. Copy of the diploma or degree completion letter
2. Any external funding letters
3. Recent and complete curriculum vitae
4. Copy of CA medical license. A printout of a valid license from [www.medbd.ca.gov](http://www.medbd.ca.gov) is acceptable.
5. [Signed Patient Care Form](http://postdocs.stanford.edu/admin/pdfforms/Patient_Care_Form_2012.pdf)
6. Agreement for Services Outside of Fellowship— submit only if the trainee will bill for services. Billing must be outside of the fellowship program scope. [MD_AgreementBilling.pdf](http://postdocs.stanford.edu/admin/pdfforms/MD_AgreementBilling.pdf)
Steps to Process an Appointment

1. PD Web Forms is the method for submission of appointment.
2. All information entered in Postdoc Data Form online by Trainee.
3. Trainee uploads supporting documents (PDF) to the Data Form and submits it.
4. Administrator receives Data Form, reviews it and approves if correct, or returns if incorrect/incomplete.
5. Administrator initiates the Recommendation Form after approving DF.
6. Administrator collects any missing and additional documents.
7. Administrator submits completed work for approval to DFA/Other Designee. THIS STEP GENERATES THE OFFER LETTER.
8. Upon acceptance of letter by trainee, Administrator approves so that transaction is routed to OPA for final review.
9. OPA approves completed and correct submissions within 5 days. Approval email is sent to Administrator and the Trainee.
10. Administrator prints email and other documents and submits complete packet to GME.
## Deadlines, Procedures and Forms

<table>
<thead>
<tr>
<th>Appointment Start Date</th>
<th>Submit Complete Appointment in Workflow to OPA</th>
<th>GME Deadline*</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1</td>
<td>No later than May 6</td>
<td>May 15</td>
</tr>
<tr>
<td>August 1</td>
<td>No later than June 6</td>
<td>June 16</td>
</tr>
</tbody>
</table>

The above deadlines apply to completed and correct submissions.

OPA will return transactions in Workflow or notify you if the submission is not complete or incorrect for you to resubmit.

**NOTE:** Submit complete work or contact Alistair Murray (HelpSU preferred). Returned transactions will require a re-acceptance of the offer letter online by the trainee and 2nd approval by your role #3 DFA.
Funding Policy for Clinical Trainees

- ALL Clinical Fellows must receive the PGY level support that’s appropriate to them, whether they are appointed at OPA or at GME.

- If the clinical fellow is in a research intensive year or period in a clinical training program, the fellow must receive the appropriate PGY level of support; i.e., no reduction in pay is allowable because the clinical trainee is doing research.

- A combination of School and SHC/VA sources may be used towards the PGY support. All funding sources must be entered in GFS. Direct-paid SHC/VA funding must be entered as “info-only” lines.
Important Funding Guidelines

- Only funding that is paid towards support of the training program is counted as part of the PGY level. In other words, pay for moonlighting or other work at the clinics that is outside of the training program DOES NOT count towards the funding minimum required towards training.

- Include all special funding terms and conditions (e.g., clinic time, on-call expectations…) in the offer letter.

- Billing in the area of training is NOT ALLOWABLE.
Paying Clinical Trainees in GFS

Department/Division GFS Administrator aid-year activates and enters funding information in GFS and enters FLSHP TUITION or Approves TAL for tuition fees.

Funding information in GFS must include any Info Only Lines for support coming from GME/SHC.

Total funding level must meet appropriate PGY scale
Total funding can be a combination of SoM and SHC sources

All trainees are charged a Registration fee of $125 per term

- Assist TAL Tab—use if paid salary. Calc TAL feature on Assist Salary tab will automatically generate tuition for you.
- FLSHP Tuition Tab—use if paid stipend or by outside support
Exceptions to Clinical Appointments

- A written justification request from faculty sponsor, uploaded with the appointment documents online, is required in the following cases:
  - MD was conferred more than 6 years ago
  - An appointment is requested at less than 100%
  - Non standard curriculum
  - Foreign Nationals (require special review and additional approvals)
Non-U.S. (foreign) MD Clinical Trainees

- Can be clinical trainees with MD credentials from another country.
- Require CA Med Board License Section 2111 exemption approved by ECFMG and processed through GME. Must obtain GME Pre-Approval first.
- Their J-1 visas must be approved by ECFMG, processed through GME
- May not bill for services

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NOTE: A foreign MD in the US on a Research Scholar J1 visa CANNOT switch to a Clinical Trainee with a J1 Clinical Scholar Visa – see next slide. Consult with Bechtel International Center if you have questions.
MDs on Visas – J-1 Visa Status

- ECFMG will allow maximum of 7 years of clinical scholar program

- MDs cannot be appointed to a research appointment (without ECFMG approval) prior to a clinical appointment as this is considered a change in program

- Completion of studies and 2 year return home requirement:
  - J-1 Research Scholar status
  - J-1 Clinical Scholar status
Clinical Trainees at the VA or PAIRE

- **Stanford Policy Applies:**
  - Must be appointed by Stanford faculty member
  - Same Clinical Fellow appointment process
  - Use Stanford offer letter (modified for PAIRE per prior OPA approval)
  - Supporting documents must include VA proof of support

- Usually waive Postdoc Benefits – waiver form is still needed
General Resources and Tools

- OPA Website Information
  
  Job Aid:  
  
  http://postdocs.stanford.edu/admin/how-to/includes/JobAidClinicalTrainees.pdf

  General guidance:  
  
  http://postdocs.stanford.edu/admin/clinical_trainees.html

- Orientation Toolkit for Administrators  
  
  http://postdocs.stanford.edu/admin/orientationtoolkit.html

- HelpSU  
  
  http://helpsu.stanford.edu/

- Call 498-7618
Please save the following dates:

- **PD Administrators Quarterly Meetings for 2014:**
  - April 10, 2014, 10-11:30 AM in LKSC 120
  - July 17, 2014, 10-11:30 AM in LKSC 120
  - Nov. 13, 2014, 10-11:30 AM (room TBD)