Processing of Clinical Trainee Appointments at the School of Medicine

Office of Postdoctoral Affairs
Updated 04/13/2016
Agenda

- Alistair Murray, Introduction
- 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

2. Setup Clinical Appointment with SHC (GME)
3. Direct Fellows to Complete Required Training: HealthStream, HIPAA, Respectful Workplace, Immunizations and any other paperwork
4. Direct Fellows to Complete Other Training
5. Prepare Orientation Folder (see OPA toolkit online)
6. Sign-up trainees for Postdoc Benefits Orientation
7. Lookup the PeopleSoft ID Number
8. Enter Paylines/Stipend/Info in GFS
Medical surveillance appointment process for clinical trainees

1. **Risk exposure assessment**
   - PI/Supervisor to complete online questionnaire
   - [http://spectrum.stanford.edu/accordions/staff-training/?ch2=8](http://spectrum.stanford.edu/accordions/staff-training/?ch2=8)

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**
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
  - Specify if OR clearance is needed when filling out OHC questionnaires.

**PIs/Supervisors to complete questionnaire:**

- Before new clinical research staff begin work
- Whenever clinical research staff’s assigned activities change
Occupational Exposures Assessment Questionnaire

Questionnaire identifies patient contact and/or potential exposures

- Airborne Infectious Diseases (AirlDs)
  - Respiratory protection required
  - Bloodborne Pathogens training (EHS-1600) required
  - Hepatitis B declaration required

- Blood or Other Potentially Infectious Materials (OPIM)

- Hazardous Drugs
  - Hazard communication training required
  - Medical surveillance recommended

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-Mumps-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 if there will NOT be any work with pediatric patients or LPCH
  - **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
    - Request vaccination
    - Deny vaccination
  - **Proof of HepB vaccination:**
    - Hep B Titers
    - Documented proof of 3 Hepatitis B vaccination
    - Declaration form with denial and signature

*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
Reproductive & Developmental Hazard Assessment Program

- For males or females
- Assessment process
  1. Confidential conference with concerned individual
  2. Individual fills out *Reproductive and Developmental Health Hazard Questionnaire*
  3. EH&S evaluates individual’s work and worksite for potential hazards (biological, chemical, radiological, ergonomic)
  4. EH&S provide recommendations to individual and supervisor
- Not a requirement
- Anti-discriminatory policy
Ergonomics

- **Computer Workstation**
  1. Pay attention to changes in posture, vision
  2. Complete web-based ergonomics training and workstation self-assessment (EHS-3400) to ensure proper setup
  3. Take frequent micro-breaks from computer work (every 30 min for 1-2 min)

- **Laboratory**
  1. Pay attention to changes in posture
  2. Take frequent micro-breaks from lab work (every 10-15 min for 1 min)

- **Manual Handling**
  1. Consult with physician/OBGYN on lifting limits
  2. Use mechanical aids (e.g. carts, hand trucks, elevators)
  3. Seek assistance with lifting/moving items
  4. Keep loads close to the body

Contact the Ergonomics Program at 736-4392 for additional assistance.
Questions, Comments?

- EH&S main: (650) 723-0448
- SUOHC main: (650) 725-5308
- Anonymous reporting, any health & safety concern:

http://EHS.stanford.edu
Thank you

Stanford University Occupational Health Center
Office of Environmental Health & Safety
Onboarding for Clinical Fellows
2015

Department of Graduate Medical Education
Clinical Post Docs

• Deadline for completed packets to GME is
  – June 1, 2016
  – Incomplete packets will not be accepted
  – GME website link for Post Doc Appointments/Reappointments (below)
Post Doc Reappointment Packets

- Approval Sheet/Email (Al Murray)
- Patient Care Form
- Updated Health Stream (Spectrum)
- Medical Board of CA License

- PDFs of above documents are preferred
New Post Doc Appointment Packets

- Approval Sheet/Email (Al Murray)
- Patient Care Form/Signed
- Environmental Health & Safety-Occ. Health Center
- Health Stream Clearance
- CA Medical License
- ECFMG (if applicable)
- Medical School Diploma
- CV

- PDFs of above documents are preferred
Patient Care Form

POSTDOCTORAL SCHOLAR PATIENT CARE INFORMATION SHEET
(Required by the Graduate Medical Education Office for all MDs and all non-MDs with SHC patient contact except for Clinical Psychologists)

Name: ____________________________ Social Security #: ____________________________

(First, Last, Middle Initial) Degree(s) Completed: □ MD □ PhD

Department/Division: ____________________________

SPECIALTY: ____________________________ Degree(s): ____________________________

Previous Institution: ____________________________ Graduation date: ____________________________

List the institution in which you received your MD and/or PhD degree (mm/dd/yyyy):

I confirm that I am credentialed to see patients at SHC for research and training purposes and also that the above referenced Postdoctoral Fellow will have:

☐ No patient contact during the fellowship at Stanford Hospital/Clinics

(Faculty Sponsor and Fellow must sign form. Do not complete any other portion of the Information Sheet)

☐ May have incidental patient contact during his/her fellowship.

PI Initial: ____________________________

If patient contact only involves systematic investigation designed to develop or contribute to generalizable knowledge, check "No Patient Contact" and follow guidance at:

Medical Research: http://humanobjects.stanford.edu/research/medical/medical.html OR

Nonmedical Research: http://humanobjects.stanford.edu/research/nonmedical/nonmedical.html

☐ Full patient care responsibilities of a clinical fellow.

PI Initial: ____________________________

If full patient care is, in this position, an accredited fellowship: ☐ Yes, clinical year ☐ Yes, research year only ☐ No

If Yes, please indicate the type of accreditation: ☐ ACGME ☐ ARMS ☐ Other

Will a request for billing privileges be submitted for the above referenced Postdoctoral Fellow? ☐ Yes ☐ No

If yes, attach the Agreement for Services Outside the Fellowship and include the "billing paragraph" in offer letter. Please note, Stanford does not allow ACGME fellows to bill for services. For fellows in "non-approved" programs, billing is restricted to services not in their area of training.

California Medical License #: ____________________________ Expiration Date: ____________________________

Postgraduate Year: ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ Other

Previous Training (List Specialty & Location):

PGY I Dates:

PGY II Dates:

PGY III Dates:

PGY IV Dates:

PGY V Dates:

Postdoctoral Fellow Signature: ____________________________ Date: ____________________________

Faculty Sponsor Name: ____________________________ Title: ____________________________

Faculty Sponsor Signature: ____________________________ Date: ____________________________

Submit form to the Graduate Medical Education Office at Stanford Hospital.

A copy should be uploaded with the appointment paperwork sent to the Office of Postdoctoral Affairs (OPA).

Maintain copy for department files.
Visas

- J-1 visas
  - Completed materials sent to GME via email in separate PDFs
  - [www.ecfmg.org](http://www.ecfmg.org)
  - Deadline 4/1/2016
Graduate Medical Education

- Reviews credentials
- Enters into MedHub
- Requests LPCH EPIC access
Questions
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/administrators/handbook/chapt3/chapt3-2.html#E3a82
<table>
<thead>
<tr>
<th>POSTDOC APPOINTMENT PROCESS</th>
<th>CLINICAL INSTRUCTOR APPOINTMENT PROCESS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty Sponsor PI invites applicant</strong></td>
<td><strong>Department</strong> identifies clinical need to be filled by the applicant</td>
</tr>
<tr>
<td><strong>Applicant</strong> completes Postdoc Data Form</td>
<td><strong>Department</strong> assembles and submits Clinical Instructor appointment file to Academic Affairs</td>
</tr>
<tr>
<td><strong>Department</strong> proceeds with Postdoc appointment process in PeopleSoft with OPA following normal deadlines and requirements</td>
<td><strong>Department/division</strong> prepares and submits to Faculty Compensation financial documents (CV, source of salary support, and draft concurrent offer letter) for Clinical Instructor appointment</td>
</tr>
<tr>
<td><strong>Academic Affairs</strong> reviews appointment file and draft concurrent offer letter</td>
<td><strong>Faculty Compensation</strong> reviews financial documents, including draft concurrent offer letter</td>
</tr>
<tr>
<td><strong>Academic Affairs</strong> sends approval notification</td>
<td><strong>Faculty Compensation</strong> sends financial approval notification and edited draft concurrent offer letter</td>
</tr>
<tr>
<td><strong>Department</strong> finalizes offer letter and extends Clinical Instructor position offer to applicant</td>
<td><strong>Applicant</strong> accepts Clinical Instructor position offer, signs and returns offer letter to department/division</td>
</tr>
<tr>
<td><strong>Department</strong> uploads signed concurrent offer letter to the Recommendation Form in PD Web Forms</td>
<td><strong>Department</strong> provides copy of signed offer letter to Academic Affairs and to Faculty Compensation</td>
</tr>
<tr>
<td><strong>Department</strong> modifies system-generated offer letter prior to submission of Recommendation Form in PD Web Forms</td>
<td><strong>Academic Affairs</strong> prepares appointment letter and sends it to department/division to be given to Clinical Instructor</td>
</tr>
</tbody>
</table>
| **Department** HR initiates PeopleSoft Job web form: Faculty Compensation approves it | }
Submission Deadlines

- **Academic Affairs & Faculty Comp**
  - April 6
  - May 6

- **OPA**
  - May 13
  - June 3

- **GME**
  - June 1
  - 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.html
### 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>
</tr>
<tr>
<td>Appoint</td>
</tr>
<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>Name (Last, First, MI)</td>
</tr>
<tr>
<td>Rank</td>
</tr>
<tr>
<td>Department</td>
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</tbody>
</table>

### Role and Responsibilities

- Programmatic need for this academic appointment

- Stanford clinical responsibilities and percent of total effort

- Stanford teaching responsibilities and percent of total effort

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

**Fixed term: start → end → [ ] Continuing term: Start →**
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.
Postdoctoral Affairs

Alistair Murray
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 approval from 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 code must exist for the division with the University

Approval roles must be established for the division
Responsibilities of Postdoc Administrator

Complete Required Training and Get Access to PeopleSoft

2. Postdoc Policies and Procedures
3. Postdoc Web Forms

Postdoc Policies and Procedures and Postdoc Web Forms prerequisites can be satisfied by attending the PeopleSoft Open Lab, 1st Friday of each month at MSOB 1265 Welch Road, between 8:30am and 10:30am

Your DFA or Division Manager (role 3 approver of Postdoc Web Forms) must request authority for you by submitting a HelpSU ticket to:
Request Category: Student Services, Request Type: Postdoctoral Affairs.

Information about the next training session will be given in HelpSU resolution response to your DFA or Division Manager.
Responsibilities of Postdoc Administrator

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 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.
   http://postdocs.stanford.edu/admin/pdf-forms/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 preferred) 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 Data Form.
6. Administrator collects any missing and additional documents.
7. Administrator submits completed work for approval to DFA/Other Designee. APPROVAL BY DFA GENERATES NOTIFICATION TO TRAINEE TO REVIEW/ACCEPT 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 submits complete packet to GME in PDF format.
Trainee Completes Online Postdoc Data Form
   1. Enters all information online
   2. Uploads supporting documents (PDF)
   3. Submits

Administrator: Is Data Form Complete & Correct?
   Yes! Submit to DFA/Other Designee: Approve?
     Yes! Offer letter automatically generated to trainee
     Trainee: Receives and accepts offer letter online
     Administrator: Approves accepted offer letter
     OPA: Approves within 5 days
     Administrator: Submits complete packet to GME in PDF format
Deadlines, Procedures and Forms

<table>
<thead>
<tr>
<th>Appointment Start Date</th>
<th>Complete &amp; Correct Appointment in Workflow to OPA</th>
<th>GME Deadline*</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1</td>
<td>May 13</td>
<td>June 1</td>
</tr>
<tr>
<td>August 1</td>
<td>June 3</td>
<td>June 16</td>
</tr>
</tbody>
</table>

Submissions must be **complete** and **correct** by deadline.
OPA will return incomplete or incorrect transactions in Workflow.
Returned transactions require
Role 3 DFA must re-approve the appointment
Trainee must re-accept the offer letter

**NOTE:** Submit complete work or contact Alistair Murray (HelpSU preferred).
Funding Policy for Clinical Trainees

- **ALL Clinical Fellows** must receive the appropriate PGY level support, whether they are appointed at OPA or at GME.

- Clinical Fellows in a research intensive period in a clinical training program 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

A $125 per term Registration fee is paid on their behalf. See the job aid here:

http://gfs.stanford.edu/pdfs/Job_Aid_for_Postdoc_Tuition_Payment.pdf
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.
- The J-1 visas must be approved by ECFMG, processed through GME
- May not bill for services

-----------------------------------------------

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 PAVIR

- Stanford Policy Applies:
  - Must be appointed by Stanford faculty member
  - Same Clinical Fellow appointment process
  - 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:  
  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/
Please save the following dates:

- **PD Administrators Quarterly Meetings for 2015:**
  - July 14, 2016, 10-11:30 AM in Clark S360
  - Nov. 10, 2016, 10-11:30 AM (room TBD)