

**BURRELL COLLEGE
OF OSTEOPATHIC MEDICINE
POLICY MANUAL**

SECTION: Human Resources

BCOM Policy 4403

TOPIC: Credentialing

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Approved: *Signature on File*

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*Policy reformatted and renumbered for uniformity May 2016

DESCRIPTION

This policy covers all faculty and professional employees at Burrell College of Osteopathic Medicine (BCOM) and affiliated clinical sites to ensure timely review and updating of credentials to determine their qualifications are appropriate.

SCOPE

This policy applies to all academically approved faculty and professional employees at Burrell College Osteopathic Medicine and affiliated clinical sites.

POLICY

All instruction at BCOM or its affiliated clinical sites must be conducted under the supervision of approved faculty. BCOM will academically credential or approve the faculty at all affiliated and educational teaching sites. BCOM's approval and credentialing procedures for qualified faculty/professional employees will include the submission of a current curriculum vitae and an official transcript from the college where the highest degree was achieved. These documents will be requested upon the candidate's job offer acceptance.

The credentialing procedures for on campus physician faculty will include the submission of a current curriculum vitae, an official transcript from the college where the highest degree was achieved, current Medical or Osteopathic Doctor's license, and Medical Board Certification. These documents will be requested upon the candidate's job offer acceptance. All faculty are required to successfully pass a background screening (to include/but not limited to criminal history, sexual offender database and drug screening), upon acceptance of job offer.

The Department Chairs must have proven experience in teaching and academic leadership in a medical education setting.

- In the clinical department or discipline of Family Medicine, Internal Medicine, and Pediatrics, the Chair must be a D.O. who is AOA or ABMS board certified in their primary specialty.
- In the discipline of Osteopathic Manipulative Medicine/Neuromusculoskeletal Medicine, the Department Chair or Equivalent must be AOA board certified through the American Osteopathic Board of Neuromusculoskeletal Medicine or have receive a Certificate of Special Proficiency in Osteopathic Manipulative Medicine (C-SPOMM)
- In all other clinical departments or disciplines, the Department Chairs must be AOA board certified or ABMS board certified physicians in disciplines included within the department.

The credentialing procedures for affiliated clinical site teaching faculty (Preceptors), is located within the Preceptor Manual and is conducted and maintained by the Office of Clinical Affairs.

The Office of Human Resources (for on campus faculty) and Clinical Affairs (for Preceptors) have developed and implemented a tracking system to ensure that all faculty physicians have current Medical Licenses and Board

Certification. The Department Chairs and Faculty Physicians will be informed, by the Office of Human Resources/Clinical Affairs, at least one month in advance of the expiration dates of their Medical Licenses and/or Medical Board Certifications. The Department Chairs and Faculty Physicians will submit their updated Medical Licenses and/or Medical Board Certifications before the expiration date in order to be credentialed on a timely basis.