

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Appointment and Re-Appointment for Clinical Adjunct Faculty		SOP #: FAF.002.01
Effective Date	7/24/19	
Last Revision/Review	7/24/19, 8/28/19, 1/16/2020	

1. Purpose

This procedure describes the steps to be followed for processing new preceptor appointments and re-appointments of Clinical Adjunct Faculty (preceptors)

2. Related Policy/Authority

BCOM Employee Handbook: <https://bcomnm.org/employee-handbook/>

3. Faculty/Staff Responsibilities

Regional Hub Coordinators: Identify potential preceptors and upload necessary documents in CAPRI.

Communicate with Third Year Clerkship coordinator on preceptors ready for appointment

Third Year Clerkship Coordinator: Verifies preceptor qualification and marks “ready for appointment” in CAPRI.

Faculty Affairs Coordinator: Processes and maintains new appointment files, mails required documents to preceptors, manages reappointment of preceptors based on term date and appropriate documents.

Assistant Dean of Faculty Affairs: Reviews and approves preceptor appointments.

4. Definitions/Abbreviations

- A. CAPRI- Clinical and Professional Resource Information System
- B. POC- Point of contact; individual agreed upon to facilitate communications with a preceptor

5. Procedural Steps

Process for New Preceptors:

1. Once the Office of Clinical Education has uploaded a CV, Malpractice Insurance, Medical License, Board Certification in CAPRI and marked as “Ready for Appointment” the following steps will occur for appointment.
 - a. Faculty Affairs Coordinator will verify all required documents are uploaded in CAPRI.
 - b. Faculty Affairs Coordinator will create a hard copy file with the following documents.
 - i. Appointment Letter with appropriate appointment based on experience
 - ii. CV
 - iii. Board Certification
 - iv. Medical License
 - v. Malpractice Insurance
 - c. Hard file will be delivered to Assistant Dean of Faculty Affairs for verification of correct appointment and approval.
 - d. Within 48 hours of request, Faculty Affairs Coordinator will update “Credentialing Phase” to “Appointed” in CAPRI once Assistant Dean of Faculty Affairs approves appointment. If the Assistant Dean of Faculty Affairs is unavailable, the Dean will be asked to review the file and approve the appointment.

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- e. Faculty Affairs Coordinator will e-mail 3rd year Clerkship Coordinator notifying appointment to initiate the process of uploading in New Innovations-Location.
 - f. The Faculty Affairs Coordinator will mail a hard copy of the appointment letter along with the Preceptor Handbook, E-Library Flyer, and appropriate syllabi to preceptor within 48 hours of appointment.
 - g. Hard copies of appointment files will be stored in Dean's Office file cabinet.
 - h. Once a preceptor is marked as "appointed" they will automatically be uploaded in New Innovations.
2. 4th year rotations and elective preceptors will not receive an appointment. These cases will be marked as "Approved" in CAPRI instead of "Appointed".

Process for Re-Appointment:

1. Faculty Affairs Coordinator will manage CAPRI/Excel file and process reappointment upon expiration of the appointment unless a preceptor has requested to be withdrawn.
2. Faculty Affairs Coordinator will request CV from POC of preceptor beginning 3 months prior to re-appointment. An additional reminder will be sent 2 months prior to appointment. Faculty Affairs Coordinator will send a CV template to the POC of the preceptors.
3. Once approved by the Assistant Dean of Faculty Affairs, re-appointment letters will be mailed to preceptors along with updated Preceptor Manual and syllabus.
4. Faculty Affairs Coordinator will check expiration dates on the following documents, update in Excel file, upload PDF in CAPRI, and add expiration date to ensure CAPRI Expiration Report is up-to-date.
 - a. Board Certification
 - b. Medical License
5. The following links are available to access certifications and licenses:
 - a. <https://certifacts.abms.org/Login.aspx> (Board Certification for DOs and MDs; Login Required)
 - b. https://aoaprofiles.org/sign_in.cfm (Board Certification for DOs Only; Login Required)
 - c. <http://docfinder.docboard.org/nm/> (New Mexico Medical License Lookup)
 - d. <http://verification.rld.state.nm.us/> (New Mexico Medical License Lookup for DOs)
 - e. <https://gls.azmd.gov/glsuiteweb/clients/azbom/public/WebVerificationSearch.aspx> (Arizona Medical License Lookup)
 - f. https://public.tmb.state.tx.us/HCP_Search/searchinput.aspx (Texas Medical License Lookup)
 - g. <http://www.okmedicalboard.org/search> (Oklahoma Medical License Lookup)
6. Faculty Affairs Coordinator will review expiring Malpractice documents and e-mail Hub Coordinators on the 20th of each month with a list of expired documents requesting new documents to be uploaded by Hub Coordinator. The 3rd year Clerkship Coordinator will be cc'd on the e-mail to Hub Coordinators.
7. Faculty Affairs Coordinator will include the following documents and add to the preceptor file located in the Dean's Office.
 - a. Appointment Letter (Every 3 years)
 - b. CV (Every 3 years)

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- c. Board Certification
- d. Medical License
- e. Malpractice Insurance

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Developed by Elizabeth Howard, Faculty Affairs Coordinator

Reviewed by:

Jennifer Eastwood, Assistant Dean of Faculty Affairs

Irina Zhorzoliani, Director of Clinical Education

8. Signature

Signature on File

1/16/2020

Elizabeth Howard, Faculty Affairs Coordinator

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1/16/2020	Title	Verbiage change from "Preceptors" to "Clinical Adjunct"		1/16/2020