Appointment Processing of Clinical Trainees at the School of Medicine

Office of Postdoctoral Affairs

March 4th 2013, 10:00am – 11:30am

Alway M114

Agenda

- Introduction, Alistair Murray

- Denise Wreden, Medical Staff Office

- Imee Dubose, SU Occupational Health

- Ann Dohn, Graduate Medical Education

- Alistair Murray, Office of Postdoctoral Affairs

- Jessica Mendonça, Office of Academic Affairs

- Ann Bjelland, Faculty Compensation

- Jessica Meyer, SPECTRUM

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:
2. http://postdocs.stanford.edu/admin/how-to/appt_scholars.html
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 2013

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

Process for New Applicants

- Credentialing Process documents the following:
  - Current licensure
  - Relevant training and experience
  - Current competence
  - Teaching appointment (if applicable)
  - Other verifications
    - CA DEA, Fluoroscopy License, National Practitioner Data Bank, OIG, GSA, Board Certification, Peer References, Work History, Continuing Medical Education, Occupational Health Status, Background Check
  - Other documents
    - HIPAA compliance
    - Conflict of Interest and Confidentiality statement

Review of File

- Verifications are gathered and files are reviewed by the Medical Staff Coordinators
- The following items are flagged for Service Chief/Department Head review:
  - Actions taken by or against license, DEA, board certification, other hospital affiliations, federal agencies
  - Item(s) listed on the background check
  - Open or settled malpractice claims
  - Negative peer recommendations or prior affiliation information
  - Gaps in service or education of three (3) months or more
  - Actions on the NPDB report
  - Answer of "Yes" on any of the attestation questions
  - Discrepancies between application and verification information

Occupational Health

Imee DuBose

Operations Manager, Stanford University Occupational Health Center

Immunization Requirements

- **Proof of immunity to measles, mumps, rubella**
  - ❑ 2 MMR vaccines *or* positive titers
- **Proof of immunity to chickenpox (varicella)**
  - ❑ 2 Varivax vaccines *or* positive lab titers
- **Evidence of diptheria, tetanus, pertussis vaccine (Tdap)**
  - ❑ or signed declination form

Immunization Hepatitis B

- Applicable to all individuals who are exposed to blood or other potentially infectious body fluids

- Proof of Hepatitis B vaccination
  - 3 vaccine series or results of positive titer
  - If vaccine is declined, Hepatitis B Declaration Form must be completed and signed.

Tuberculosis Screening Test

- Two-step Tuberculosis Skin Test (TST), or Quantiferon (QFT) blood test is required within 90 days prior to start date.

- For history of positive TST or positive QFT, a chest x-ray within 90 days prior to start date is required.

- Annual TB surveillance required.

Additional Requirements

- Annual Flu Vaccine (or signed declination) is required in accordance with California state regulations during the flu season.

- Fit Testing - depends on daily work environment and direct patient contact.

Where to go for Occupational Health Services?

- Depends on who issues paycheck!

STANFORD
HOSPITAL & CLINICS

Occupational Health Services (OHS)

located on Ground Floor of the hospital

Phone: 723-5922

Hours: Monday & Wednesday 7 am – 3:30 pm

Tuesday & Thursday   7 am – 6 pm

Friday   7 am – 2:30 pm

Where to go for Occupational Health Services?

❑ Depends on who issues paycheck!

Stanford University

Occupational Health Center (SUOHC)

480 Oak Road, Environmental Safety Facility Building

■ Phone: 725-5308, appointments encouraged

■ Hours: Monday through Friday, 8 am – 5 pm

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.
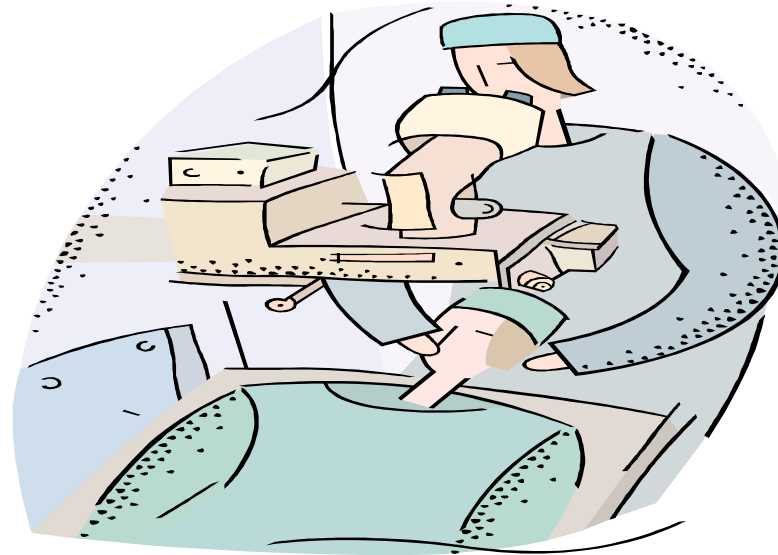
Postdoctoral Affairs

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 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 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) 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. <u>THIS STEP GENERATES THE OFFER LETTER</u>.
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

Appointment Start Date	Submit Complete Appointment in Workflow to OPA	GME Deadline*
July 1	**No later than May 6**	**May 15**
August 1	**No later than June 7**	**June 14**

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 if unsure.

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

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

Concurrent Clinical Postdoc Trainee & Clinical Instructor Appointments

Jessica Mendonça, Office of Academic Affairs

Ann Bjelland, Faculty Compensation

Policy

School of Medicine Faculty Handbook

Chapter 8.2.E.3.a

Concurrent Fellow / Clinical Instructor appointments are for <u>exceptional</u> 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

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

Submission Deadlines

Academic Affairs & Faculty Comp

- April 6
- May 7

OPA

- May 6
- June 7

GME

- May 15
- June 14

START DATE

- July 1
- Aug 1
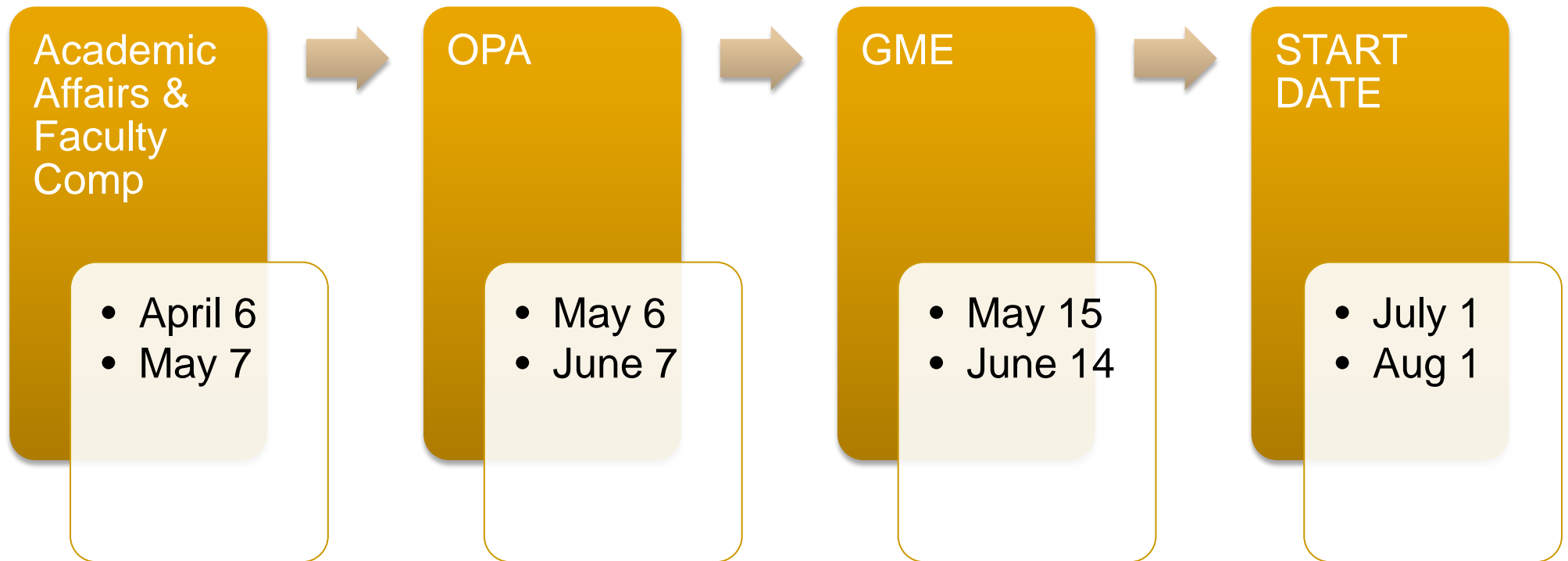
Required Documents

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

http://med.stanford.edu/academicaffairs/CEs/documents/RequiredAppointmentDocuments.pdf

Appointment forms and templates

Compensation documents -- concurrent offer letter

http://med.stanford.edu/academicaffairs/CEs/

Appointment Role & Responsibilities

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

Action type: (Select one or more)

[ ]	Add additional department or division	[ ]	Extend current appointment	
[ ]	Appoint	[ ]	Reappointment review in process	
[ ]	Line change	[ ]	Promotion review in process	
[ ]	Change appointment dates	[ ]	Terminal extension	
[ ]	Change percent time of appointment (FTE)	[ ]	Promote	
[ ]	Change primary department or division	[ ]	Reappoint	
[ ]	End a concurrent department or division affiliation	[ ]	Reinstate lapsed appointment	

Name (Last, First, MI)_____

Rank_____[ ] (Affiliated)

Department_____Division_____

[ ] Fixed term: start_____ end_____ → [ ] Continuing term: Start_____

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

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"

Spectrum

Stanford Center for Clinical and Translational Education and Research

HealthStream Training for Postdoctoral Fellows involved in Clinical Research

Jessica P. Meyer, MBA

Education and Training Coordinator

Spectrum Operations, Training and Compliance

Objectives

- Review Spectrum and what we do

- Define HealthStream for Postdoc Program

- Identify your role

- Provide additional resources for clinical research education and training

SPECTRUM

Stanford Center for Clinical and Translational Education and Research

MISSION: To transform the research and educational enterprise at Stanford University in order to optimally support clinical and translational research (CTR)

http://spectrum.stanford.edu/

http://spectrum.stanford.edu

OTC Mission

Enhance the quality of clinical and translational research performed at Stanford by:

- **Providing education**, required training and professional growth opportunities

- Functioning as a **single point of contact** for Industry and Faculty with queries regarding clinical research at Stanford

- **Working with University and Hospital** administrative offices on compliance and clinical trial processes

- **Maintaining the regulatory integrity** of a growing community of sponsor-investigators at Stanford

- Managing the **Health Screening, Safety and Compliance (HSSC) program** for School of Medicine clinical research staff involved in human subjects research

- Administer the **HealthStream Training for Postdoctoral Scholars Program** for SoM clinical trainees involved in human subjects research

AND

We administer HealthStream Training for Postdoctoral Scholars

HealthStream™ Training for Postdoctoral Scholars

- A joint effort of Spectrum OTC and the Postdoctoral Affairs Office, in collaboration with Lucile Packard Children's Hospital (LPCH), and Stanford Hospital and Clinics (SHC).

- HealthStream Training is *mandatory* for all non-faculty School of Medicine (SoM) clinical research personnel, involved with clinical (human subject) research (clinical trials) who will be entering an SHC/LPCH location for their research.

- The goal of HealthStream Training is:
  - ***to protect the health and safety of Stanford University clinical research personnel working with patients, clinical trial volunteers and /or patient health information (PHI)*** and
  - to provide information and training for the safety of and to equip staff to perform patient-care duties within School of Medicine departments, in LPCH, SHC, VA Palo Alto Health Care System (VAPAHCS) and satellite facilities.

- HealthStream Training is completed through the e-Learning Management Tool- the HealthStream Learning Center™ (HLC).

Where do postdocs find more information?

Screenshot of Spectrum Website: Postdocs

http://spectrum.stanford.edu/accordions/postdoctoral-fellows

▼ **HealthStream Training for Postdocs (Research)**

The HealthStream™ Training for Postdoctoral Scholars Program is a joint effort of Spectrum Operations, Training and Compliance and the Postdoctoral Affairs Office, in collaboration with Lucile Packard Children's Hospital (LPCH) and Stanford Hospital and Clinics (SHC).

HealthStream™ Training is mandatory for all non-faculty School of Medicine (SoM) research postdoctoral scholars, involved with human subject research and data (clinical trials).

HealthStream™ Training is completed through the e-Learning Management Tool – the HealthStream Learning Center™ (HLC).

Goals of HealthStream™ Training for Postdoctoral Scholars

1. Protect the health and safety of Stanford University clinical research personnel working with patients, clinical trial volunteers and /or patient health information (PHI) and

2. Provide information and training for the safety of and to equip staff to perform patient-care duties within School of Medicine departments, in LPCH, SHC, VA Palo Alto Health Care System (VAPAHCS) and satellite facilities.

Completing Your HealthStream™ Training

- If you are a current or new postdoctoral scholar in the School of Medicine, please complete the online Assessment Form to determine whether you are eligible for HealthStream™ Training. To complete this form you will need your SU employee/student ID number and the name and email address of your department human resources administrator. If you completed HealthStream from SHC/LPCH, please indicate on the online form. These records may transfer to reduce duplicity.

- New postdocs are required to complete this training within 30 days of assignment date and annually thereafter.

- If you have already received your log-in instructions, please visit SUSOM HealthStream™ to view your HealthStream™ profile and access your training modules.

▶ **Other Training Resources – Stanford**

▶ **Professional Development Resources – Non-Stanford**

KEY POINTS

- Postdocs involved in clinical research at Stanford University School of Medicine are required to complete the online Assessment Form.

- New assignments are due within 30 days of first notice and annually thereafter.Competency modules should be obtained through SHC/LPCH.

- Highly recommend postdocs attend the General Orientation to Conducting Clinical Research at Stanford to become familiar with CTR at Stanford University.

CONTACT INFORMATION

Betty Cheng
Spectrum Program Manager
Research Education and Training
(650) 723-6460

NEXT STEPS

» **Complete Online Assessment Form**
Complete the online HSPDS Assessment Form to determine your requirement.

» **Access SUSOM HealthStream™ Learning Center**
If you have received your User Name and Password, log-in to SU HealthStream Learning Center.

» **Questions?**
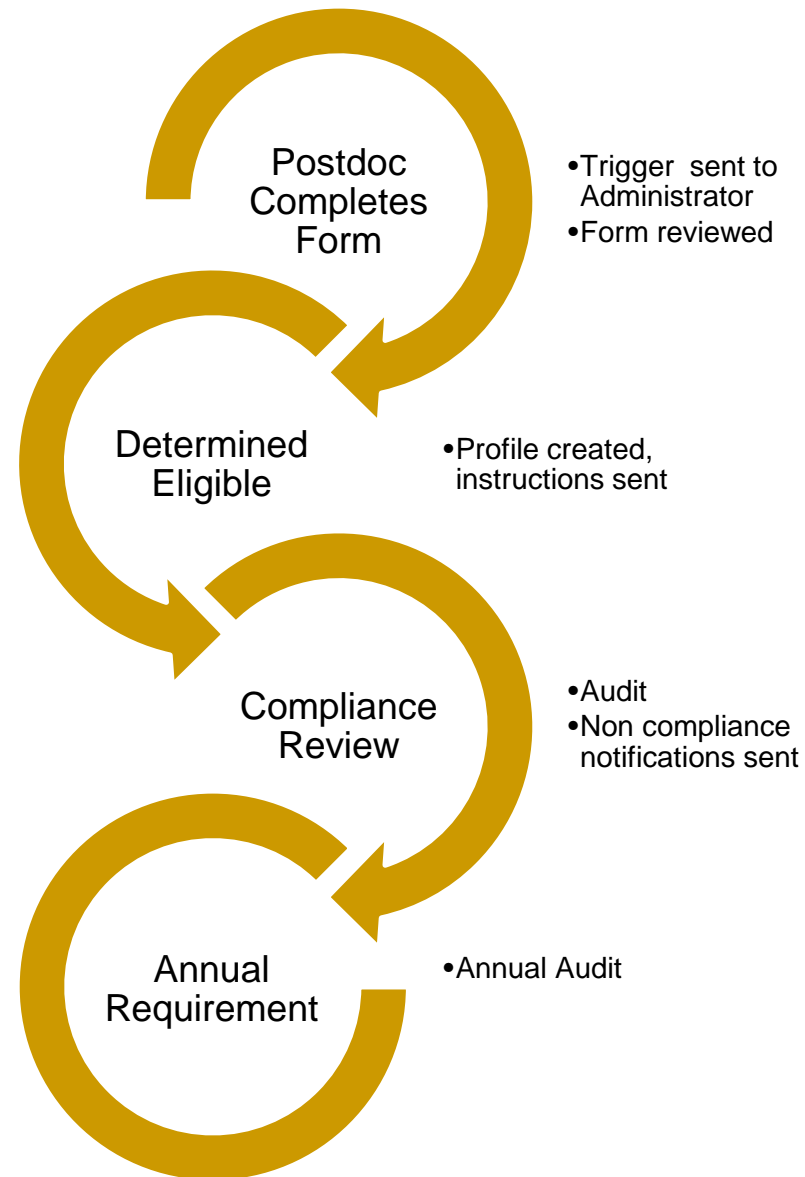OTC Education and Training Coordinator (Jessica P. Meyer)

Are the Postdoctoral Scholars in your department involved in Clinical Research?

HealthStream Training is **required** if

- the postdoctoral scholar has or will:
    1. Have in person, face-to-face contact with research participants? AND
    2. Be entering Stanford Hospital (SHC/LPCH/ and or clinics) for research purposes?

What is the Process?

Postdoc Completes Form
- Trigger sent to Administrator
- Form reviewed

Determined Eligible
- Profile created, instructions sent

Compliance Review
- Audit
- Non compliance notifications sent

Annual Requirement
- Annual Audit

Department Administrator Access to HealthStream

Department Administrator can obtain access to the HealthStream Learning Center to review and monitor HealthStream compliance for postdoctoral scholars.

Contact Jessica to obtain access and instructions. You will need to provide the following:

1. Name
2. Department/Division
3. Email
4. Stanford Employee ID # (8-digits)

What you will see…

Main Page   **"Student" Search**

Training and Education Resources

Please see Clinical Research Personnel Training Checklist (PostDocs).
http://spectrum.stanford.edu/accordions/postdoctoral-fellows/?ch2=7

- ❑ CITI Training (Human Subject Research Protection)

- ❑ eProtocol Training from the IRB

- ❑ See Training Assessment in STARS via AXESS (http://axess.stanford.edu)

- ❑ Biohazardous Material Training from EH&S

- ❑ Competency Training (i.e. Sedation),

    contact SHC: Vickey Weir, Ph: (650) 725-4611

- ❑ General Orientation- How to Conduct Clinical Research at Stanford

- ❑ Budgeting and Billing Training- How to Budget a Study and how the Billing System works at Stanford**

- ❑ Intensive Course in Clinical Research: Study Design and Performance

Clinical and Translational Research Resources

- **Cancer Center http://cancer.stanford.edu**

- **Research Compliance Office** http://humansubjects.stanford.edu

- **Environmental Health & Safety**
  http://med.stanford.edu/somsafety/training.html

- **Spectrum, The Stanford Center for Clinical and Translational Education and Research** http://spectrum.stanford.edu

  - **Spectrum | Operations, Training and Compliance**

  - http://spectrum.stanford.edu/researcher-resources/clinical/otc.html

    Email: clinicaltrials@med.stanford.edu

    - Services: CTR Planning; Biostatistics Consultation; Education and Training; Help Desk/Facilitator Services; Research Coordinator Services; Regulatory and Compliance Consultation; Study Navigator; CTR Management Tools and Services; Website

Questions:
    Jessica P. Meyer
    650- 498- 6140
    jpmeyer@stanford.edu

General Resources and Tools

- OPA Information

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

- Orientation Toolkit for Administrators

- HelpSU

- Call 498-7618

Please save the following dates:

- **PD Administrators Quarterly Meetings for 2013:**
  - April 4, 2013, 10-11:30 AM in LKSC 130
  - July 25, 2013, 10-11:30 AM (room TBD)
  - Nov. 14, 2013, 10-11:30 AM (room TBD)