
Processing of Clinical Trainee Appointments at the School of Medicine

Office of Postdoctoral Affairs

March 25th, 2015, 9:30am – 11:30am

LKSC 102

Agenda

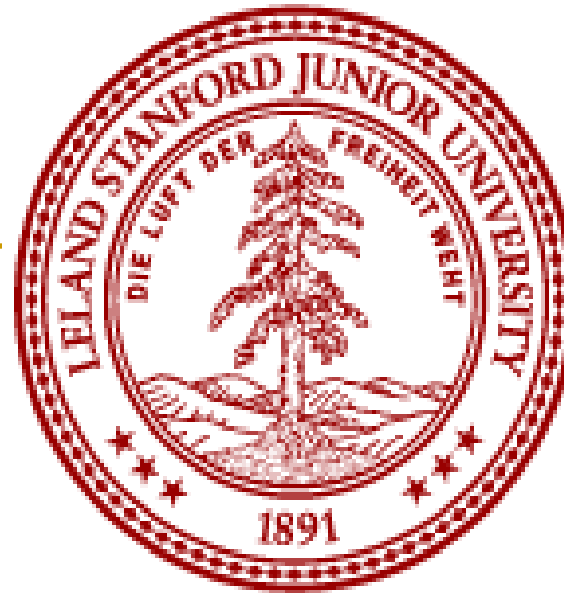
- Alistair Murray, Introduction
 - Letitia Heshmat, SU Occupational Health
 - Ann Dohn, Graduate Medical Education
 - Jessica Mendonça, Office of Academic Affairs
 - Ann Bjelland, Faculty Compensation
 - Alistair Murray, Office of Postdoctoral Affairs
-

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

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
-



Stanford University Occupational Health Center Office of Environmental Health & Safety

March 2015

**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
- <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

Occupational Exposures Assessment Questionnaire

What to Do



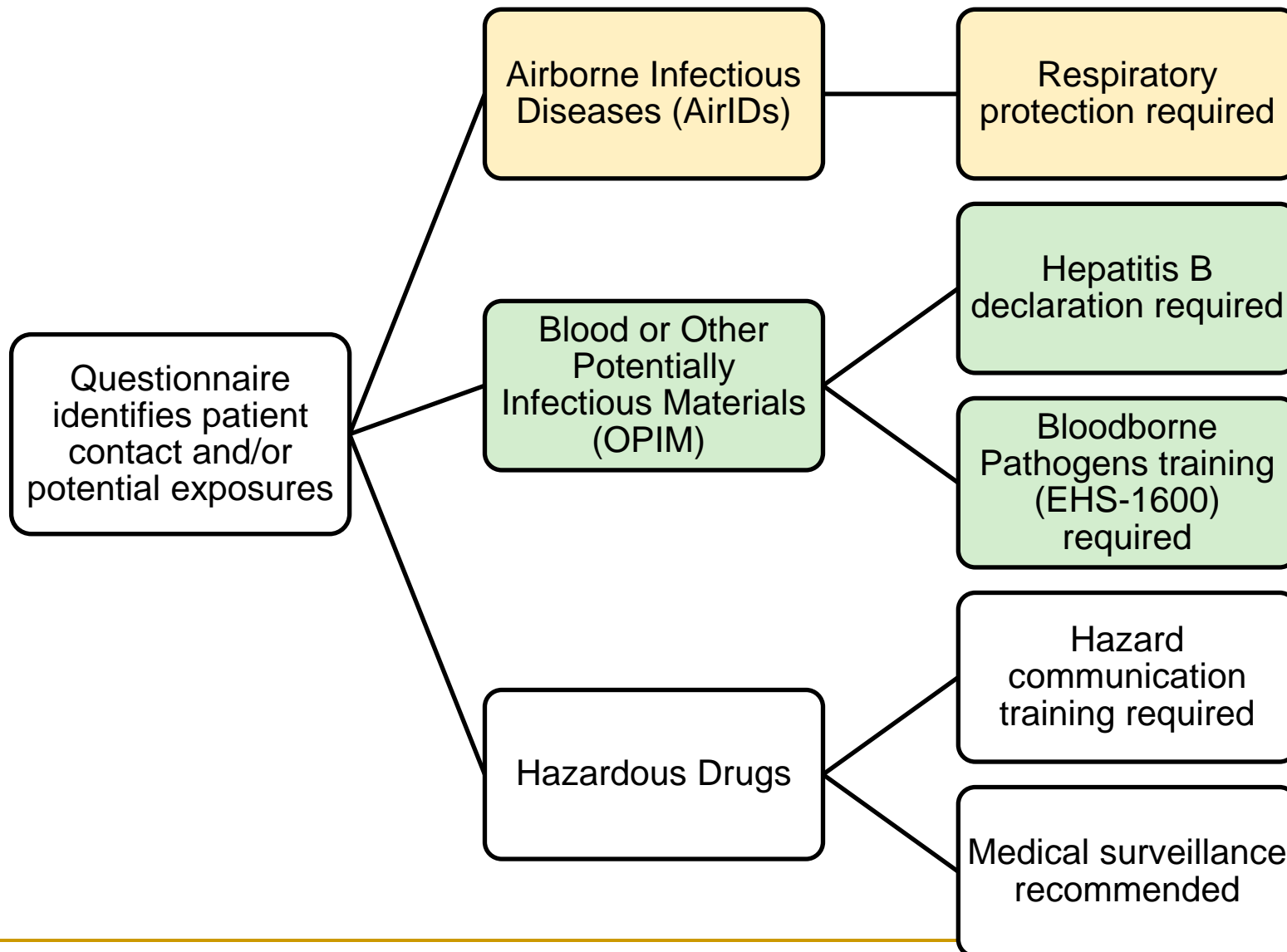
- PIs/Supervisors
 - Identify clinical research staff's potential exposures by completing questionnaire
 - Ensure clinical research staff completes required actions outlined in OHC response
- Clinical research staff
 - Complete all required actions outlined in OHC response
 - Specify if OR clearance 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



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 1year
 - 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
-



Stanford University

Department of Environmental Health & Safety

Occupational Health and Safety Program

Occupational Health and Safety Services

Reproductive & Developmental Hazard Assessments



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>

STANFORD UNIVERSITY **ENVIRONMENTAL HEALTH & SAFETY**

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RESEARCH & LABORATORY SAFETY

MAINTENANCE AND CONSTRUCTION SAFETY

ENVIRONMENTAL PROGRAMS

OCCUPATIONAL HEALTH CENTER

To see more program choices look here:

Asbestos & Lead

To search EH&S web site:

[Lessons Learned: A Campus Laboratory Fire Involving Lithium Aluminum Hydride](#)

[UCHS Task Force for Advancing the Culture of Laboratory Safety at Stanford University](#)

[Heat Illness Prevention](#)

[Holiday Fire Safety Information](#)

[INCIDENT REPORT / HAZARD CONCERN](#)

[CHEMICAL INVENTORY](#)

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Stanford HOME

Sustainable

SUOHC Appointments Call (650) 725 – 5308

Monday – Friday 8am to 5pm

Thank you

**Stanford University Occupational Health Center
Office of Environmental Health & Safety**

480 Oak Road
Environmental Safety Facility Building
Stanford University

Onboarding for Clinical Fellows 2015

Department of Graduate Medical
Education

Clinical Post Docs

- Deadline for completed packets to GME is
 - June 2, 2015
 - Incomplete packets will not be accepted
 - GME website link for Post Doc Appointments/Reappointments (below)
 - http://med.stanford.edu/gme/current_residents/post_doc_appts.html



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



STANFORD UNIVERSITY
OFFICE OF POSTDOCTORAL AFFAIRS

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 #: _____
(Last, First Middle Initial)

Department/Division: _____

Specialty: _____ Degree(s) Completed: MD PhD

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.) **PI Initial:** _____

May have incidental patient contact during his/her fellowship.
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://humansubjects.stanford.edu/research/medical/medical.html> OR
Nonmedical Research: <http://humansubjects.stanford.edu/research/nonmedical/nonmedical.html> **PI Initial:** _____

Full patient care responsibilities of a clinical fellow. **PI Initial:** _____

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

If yes, please indicate the type of accreditation: ACGME ABMS 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 areas of training.

California Medical License #: _____ Expiration Date: _____

Attach a copy of the Medical School diploma and a copy of the California Medical License showing the expiration date. For international medical school graduates, please also include a copy of the ECFMG certificate.

Postgraduate Year: I II III IV V Other _____

Previous Training (List Speciality & Location):

PGY I _____ Dates: _____

PGY II _____ Dates: _____

PGY III _____ Dates: _____

PGY IV _____ Dates: _____

PGY V _____ Dates: _____

Postdoctoral Fellow Signature: _____ Date: _____

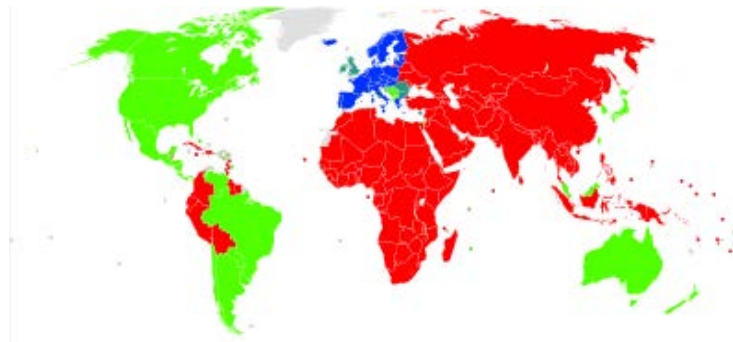
Faculty Sponsor Name: _____ Title: _____

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
 - Deadline 4/1/2015



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

Policy

School of Medicine Faculty Handbook

Chapter 3.2.E.3.a

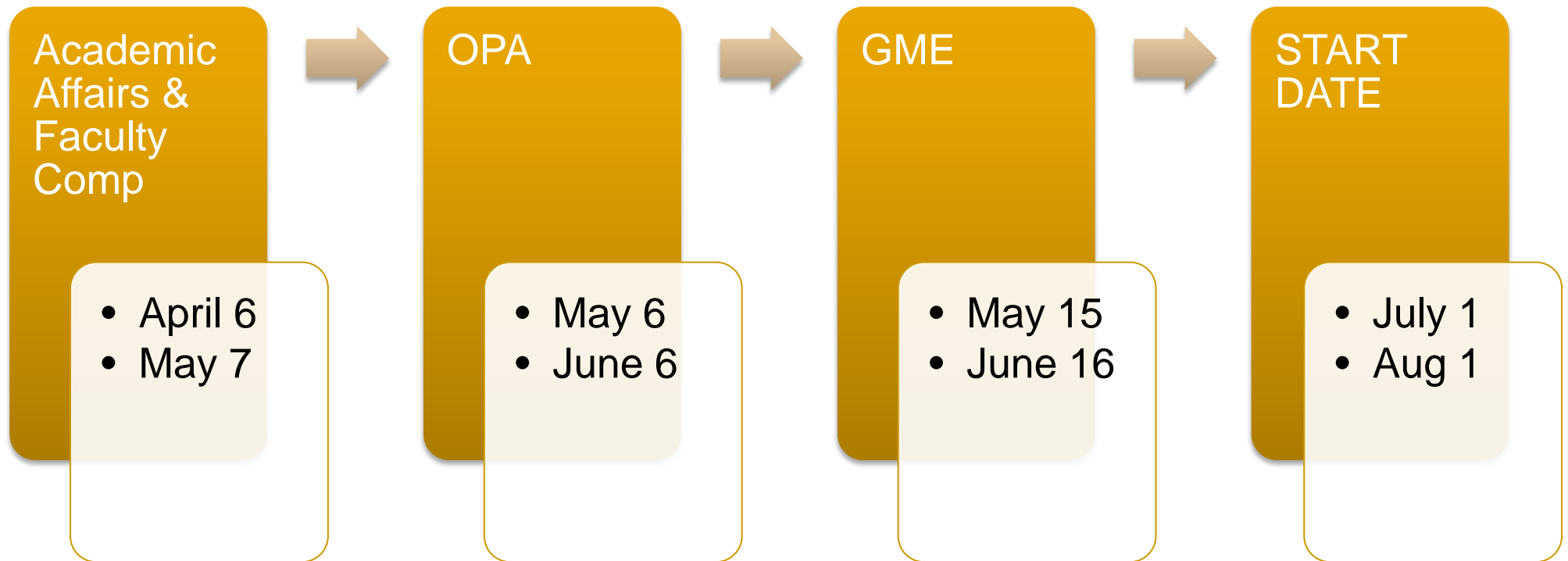
Concurrent Fellow / Clinical Instructor appointments are for exceptional circumstances

- ❑ 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

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, 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	
Department uploads signed concurrent offer letter to the Recommendation Form in PD Web Forms	Applicant accepts Clinical Instructor position offer, signs and returns offer letter to department/division	
	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



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>

Appointment Role & Responsibilities

RECOMMENDATION

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

Action type: (Select one or more)

<input type="checkbox"/>	Add additional department or division	<input type="checkbox"/>	Extend current appointment
<input type="checkbox"/>	Appoint	<input type="checkbox"/>	Reappointment review in process
<input type="checkbox"/>	Line change	<input type="checkbox"/>	Promotion review in process
<input type="checkbox"/>	Change appointment dates	<input type="checkbox"/>	Terminal extension
<input type="checkbox"/>	Change percent time of appointment (FTE)	<input type="checkbox"/>	Promote
<input type="checkbox"/>	Change primary department or division	<input type="checkbox"/>	Reappoint
<input type="checkbox"/>	End a concurrent department or division affiliation	<input type="checkbox"/>	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”

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

1. PeopleSoft “Concepts & Compliance”. Online at <https://web.stanford.edu/dept/as/PeopleSoft/Requirements.html>
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 Birch Modular, Lab B, 215 Panama St., between 9:15am and 11:15m

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?

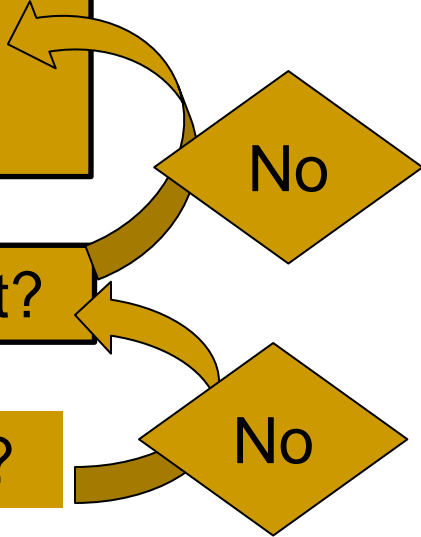
Yes! Offer letter automatically generated to trainee

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

Appointment Start Date	Complete & Correct Appointment in Workflow to OPA	GME Deadline*
July 1	May 15	June 2
August 1	June 23	July 2

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

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.
- 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
 - ❑ Use Stanford offer letter (modified for PAVIR 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/pdf-forms/JobAidClinicalTrainees%20v2.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 2015:**
 - April 9, 2015, 10-11:30 AM in LKSC 101/102
 - July 23, 2015, 10-11:30 AM in LKSC 120
 - Nov. 12, 2015, 10-11:30 AM (room TBD)

