

Appointments 101


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Appointments 101

- ◆ Basic Terminology
- ◆ Why?
- ◆ Appointments Defined
 - Short-Term vs. UCSF
 - ◆ Short-Term, Elective (including process)
 - ◆ Visiting Scholar (including process)
- ◆ UCSF Housestaff Process and Description of Forms

Basic Terminology

- ◆ Graduate Medical Education/
Postgraduate Training
 - ◆ Resident and Fellow Affairs
 - ◆ Resident
 - ◆ Clinical Fellow
 - ◆ Post Doctoral Scholar (not an OGME appointment)
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Why?

- ◆ GME appointment for residents and clinical fellows required
- ◆ Cannot be involved in patient care
- ◆ Housestaff credentialing

Appointments Defined

The image features a solid teal background. At the bottom, there is a silhouette of a mountain range in a slightly darker shade of teal. The text "Appointments Defined" is centered in the upper half of the image in a light yellow, sans-serif font with a thin black outline.

Elective vs. UCSF

- ◆ Elective, Short-Term Appointment
 - Resident/clinical fellow appointed at another institution
 - Rotation will be less than 90 days
 - Pay, benefits, malpractice covered by home program
- ◆ UCSF Appointment
 - Member of UCSF Housestaff
 - Paid by UCSF payroll, UCSF stipend desk or SFGH (sometimes directly from an outside source)
 - Will graduate from a UCSF training program

Short-Term vs. Visiting Scholar

◆ Visiting Scholar

- Cannot touch patients or participate directly in patient care
- Observation only
- Not limited to residents and clinical fellows

◆ Short-Term

- Visitor must be a resident or clinical fellow at another institution
- Treated like a UCSF trainee
- Can participate in patient care as Department sees appropriate

Visiting Scholar

- ◆ Letter from Department no longer sufficient
- ◆ Packet similar to short-term rotation packet
 - Includes:
 - ◆ Health statement
 - ◆ Application
 - ◆ CV
 - Submit at least one month prior to start date
 - Available on OGME website

Short-Term Requirements

- ◆ Application must be complete, with all signatures, percent time and program code
- ◆ Proof of minimum malpractice coverage of \$1,000,000 per occurrence
- ◆ Two PPDs within last two years
 - PPD -: Most recent within three months
 - PPD +: copy of chest x-ray interpretation (within 12 months)
- ◆ Proof of immunizations – complete OGME forms and supporting documentation - SIGNED

Short-Term New vs. Continuing

◆ New

- Never rotated at UCSF (includes affiliates that have never actually been here)
- Full packet

◆ Continuing

- Previously rotated at UCSF with an OGME appointment
- Only needs one PPD and continuing paperwork

Short-Term Process

- ◆ Complete packet for all short-term rotators, including affiliates
- ◆ Submit to OGME *one month* prior to first day of rotation
- ◆ OGME will enter into RFS
- ◆ Provider ID will be generated by OGME

UCSF Appointments and Description of Forms

The background is a solid teal color. At the bottom right corner, there is a silhouette of a mountain range in a slightly darker shade of teal.

Appointment of UCSF Housestaff

- ◆ Yearly
- ◆ Appointment season is approximately February through June
- ◆ 95% of housestaff start between June 16th and July 1st
- ◆ Approximately 1,250 appointments
 - About 1,300 over the course of one year
- ◆ Involves completion of paperwork and entry into RFS

New vs. Continuing

◆ New

- Never been appointed as housestaff at UCSF

◆ Continuing

- Been appointed as housestaff at UCSF previously
 - ◆ In your Department
 - ◆ In another Department
 - ◆ Resident becoming a clinical fellow

Electronic Forms

- ◆ Word Forms with ability to mail merge from an Excel spreadsheet
 - Spreadsheet and detailed instructions will be provided
 - Will be able to save each packet by trainee to email or print/send
- ◆ Packets
 - 26 different packets
 - ◆ Two categories: ACGME, Non-ACGME
 - ◆ i.e. New, US Medical Graduate, Unlicensed (ACGME)

Appointment Checklists

- ◆ Checklists must be complete and on top of every appointment packet submitted to OGME
 - Short-term and UCSF appointments
- ◆ Check appropriate box, explain if something is not attached
- ◆ Print name, sign, phone number
- ◆ Paperwork in order listed on checklist

Appointment Paperwork

- ◆ RDOC
- ◆ Contract Letter
- ◆ Attestation
- ◆ CA License or Postgraduate Training Registration Form (L3)
- ◆ Health Statement
- ◆ TB Skin Test(s) or Chest X-Ray
- ◆ Immunizations (New only)
- ◆ Abuse Reporting Form (New only)
- ◆ CV (New only)
- ◆ HIPAA Confidentiality Statement
- ◆ Competencies
- ◆ Non-ACGME Fellow Credentialing Requirements
- ◆ SFGH Paperwork (if applicable)
- ◆ VA Application (if applicable)
- ◆ ECFMG Certificate (New FMGs only)
- ◆ Visa (if applicable)
- ◆ Postgraduate Training Authorization Letter (New FMGs)

RDOC

- ◆ Printed from RFS after entry of data
- ◆ Must be signed by the Program Director and Program Coordinator
- ◆ If you can only print the RIRS or RIAH screens, must still be signed

Contract Letter

- ◆ Contract Letter templates are updated each year by OGME and GMEC
- ◆ Different letters for ACGME and non-ACGME housestaff
- ◆ Letters for continuing housestaff must be completed by February 28th (don't send to GME until entire appointment is submitted)
- ◆ Departments may make minimal changes if need be, but must closely adhere to template
- ◆ Must be signed by Program Director, Department Chair and trainee
- ◆ Do not have PD and Chair sign until after review of the completed attestation

Title Codes and PGYs

- ◆ Title Codes (used in RFS)
 - R = Resident
 - F = Non-ACGME Fellow
 - S = ACGME fellow
 - Add a number to the appropriate letter (1 – 9) based on PGY in program (not actual)
 - Ranks will be used in E*Value – discussed at training
- ◆ Postgraduate Training Year (PGY) in Program
 - Based on required training to qualify for the program
 - All first, second, etc. trainees in your program have the same PGY regardless of previous training
 - i.e. Cardiology Clinical Fellow – must have completed a three-year Internal Medicine residency = S4
 - ◆ If the person did a Chief year, so he/she had 4 years of previous training, title is still S4

Salaries

- ◆ Based on PGY in program
- ◆ Resident pay does not have range
- ◆ Clinical Fellows can be paid in a range
 - Must be paid the minimum on the UCOP scale
 - Can be paid higher, however, all fellows at the same level must receive the same pay unless an exception is granted by Amy
 - ◆ Exceptions: paid by a grant that stipulates pay higher than the UCOP scale, person is doing extra work, etc.
- ◆ If a trainee is being paid by an outside source (i.e. foreign government) he/she must still be paid on the UCOP scale...no more (unless there is an approved exception), no less
 - If the pay is less, the Department must make up the difference

Attestation

- ◆ Questions about medical malpractice claims against them, felonies, etc.
- ◆ Provide education, testing, and postgraduate training information
- ◆ Must be signed by resident/clinical fellow and program director
- ◆ Send with contract letter
- ◆ After completion by the resident/clinical fellow, it is reviewed by the program director and signed
 - Contract letter may then be signed by program director and chair

Postgraduate Training Registration Form

- ◆ For all trainees that are not licensed in the state of California
- ◆ Formerly called the L3
- ◆ Coordinator responsibility to fax or send a copy to the Medical Board

California Medical License

- ◆ US medical graduates need one year of approved US training to qualify for a license
 - Must obtain by July 1 of third year of training
- ◆ Foreign medical graduates need two years of approved US training to qualify for a license
 - Must obtain by July 1 of fourth year of training
- ◆ Cannot work without a license – provider ID will be shut off if license expires or isn't obtained
- ◆ 2111 – call Amy

Health Statement

◆ New

- Cannot be signed by trainee, only health care provider
- Must have all vaccinations or titers
- Two TB skin tests if negative history
 - ◆ One March 1, 2008 or later (if starting June/July – if not, within 3 months of start date)
 - ◆ One within two years of start date
- If TB skin test positive, must provide a written interpretation of a chest x-ray done within 12 months

◆ Continuing

- PPD (only if history of PPD negative)
- Answer all health questions

PPDs

- ◆ For June/July start dates, PPDs will only be accepted that have been done March 1, 2008 or later
 - For continuing if PPD negative
 - For new if PPD negative, proof of two PPDs, one March 1, 2007 or later and one done with two years of start date
- ◆ New housestaff that are PPD positive must submit a written interpretation of a chest x-ray done within 12 months of start date
- ◆ Continuing housestaff that are PPD positive only need to complete the sign and symptom review unless conversion just occurred (call Amy if this happens)
- ◆ Cannot be given or read by housestaff

Extended Hours

- ◆ PPD extended hours for housestaff
- ◆ At UCSF and SFGH
- ◆ March and April

Immunizations

- ◆ All new housestaff must complete the Immunization History
- ◆ Provide supporting documentation
- ◆ Must be signed by health care provider

Abuse Reporting Form

- ◆ Requires signature of trainee

CV

- ◆ Most recent copy of CV
- ◆ ERAS application is okay
 - Only for those housestaff that are starting training in the same year they applied
 - Actual CV is preferred

HIPAA Confidentiality Statement

- ◆ Requires trainee signature
- ◆ Must complete each year

Competencies

- ◆ Defines procedures that a trainee may perform unsupervised
- ◆ Extremely important...JCAHO requirement
- ◆ Will receive from Amy

VA Paperwork

- ◆ VA Application
- ◆ Only complete if a trainee will be rotating at San Francisco VA
- ◆ Only need to be completed one time
- ◆ Can be done in first year even if the rotation doesn't occur in the first year

SFGH Paperwork

- ◆ SFGH packet for new housestaff
- ◆ Conviction history each year

Visas

- ◆ Contact the International Students and Scholars Office as soon as you know you need a visa
- ◆ Sponsor J1s only
 - Exception: if someone already has an F1 or an H1B, an H1B transfer will be sponsored if approved by the Department and OGME

ECFMG Certificates

- ◆ All foreign medical graduates must have a valid ECFMG certificate
 - Except Canadian graduates
- ◆ Medicare reimbursement and J1 visa purposes

Postgraduate Training Authorization Letter (PTAL)

- ◆ Obtained by foreign medical graduates from the California Medical Board
- ◆ Mandatory
- ◆ Process is similar to licensing and can take several months

Non-ACGME Fellows

- ◆ All Non-ACGME Fellow are required to have the following:
 - Clinical Fellow Appointment (GME)
 - Clinical Instructor w/o Salary Appointment (Academic Affairs)
 - Faculty Privileges (Medical Staff Office)
 - ◆ Privileges will only be assigned in conjunction with previous residency training
- ◆ OGME is working closely with the Med Staff Office to ensure these requirements are met
- ◆ All of these must be in place by June 30th
 - If not, the fellow cannot work

2008 Appointment Process

- ◆ Two rolling deadlines
- ◆ Everyone has a priority window
- ◆ Three-week response from GME Office
 - Detailed report of what has been received
 - Three-weeks from deadline, not from when the documents were submitted
- ◆ All missing documents must be submitted Three-weeks after deadline/receipt of report
 - Anything submitted later than two weeks after receipt of report is considered late
 - No guarantee trainee will be able to work on start date
- ◆ Housestaff with incomplete packets on start date will not be issued provider IDs and will be unable to work

Submission of Packets to GME

- ◆ All packets must be complete and have the checklist attached
 - Exceptions: License, visa, PTAL
- ◆ Please hand-deliver all packets
 - Don't fax
 - SFGH and VA – call us ahead of time and we can meet a shuttle
- ◆ Give packets to Helen or Amy's assistant, do not set them on Amy's desk or anywhere else in the office

What happens next?

- ◆ Each packet is reviewed for completion
- ◆ Double-check entry in RFS
- ◆ Provider ID generated
- ◆ VA and SFGH forms are sent to appropriate location
- ◆ Health forms are sent to Occupational Health
- ◆ Reports for departments are generated
- ◆ Filing

A little treat every time you drop off
appointment paperwork at the GME
reception desk!

