

Department Guide to Steps for Non-ACGME Fellow Clinical Instructor WOS Appointment

Refer to *Non-ACGME Fellow Clinical Instructor WOS process map* for overview of roles and responsibilities. Map may be found at: https://hr.ucsf.edu/files/Academic_Non-ACGME_ClinicalInstructor_WOS_12.2012.pdf.

Appointment

Department Role

The paid appointment (title code 2732) is managed by the department. For those departments that have “opted in” for clinical trainee payroll support, the OLPPS set up and funding change transactions are handled by the HR Service Center.

For the Non-ACGME Fellow Clinical Instructor WOS appointment, the department should take the following steps according to the department’s internal timeline for the fellowship selection/appointment process:

- 1) Prepare and provide offer letter to fellow.
- 2) Ensure completion of GME packet by fellow.
- 3) Forward completed GME packet to GME Office.
- 4) Provide appointment letter, fellow’s CV, contact information and DOB to HRSC to request HS Clinical Instructor WOS appointment.
 - a. Departments should allow sixty days processing time for the Clinical Instructor WOS appointment.
- 5) Create E-Value Profile for fellow.
- 6) Initiate Medical Staff privileges and, if appropriate, Medical Insurance Credentialing.
 - a. This is initiated by the department, which works with the fellow, to submit necessary documentation to the Medical Staff Office; please note that this is a lengthy process.
- 7) Conduct new hire orientation for fellow; this is generally conducted with Resident Orientation through the GME Office.
- 8) Manage on-boarding, including new hire paperwork, benefits orientation.
- 9) Set up appointment and key paid appointment in OLPPS **OR** if department has opted-into HR Service Center support for clinical trainees, route OLPPS payroll set up and entry for the paid appointment to the HR Service Center via HR SRS (see detailed procedure at <https://hr.ucsf.edu/index.php/aphr/article/residents-and-fellows-process-maps/>).
- 10) Maintain personnel file and paperwork in the department.
- 11) Provide CV, offer letter, and contact information of fellow (Name, email address, phone #, DOB) to Service Center.
- 12) End of appointment – Off Board (separation, last check, etc.).

HR Service Center Role

- 1) Upon receipt of appointment letter, CV and fellow’s contact information from department, initiate HS Clinical Instructor FY WOS appointment.
- 2) Follow steps for WOS appointment (see Appointment process map at https://hr.ucsf.edu/files/Academic_Appointment_2.2012.pdf), including creation of packet in Advance, drafting chair letter from template, routing packet for certification and obtaining

approval for appointment. Note: *Include non-ACGME in the Chair's letter for faster processing through the VPAA Office.*

- 3) Provide copy of approval to department for fellow's personnel file.
- 4) Key WOS appointment distribution into OLPPS.

Renewal

Department Role

- 1) Decide whether or not to renew appointment.
- 2) Prepare and provide reappointment letter to fellow.
- 3) Confirm approval from GME Office and Medical Staff Office.
- 4) Key extension of paid appointment in OLPPS *OR* if department has opted-into HR Service Center support for clinical trainees, request HR Service Center to key extension of paid appointment in OLPPS via HR SRS (see detailed procedure at <https://hr.ucsf.edu/index.php/aphr/article/residents-and-fellows-process-maps/>).
- 5) Inform HR Service Center of decision to renew HS Clinical Instructor WOS appointment and provide reappointment letter to HR Service Center.

HR Service Center Role

- 1) Extend WOS appointment extension distribution into OLPPS.