

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

### Appointment and Re-Appointment for Clinical Adjunct Faculty

SOP #: FAF.002.04

Effective Date 7/24/19

Last Revision/Review 10/16/25

#### 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://burrell.edu/employee-handbook/>

#### 3. Faculty/Staff Responsibilities

##### 1. DO Program:

Regional Academic Center Coordinators: Identify potential preceptors and upload necessary documents in CAPRI. Communicate with Third Year Clerkship coordinator on preceptors ready for appointment

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

##### 2. MHSA Program:

- a. Clinical Rotations Coordinator: Identify potential preceptors and upload necessary documents in CAPRI. Verifies preceptor qualification and marks “ready for appointment” in CAPRI.

3. Credentialing Coordinator: Processes and maintains new appointment files, emails required documents to preceptors, manages reappointment of preceptors based on term date and appropriate documents.

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

5. Dean of the DO Program or Program Director for MHSA Program: Reviews and approves preceptor appointments if Asst. Dean of Faculty Affairs is unavailable.

#### 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 (DO Program) or the Clinical Rotations Coordinator (MHSA Program) 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. Credentialing Coordinator will verify all required documents are uploaded in CAPRI.
  - b. Credentialing Coordinator will create an electronic folder with the following documents.
    - i. Appointment Letter with appropriate appointment based on experience
    - ii. CV
    - iii. Board Certification

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1. For the DO Program, physician faculty in the patient care environment at core rotation sites must have had AOA or ABMS board certification at some time in their career or be currently board eligible in the specialty being taught.
  2. For the MHSA Program, physician faculty must be anesthesiologists who have current board certification.
    - iv. Current Medical License
    - v. Malpractice Insurance file will be also uploaded to the electronic folder
  - c. The Assistant Dean of Faculty Affairs will be notified for verification of correct appointment and approval. If the Assistant Dean of Faculty Affairs is unavailable, the Dean of the DO Program or the Program Director for the MHSA Program is notified.
    - i. DO degree clinical adjunct will be appointed to the Department of Clinical Medicine.
    - ii. MHSA degree clinical adjunct will be appointed to the Department of Anesthesia.
  - d. Within 48 hours of request, the Credentialing 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 (DO degree program) or Program Director (MHSA degree program) will be asked to review the file and approve the appointment.
  - e. Credentialing Coordinator will e-mail 3<sup>rd</sup> year Clerkship Coordinator (DO Program) or the Clinical Rotations Coordinator (MHSA Program) notifying appointment to initiate the process of uploading in New Innovations-Location.
  - f. The Credentialing Coordinator will e-mail the appointment letter along with the Preceptor Handbook, E-Library Flyer, and appropriate syllabi to preceptor within 48 hours of appointment.
  - g. Appointment files are maintained stored electronically by the Office of Faculty Affairs
  - h. Once a preceptor is marked as “appointed” they will automatically be uploaded in New Innovations.
2. DO Program – Specific Considerations
    - a. 4<sup>th</sup> year non-core rotation preceptors will not receive an appointment. These cases will be marked as “Approved” in CAPRI instead of “Appointed”.
    - b. Physicians who have never been board certified or who are not board eligible by the AOA or ABMS may be appointed for non-core rotations with approval from the Associate Dean of Clinical Education and/or the Dean, or designee. Considerations may include, but are not limited to, experience, hospital privileges, and/or participation in community insurance plans.

### **Process for Re-Appointment:**

1. Credentialing Coordinator will manage CAPRI/Excel file and process reappointment upon expiration of the appointment unless a preceptor has requested to be withdrawn.
2. Credentialing 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.

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3. Once approved by the Assistant Dean of Faculty Affairs, re-appointment letters will be e-mailed to preceptors along with updated Preceptor Manual (for DO degree program) and syllabi (as appropriate).
4. Credentialing 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 College maintains access to the following for board certifications.:
  - a. <https://certifacts.abms.org/Login.aspx> (Board Certification for DOs and MDs; Login Required)
  - b. [https://aoaprofiles.org/sign\\_in.cfm](https://aoaprofiles.org/sign_in.cfm) (Board Certification for DOs Only; Login Required)
6. Access to medical licenses is obtained by initiating an online search for medical license in the state in which the physician practices.
7. For the DO Program:
  - a. Credentialing Coordinator will review expiring Malpractice documents and e-mail Clinical Education on the 5<sup>th</sup> of each month with a list of expired documents requesting new documents to be uploaded.
8. For the MHSA Program:

Credentialing Coordinator will review expiring malpractice documents and email the Clinical Rotations Coordinator on the 20<sup>th</sup> of each month with a list of expired documents requesting new documents to be uploaded by the Clinical Rotations Coordinator.

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

### **7. Maintenance**

Department Head of Faculty Affairs

### **8. Signature**

Approved by \_\_\_\_\_

Department Head of Faculty Affairs

10.16.25

\_\_\_\_\_ Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

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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
1/6/2023	All	Updated Links and specified that storage is electronic		1.6.2023
10/11/2023	5	Addressed the COCA 2023 standards for a mechanism to review and approve credentials of physician faculty who have never been board certified.		10.13.2023
10.2.25	All	Updated to include appointments for other degree programs		10.25.25