

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Process of Resident Appointment, On-Boarding, and Evaluation		SOP #: FAF.006.01
Effective Date	3.9.2020	
Last Revision/Review	5.10.2024	

1. Purpose

This procedure describes the steps to be followed for the process of appointing residents, on-boarding, evaluation, and tracking their teaching effort.

2. Related Policy/Authority

Employee Handbook: <https://burrell.edu/employee-handbook/>

Faculty Handbook: <https://burrell.edu/faculty-handbook/>

3. Faculty/Staff Responsibilities

Administrative Coordinator: Process new appointments for residents, send appointment letters, collect teaching effort, distribute and collect evaluations, and organize Burrell portion of training for residents.

Assistant Dean of Faculty Affairs: Approve appointment for onboarding of new resident

Department Chair of Clinical Medicine: Complete evaluation for resident at the end of teaching rotation.

Division Chief of OMM: Complete evaluation for resident at the end of teaching rotation in OMM lab.

Administrative Assistant for Clinical Medicine: Provide resident teaching time in PCP lab to Faculty Affairs Coordinator.

4. Definitions/Abbreviations

- A. CAPRI- Clinical and Professional Resource Information System
- B. FERPA- Family Educational Rights and Privacy Act
- C. Title IX- The Federal Title IX Act prohibits discrimination on the basis of sex in educational programs or activities that are federally funded
- D. Qualtrics- Online system to send/receive surveys at Burrell

5. Procedural Steps

Process for Identifying and Appointing New Residents:

1. The Administrative Coordinator will work with the Residency Directors and Coordinators at MountainView Medical Center and Memorial Medical Center beginning in June to identify arriving residents.
2. Administrative Coordinator will collect a CV for each resident from coordinators for appointments.
3. Once the Administrative Coordinator obtains the resident's CV, the Coordinator will obtain the resident's medical license on the following websites.
 - a. <http://docfinder.docboard.org/nm/> (MDs and DOs)
 - b. <http://verification.rld.state.nm.us/> (DOs only)
4. Once the Administrative Coordinator has obtained medical license and CV, an appointment letter will be generated with rank of Clinical Instructor in the Department of Clinical Medicine

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expiring on June 30 of the following year. If no license is available for a PGY-1, they will operate under the institutional license for residency.

5. Once the appointment is approved by the Assistant Dean of Faculty Affairs, the Administrative Coordinator will e-mail the appointment letter to the resident and copy the Chair of Clinical Medicine, and Residency Director.
6. The Administrative Coordinator will enter the resident in CAPRI under *Resident* section.

Process for On-Boarding Newly Appointed Residents:

1. Once a resident has been identified and appointed there will be a mandatory training for the resident. The resident training will occur during the resident training at their affiliated hospital. The Administrative Coordinator will work with the respective hospitals for training dates.
2. Training will include the following agenda items:
 - a. Library Resources
 - b. Faculty Affairs Resources
 - c. Title IX
 - d. FERPA
3. Residents are required to pick up a visitor badge on the first day of their teaching rotation at Burrell and utilize the visitor badge while they are working at Burrell.
4. As time permits throughout the semester, additional training will be provided via Faculty Affairs and the Department of Clinical Medicine.
5. Residents will be included in FAME calendar invites when the material is appropriate for their training.

Process for Collecting Teaching Time and Evaluation:

1. The Administrative Coordinator will send out a Qualtrics survey to the Division Chief of OMM or the Department Chair of Clinical Medicine, depending on the resident's teaching assignment at the end of the resident's rotation.
2. The Administrative Coordinator will collect the Qualtrics survey and store in the resident's file.
3. Information on teaching time will be maintained in an excel file in the Faculty Affairs drive.

Off-Boarding of Residents:

1. At the end of the final resident appointment, the resident's file in CAPRI will be changed to *Inactive* status by the Administrative Coordinator.
2. Once a resident is marked as *Inactive*, the Administrative Coordinator will e-mail IT to remove access to Outlook and library resources.
3. Residents are required to return their visitor badge to IT at the end of their teaching rotation.

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

7. Maintenance

Department Head of Faculty Affairs

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8. Signature

Approved by	5.10.2024
Department Head of Faculty Affairs	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1.5.23	All	Updated Hyperlinks and position titles.		1.5.23