

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Credentialing</b>		<b>SOP #: HR.002.03</b>
Effective Date	05/31/2017	
Last Revision/Review	Reviewed 1/9/2019, 08/28/19, 8/30/19, 12/01/21, 4/27/23	

### **1. Purpose**

To ensure all faculty at Burrell College of Osteopathic Medicine and affiliated clinical sites are appropriately qualified and credentialed in a timely manner.

### **2. Related Policy/Authority**

BCOM Policy B7010

### **3. Faculty/Staff Responsibilities**

This applies to all academically approved faculty at Burrell College Osteopathic Medicine and affiliated clinical sites.

### **4. Definitions/Abbreviations**

JazzHR: Online application system for on-campus faculty candidates

CAPRI: Online application system for preceptors

### **5. Procedural Steps**

1. The credentialing process for all faculty begins when applying for a position with Burrell. Current CVs are submitted by potential faculty, typically via JazzHR (teaching faculty) or CAPRI (preceptors). The remainder of credentialing documents are collected upon acceptance of offer or hire.
2. Credentialing documents collected for faculty:
  - a. On-Campus Non-Physician Faculty
    - i. Curriculum Vitae
    - ii. Transcript from institution from where highest degree was achieved
  - b. On-Campus Physician Faculty
    - i. Curriculum Vitae
    - ii. Board Certification (if certified)
    - iii. Medical license
    - iv. Transcript from institution from where highest degree was achieved
  - c. Preceptors
    - i. Curriculum Vitae
    - ii. Board Certification (if certified)
    - iii. Medical license
    - iv. Malpractice insurance
  - d. Department Chairs or equivalent in clinical departments or disciplines

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- i. All documents of On-Campus Physician Faculty (see 2b above) as well as the following
  - ii. Family Medicine, Internal Medicine and Pediatrics
    1. Chair must be a DO
    2. Chair must be AOA or ABMS board certified in their primary specialty
  - iii. Osteopathic Manipulative Medicine/Neuromusculoskeletal Medicine
    1. Chair must to a DO
    2. Chair must be AOA board certified through the American Board of Neuromusculoskeletal Medicine OR have a certificate of Special Proficiency in Osteopathic Manipulative Medicine (C-SPOMM)
  - iv. All other clinical departments or disciplines
    1. Chair must be AOA or ABMS certified in discipline include within the department
3. All employees are required to successfully pass a background screening (to include/but not limited to criminal history, sexual offender database and drug screening), upon acceptance of job offer.
  4. All instruction at Burrell or its affiliated clinical sites must be conducted under the supervision of qualified, credentialed faculty. Burrell will academically credential or approve the faculty at all affiliated and educational teaching sites.
  5. Credentialing documents for On-Campus Non-Physician Faculty and On-Campus Physician Faculty are collected, maintained and updated by Human Resources with support from Faculty Affairs. Credentialing documents for Preceptors are collected, maintained, updated by Faculty Affairs with support from Human Resources.

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

None

### **7. Maintenance**

The Offices of Human Resources and Faculty Affairs; to be reviewed every January.

### **8. Signature**

Approved by

VP Administration/CFO

4.27.2023

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
8/30/19	4 & 5	Updated departments and definitions		
11/30/21	1, 3, 4 & 5	Update definitions and procedures		12.2.2021
4/27/23		Update system names; grammar and style changes		4.27.2023