

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Appointment and Re-Appointment for Clinical Adjunct Faculty

SOP #: FAF.002.02

Effective Date 7/24/19

Last Revision/Review 1/6/2023

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

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

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

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

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

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 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. Faculty Affairs Coordinator will verify all required documents are uploaded in CAPRI.
 - b. Faculty Affairs Coordinator will create an electronic folder with the following documents.
 - i. Appointment Letter with appropriate appointment based on experience
 - ii. CV
 - iii. Board Certification
 - iv. Medical License
 - c. Malpractice Insurance file will be also uploaded to the electronic folder and the Assistant Dean of Faculty Affairs will be notified for verification of correct appointment and approval.
 - d. Within 48 hours of request, Administrative 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 will be asked to review the file and approve the appointment.

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- e. Administrative Coordinator will e-mail 3rd year Clerkship Coordinator notifying appointment to initiate the process of uploading in New Innovations-Location.
 - f. The Administrative 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. 4th year rotations and elective preceptors will not receive an appointment. These cases will be marked as “Approved” in CAPRI instead of “Appointed”.

Process for Re-Appointment:

1. Administrative Coordinator will manage CAPRI/Excel file and process reappointment upon expiration of the appointment unless a preceptor has requested to be withdrawn.
2. Administrative 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. Administrative Coordinator will send a CV template to the POC of the preceptors.
3. Once approved by the Assistant Dean of Faculty Affairs, re-appointment letters will be e-mailed to preceptors along with updated Preceptor Manual and syllabus.
4. Administrative 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 following links are available to access certifications and licenses:
 - a. <https://certifacts.abms.org/Login.aspx> (Board Certification for DOs and MDs; Login Required)
 - b. https://aoaprofiles.org/sign_in.cfm (Board Certification for DOs Only; Login Required)
 - c. <http://docfinder.docboard.org/nm/> (New Mexico Medical License Lookup)
 - d. <http://verification.rld.state.nm.us/> (New Mexico Medical License Lookup for DOs)
 - e. <https://gls.azmd.gov/glsuiteweb/clients/azbom/public/WebVerificationSearch.aspx> (Arizona Medical License Lookup)
 - f. https://public.tmb.state.tx.us/HCP_Search/searchinput.aspx (Texas Medical License Lookup)
 - g. <http://www.okmedicalboard.org/search> (Oklahoma Medical License Lookup)
6. Administrative Coordinator will review expiring Malpractice documents and e-mail Regional Academic Center Coordinators on the 20th of each month with a list of expired documents requesting new documents to be uploaded by the Regional Academic Center Coordinator. The 3rd year Clerkship Coordinator will be cc'd on the e-mail to the Regional Academic Center Coordinators.

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

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7. Maintenance

Department Head of Faculty Affairs

8. Signature

Approved by

1/6/2023

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
1/16/2020	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