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
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 be 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
<table>
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<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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<td>8/30/19</td>
<td>4 &amp; 5</td>
<td>Updated departments and definitions</td>
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<tr>
<td>11/30/21</td>
<td>1, 3, 4 &amp; 5</td>
<td>Update definitions and procedures</td>
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<tr>
<td>4/27/23</td>
<td></td>
<td>Update system names; grammar and style changes</td>
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