



Procedure for Institutional Policy D7002 Affiliation Agreements and Appointment to Adjunct Clinical Faculty

1 Introduction

- 1.1 An Adjunct Clinical Faculty Appointment Packet is issued to the prospective Adjunct Clinical Faculty member. This packet includes a cover letter describing the contents and instructions for the recipient, a Faculty Information Sheet, an Affiliation Agreement (attached), and a copy of the most recent Clinical Rotation Manual.
- 1.2 The Affiliation Agreement may not be included if an Affiliation Agreement is already in place that covers all practice sites of the prospective Adjunct Clinical Faculty member, either with a practice group or with a hospital.
- 1.3 The Clinical Rotation Manual and other documents may be provided on paper or electronically.

2 Process

- 2.1 The prospective Adjunct Clinical Faculty member submits their current Curriculum Vitae (CV), completed Information Sheet, and signed Affiliation Agreement (if applicable).
- 2.2 The returned packet is reviewed by the Associate Dean of Clinical Affairs, or the Dean/CAO's designee. A criminal background check is also performed.
- 2.3 If the documents are satisfactory, the application will be approved, signed and dated by the reviewer.
- 2.4 All reported professional licenses and certifications will be verified by NCOM. Any notations that may call into question the applicant's fitness to serve as a preceptor (e.g., restrictions, disciplinary actions) must be brought to the attention of the Associate Dean of Clinical Affairs and/or the Dean/CAO for review prior to any action on the application.
- 2.5 If no prohibiting issues are identified and the candidate is deemed acceptable a rank commensurate with the applicant's qualifications is assigned by the Associate Dean of Clinical Affairs or their designee. (Note: The process here is intentionally different than that of Rank and Promotions committee for other faculty)

- 2.6 The new Adjunct Clinical Faculty member is added to the official roster. A welcome letter and appointment certificate are issued. Assignments of students to the Preceptor will then be finalized.

3 Objection to Appointment

After review of application and credentials, if either the Associate Dean of Clinical Affairs or the Dean/CAO objects to the appointment, the preceptor application is rejected, and a notation is made in the Clinical Adjunct Faculty file to that effect.

4 Length of Appointment

Adjunct Clinical Faculty appointments are valid for 3 years although an appointment may be withdrawn by the Adjunct Clinical Faculty member or rescinded by the Associate Dean of Clinical Affairs or Dean/CAO prior to its expiration.

5 Process of Reappointment to the Adjunct Faculty

- 5.1 Near the end of the 3-year appointment period, the Clinical Education Department will send an application for reappointment to the preceptor.
- 5.2 Adjunct clinical faculty member reappointment applications are submitted to the Associate Dean of Clinical Affairs or Assistant Dean of Clinical Education for consideration of reappointment.
- 5.3 Potential reasons for non-reappointment may include, but are not limited to:
- 5.3.1 low level of participation (i.e., no students precepted in the preceding year)
 - 5.3.2 consistently negative student reviews
 - 5.3.3 a correlation of poor performance on objective evaluations by students having rotated with the Adjunct Clinical Faculty member.
 - 5.3.4 a correlation of poor outcomes on COMAT exams or COMLEX sections by students having rotated with the Adjunct Clinical Faculty Member.
- 5.4 The license and certification verification and credentialing are repeated as described for initial appointments above.
- 5.5 The Adjunct Clinical Faculty member applying for reappointment has the option to verify that the information contained in the Faculty Information Sheet and Curriculum Vitae is still current. The Adjunct Clinical Faculty member will attest to this by checking a box on the Affiliation Agreement that states, "All of the information provided in my prior credentialing documents is current, and I permit reuse of the information for this adjunct clinical faculty renewal." The Adjunct will sign and date below this statement.

- 5.6 If updates are needed for any of the documents listed above, the preceptor will be required to submit all document updates to the Clinical Education Department.
- 5.7 Upon receipt of all updated documents and approval of the Associate Dean of Clinical Affairs or their designee the reappointment is completed. At that time a renewal certificate is issued to the Adjunct Clinical Faculty member, and the new appointment expiration date is noted in the official roster.

6 Credentialing of the Preceptors at ACGME accredited residency programs *not participating* in the Visiting Student Learning Opportunities (VSLO) Program and Military Sites

- 6.1 One or more individual(s) must be designated as ultimately responsible for supervision and evaluation of the student on rotation and designated as the clinical preceptor(s). The name(s) must be submitted to the Department of Clinical Education with the initial request from the student for the rotation, utilizing either an Away Rotation Request Form or, if the rotation is local, a Schedule Change Request Form.
- 6.2 The Department of Clinical Education will verify that each clinical preceptor has a valid unrestricted license to practice medicine in the jurisdiction in which the rotation will take place and is board certified/eligible.
- 6.3 Any notation that may call into question the potential preceptor's fitness to serve in this role (e.g., restrictions, disciplinary actions) must be brought to the attention of the Associate Dean of Clinical Affairs and/or the Dean/CAO for review, and possible denial of the rotation request.
- 6.4 If no prohibiting issues are identified the Associate Dean of Clinical Affairs will note an approval for this preceptor. This approval is valid only for the rotation requested, and is not transferable to additional rotations for the student, or to other students' requests.
- 6.5 Either a signed affiliation agreement or submission of the Delineation of Responsibilities along with printed confirmation of acceptance is required for final approval of a rotation.
 - 6.5.1 The Delineation of Responsibilities and description of expectations are identical to those found in the standard Affiliation Agreement and is designed to be used as part of a formal application process for a rotation.
 - 6.5.2 This document is specific to a single student applying to a single rotation, and agreement to its terms applies only to that rotation. This format may be used to meet the requirements of AOA-COCA Standard only when all of the following conditions are met:
 - 6.5.2.1 The clinical preceptor is approved as Adjunct Clinical Faculty as described above.

6.5.2.2 The student must submit a written or secure electronic request (with documentation of receipt by the clinical education department) for the rotation.

6.5.2.3 The request must be made 90 days prior to the start of the rotation unless this timeframe is waved by the Associate Dean of Clinical Affairs or the Assistant Dean of Clinical Education. The student will receive written (or electronic) confirmation of acceptance or denial.

6.5.3 The Delineation of Responsibilities must be provided to the rotation site prior to a decision being made on the student's application, ideally at the same time as the initial application. A copy of the written (or electronic) confirmation of acceptance into the rotation from the site must be submitted to the Department of Clinical Education prior to the rotation.

6.6 If a signed institutional or individual affiliation agreement is in place with the rotation site, a Delineation of Responsibilities is not needed.

7 credentialing of the Preceptors at ACGME accredited residency programs participating in the Visiting Student Learning Opportunities (VSLO) Program

All VSLO system participating residency program sites are AOA and/or ACGME accredited and therefore all preceptors supervising NCOM students at those institutions have been credentialed by the host sites and do not need to be credentialed by the Department of Clinical Education.

8 Credentialing of the Preceptors at the Core Sites with accredited ACGME Residency programs

8.1 All Preceptors at ACGME accredited residency programs must be credentialed by the sites and therefore are not required to be credentialed by NCOM.

8.2 The Director of Medical Education and/or supervisory preceptor must be credentialed by Department of Clinical Education. Other preceptors may be credentialed if mutually desired.