

*Department of
Community Health and Family Medicine*
<http://www.chfm.ufl.edu/>



Faculty Policies and Procedures Manual
2016

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**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

New Faculty Orientation Information

Fringe Benefits: Brian Berryman, 2046 NE Waldo Rd, 273-5077

Self-Insurance Program Randall Jenkins, 2046 NE Waldo Rd, 273-7006

Professional Liability Insurance, [University of Florida SIP Office:](#)

<http://facultyaffairs.med.ufl.edu/faculty-resources/self-insurance-program/> Campus Box 112735

**Community Health and Family Medicine (CHFM) Administrative Office—Suite N107
Medical Science Building (MSB)**

Annual/Sick Leave Records—Contact HR Office Manager, 273-5143. See Faculty Leave Policy.

Changes in Withholding Exemptions—Address and/or marital status. Contact HR Office Manager, 273-5143, for information on online completion.

Computer/E-Mail Address, etc.—Call the Information Systems Manager at 273-5158.

Curriculum Vitae—Residency faculty should contact Administrative Staff in their office to have their CV prepared in CHFM format. Other faculty should contact 273-5159 to have their CV prepared. See Curriculum Vitae Format.

Faculty Meeting/Grand Rounds—Faculty Meetings are scheduled on the fourth Friday of each month at 7:00 a.m., unless there is a holiday conflict. Contact Chairman’s Assistant 273-5159

Grant Proposals—Contact the Research Coordinator at 265-8376. See Contracts and Grants Procedures.

Health Center Library Information—Communicore Bldg., First Floor, 273-8400. Check with CHFM Fiscal Section (273-5149) before incurring any charges for library services.

Health Insurance/Claims/Forms—Contact the UF Fringe Benefit contact.

Injury—If you are injured on the job, immediately call HR Office Manager, 273-5143, for information on online completion.

Biomedical Media Services (BMS)— Services to be performed by BMS must be approved in advance by the Assistant Director at 273-5144, [Biomedical & Health Info Services](#) .

Memberships, Subscriptions—See Fringe Benefits. For reimbursement information contact the Fiscal Section at 273-5149.

Office Supplies—See Administrative Personnel at the Residency Office if you are located at UF Health Family Medicine - Main Street or contact the CHFM Fiscal Section at 273-5149.

University Parking Decals—Contact Transportation and Parking Services at 392-2241. Must have vehicle registration and Gator 1 Card. Parking fees vary with type of decal purchased.

Direct Deposit—Contact HR Office Manager, 273-5143, for information on online completion.

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Staff I.D. (Gator-1 Card)—Pictures are taken at Health Science Center (HSC) Gator 1 Office located in the HSC, ground floor, room NG-10. HR Office Manager (273-5143) or assistant (273-5139) is required to authorize all Gator-1 card orders. All providers and staff working at clinical sites are required to wear their Staff I.D. to comply with professional liability regulations.

For a lost or stolen Gator 1 Card, visit Gator 1 Central web site at:

<http://www.gator1.ufl.edu/idcard/lostcard.asp> HR Office Manager (273-5143) is required to authorize all Gator 1 card orders.

Travel Reimbursement—Call the Fiscal Department at 273-5452. See Travel Policy.

Travel Requests (Conference/Other)—Must be approved in advance by Department Chairman. Secure approval forms from Fiscal Section, 273-5452.

Required Training—Bloodborne Pathogens done prior to first day, information on training will be emailed to you (annual), HIPAA <http://privacy.health.ufl.edu/training/> done prior to first day (annual), Sexual Harassment done within first week, information on training will be emailed to you (bi-annually), S.I.P. done within first week <http://www.flbog.sip.ufl.edu/cme/> (annual), Compliance (scheduled with Compliance Officer) (annual).

Potentially Required Training—F.E.R.P.A. (For teaching Faculty)

<http://privacy.health.ufl.edu/training/FERPA/> , Faculty Recruitment Tutorial (For Faculty included in recruitment process)

UF Health Family Medicine – Main Street, 1707 N. Main Street, 265-9592, P.O. Box 100383

See Administrative Staff for the following:

- Spok App Guide for on call
- List of Faculty Advisors
- List of Practice Groups I-IV
- Office supplies and batteries
- Picture list of Residents
- Schedules
- Daily activities
- Night call
- Noon Conferences
- Faculty Meetings
- Resident Locator
- Shands at UF Protocol

Pharmacy (John Gums, Pharm.D.)—Needs a copy of staff Florida License and DEA numbers.

Has information regarding prescribing and co-signing privileges and responsibilities of attendings, residents, interns, and physician assistants.

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CHFM Faculty and Staff Location Guide

Community Health and Family Medicine Chairman's Office, 273-5159 Administrative Staff, 273-5138 Peter Carek, M.D, Professor and Chairman

Paulette Blanc, Quality and Patient Safety Coordinator— Responsible for conducting quality projects, keeping abreast of literature for quality measures and indicators, auditing patients charts to determine if quality measures completed, preparing and performing lectures to educate faculty and residents in proper chart documentation, circulating information and quality measurement tools to provide helpful ways to improve, and providing updated information from Federal payers. Reports to Sherri Swilley.

Jon Coffey – Vice Chair of Administration - Responsible for ensuring that the Department functions in accordance with all university, state, and federal regulations in referring to finance and business matters in preparation of contracts and agreements between outside contractors and UF. Responsible for alternative delivery systems, community clinics, and public relations for the physicians and clinics. Assumes major responsibilities for strategic budget planning and forecasting. Responsible for the budget and monthly reconciliation of budget. Reports to Chairman.

Sheila Diuguid, HR Office Manager—Primary duties include all personnel related to recruitment and onboarding, payroll activities, faculty assignment, faculty activity reporting, Academic Activities Reporting (formally Instructor Workload), Affirmative Action, Scholarship applications, extra duty, etc. Reports to Sherri Swilley.

Allison Geagan, HR Office Assistant—Primary duties include overseeing time and leave and serving as the department resource for time and leave questions, and enters time for employees in satellite offices. Assists with Effort Reporting. Reports to Sheila Diuguid

Stephanie Goll, OPS Office Assistant – Duties include assisting with the coordination of compliance audits, billing and compliance reports. Reports to Najwa Liscombe.

Lavina Gramig, Executive Secretary to the Chairman—Duties include all work for the Chairman, cross covers for other program assistants; assists with calendar for Vice Chair of Administration, Assistant Director, and Coordinator as required. Schedules all meetings for the Chairman and departmental meetings, including: Grand Rounds, Faculty Meeting, Annual Evaluations, and the departmental Executive Committee meeting. Assists in maintaining database for faculty dues and licenses. Assists faculty with the Tenure and Promotion process Reports to Chairman and Sherri Swilley.

Misty Gray, Program Assistant—Primary duties include night/weekend call schedule w/Dr. Rooks; primary Shands marketing contact; brochures updates and new brochures; updates for 'Find a Doctor' website; updates for CHFM website; annual report; annual reimbursement manual; annual faculty/resident booklet; review of records for disposal; calendar upkeep for Vice Chair of Administration, Assistant Director and Coordinator. Primary backup for Chairman's assistant. Reports to Sherri Swilley.

Dana Ives, Sr. Fiscal Assistant – Provides departmental support for processing travel & expense reimbursements, accounts payables, and supply orders. Reports to Kelsey Prange.

Emil Kanji, Fiscal Administrator – Oversees the fiscal and finance operations of the department while providing direct support to the Director. Responsible for the development and administration of the annual operations budget and RVU targets. Reports to Jon Coffey.

Najwa Liscombe, CPC, Coding Reimbursement Analyst 3 – Primary duties are to provide education of faculty, residents and staff to ensure compliance with billing guidelines and proper documentation. Monitoring our clinical revenue and providing feedback to enhance our collections. Reports to Sherri Swilley

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Kim Lynch, Epic Trainer/Educator – Primary duties are to implementing, supporting, and training the new ambulatory electronic medical record user. Training on quality care and creating and circulating relevant information and tools to enhance documentation in epic to all faculty and residents. Reports to Jon Coffey

Kelsey Prange, Sr. Accountant – Responsible for accounts receivable, accounts payable, purchasing, property management, key control, overseeing travel requests and reimbursements, and maintaining fiscal records. Reports to Emil Kanji.

Kia Rahmanian, Clinical Research Coordinator— Duties include coordinate scholarly activity with emphasis on grant preparation, submission, budgeting and following established budgets timely. Monitoring the distribution of funds as it relates to awarded grants. Manages grant award information and monitor grant process. Works to design and implementation research and evaluation studies and conduct statistical data analyses and participate in interpretation of results with research faculty. Reports to Jon Coffey

Lacey Rhea— (.20 FTE) Develops and implements contract/grant administrative procedures, interprets regulations and guidelines to insure requirements are met, coordinates auditing investigations and responses with granting agency auditors, analyzes the review, application, and/or administration of potential/grant programs, assists principal investigator in the development and submission of proposals, and prepares and negotiates contracts. Reports to Emil Kanji.

Camille Serrana, Coding Analyst II – Primary duty is to optimize billing performance in compliance per UF and College of Medicine guidelines. Data entry for charge capture and review of documentation for support of billing and education opportunities. Reports to Najwa Liscombe.

Sherri Swilley- Assistant Director – Supervises the quality coordinator, personnel payroll functions, coding and compliance functions. Cross covers in absence of any personnel in these areas. Director of special projects and quality improvements. Primary focus- Patient Centered Medical Home, NCQA, Marketing, and Social Events. Backup for *Vice Chair of Administration*. Reports to Jon Coffey.

Art Watson, Information Security Manager—Duties include management of the department's technology infrastructure including its computer and video conferencing equipment. Acts as a department liaison with AHC technicians to efficiently resolve IT work requests. Works closely with HR to onboard new staff and provide each with computer accounts and a Security Orientation. Responsible for file and print services, intranet services (SharePoint), address books, distribution lists, web upkeep, etc. Other IT oriented projects and security duties as assigned. Reports to Sherri Swilley.

Family Medicine Education:

Bioethics, Law and Medical Professionalism (BLMP), 273-5155

William Allen, J.D., Associate Professor

Ray Moseley, Ph.D., Associate Professor

Lauren Solberg, J.D., Assistant Professor

Bernie Amaro, Program Assistant --Responsible for supporting the Program in Bioethics, Law and Medical Professionalism, including course coordination, design, scheduling, and statistics. Assists with the UF Health Shands Hospital Ethics Committee, the Ethics Consult Service, and PCP Live. Shares other CHFM administrative office duties as required. Reports to the Vice-Chairman, Jon Coffey.

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Medical Student Education, 273-5161

Robert Hatch, M.D., M.P.H., Associate Professor and Program Director, Director of H. James Free Center for Primary Care

Maria Bolanos, Program Assistant—Reports to R. Hatch, M.D. for all duties related to the Family Medicine and Ambulatory Care Clerkship for 3rd Year medical students. Assists AHEC staff in coordinating the Introduction to Clinical Practice Preceptorship for 1st Year medical students. Reports to Sherri Swilley for administration.

Denny Fe Agana, Research Coordinator— Responsible for all duties related to the Free Center's activities – administration, organization or primary care related events, coordination of primary care education research, and collaboration in research and data analysis. Reports to R. Hatch, M.D.

Family Medicine Clinics:

UF Health Family Medicine - Eastside Community Practice, 410 N.E. Waldo Road, 32641, 594-0023

Chacko, Lisa, M.D., Assistant Professor (.50 FTE)

Martha Green, M.D., Assistant Professor

Elvy Mercado, M.D., Assistant Professor and Medical Director

Kim Nguyen, M.D., Assistant Professor

Novak, Lindsay, P.A., Physician Assistant (Shands)

Paul Psychas, M.D., Assistant Professor

Karen Theokisto, A.R.N.P., Clinical Coordinator IV

UF Health Family Medicine - Main Street (Residency Program), 1707 N. Main St., 32609, 265-9592

Tanya Anim, M.D., Assistant Professor

David B. Feller, M.D., Associate Professor, Assistant Director of Residency Program

John Gums, Pharm.D., Professor (Pharmacy)

Lesa Gilbert, A.R.N.P., Clinical Programs, Crd 4

Karen Hall, M.D., Associate Professor, Director of Residency Program

John Malaty, M.D., Associate Professor and Director of Faculty Practice

Charlie Michaudet, M.D., Assistant Professor

Danielle Nelson, M.D., Assistant Professor

Maribeth Porter, M.D., Assistant Professor

David Quillen, M.D., Associate Professor

George Samraj, M.D., Associate Professor

Michael Ware, M.D., Associate Professor

CHFM Administrative Staff located at Main Street

Chacko, Lisa, M.D., Assistant Professor (.50 FTE)

Stephanie Goll, OPS (265-9568)

Najwa Liscombe, Coding Reimbursement Analyst, Coding and Billing Compliance (265-9566)

Kim Lynch, CPC, CPC-P, Coordinator for Quality Services (265-9565)

Camille Serrana, Coding Specialist I Hospital Billing (265-9567)

Tina Engstrom, Residency Program Educational Coordinator (265-9544)

Kim Zinkel, Residency Program Assistant/Secretary to Program Director (265-9564)

UF Health Family Medicine - Haile Plantation, 9150 S.W. 49th Place, Suite A, 32608, 265-0945

Carmen Bray, M.D., Assistant Professor

Chaplin, Danielle, A.R.N.P., Extender (Shands)

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Phillipa Bright, M.D., Assistant Professor
Lucia Hansen, M.D., Assistant Professor
Volha Ihnatsenka, M.D., Assistant Professor
Mitul Limaye Jones, M.D., Assistant Professor
Michael McTiernan, M.D., Assistant Professor and Medical Director
Merchant, Asim, M.D., Assistant Professor
Daniel Rubin, M.D., Assistant Professor
Samantha Holtzman, P.A., Physician Assistant (Shands)

UF Health Family Medicine - Hampton Oaks, 200 S.W. 62nd Blvd, Suite C, 32607, 594-0606

Charles Byrd, Ph.D., Adjunct Assistant Professor
Ku-Lang Chang, M.D., Assistant Professor
Hagan, Helen, M.D., Assistant Professor
Latalya Hunt, A.R.N.P. (Shands)
Maria Lupi, M.D., Assistant Professor
Frank Orlando, M.D., Assistant Professor
Siegfried O. F. Schmidt, M.D., Ph.D., Associate Professor and Medical Director
Smith, Kristy, M.D., Assistant Professor
Petra Townsend, M.D., Assistant Professor

UF Health Family Medicine - Jonesville, 13611 NW 1 Lane, Suite 200, Newberry, Florida 32669, 352-265-8670

Alpa Desai, D.O., Assistant Professor and Medical Director
Run Gan, M.D., Assistant Professor
Althea Tyndall-Smith, M.D., Assistant Professor
Vacant position

UF Health Family Medicine - Old Town, 25827 S.E. Hwy 19, Old Town, 32680, 352-542-1806

Acosta, Ideanna, P.A., Physician Assistant (Shands)
J. Grant Harrell, M.D., Assistant Professor and Medical Director
Robert L. Hatch, M.D., M.P.H., Professor
Jason Konopack, M.D., Assistant Professor
Sarah Laibstain, M.D., Assistant Professor
Richard Rathe, M.D., Associate Professor
Gary Rexroat, P.A., Physician Assistant (Shands)
Greg Westwood, M.D., Assistant Professor

Student Health Care Center, Infirmary Building, Box 117500, Campus 392-1161

Ronald Berry, M.D., Assistant Professor
Jay Clugston, M.D., Assistant Professor and Medical Director
Cynthia Eddelton, M.D., Assistant Professor
Katie Edenfield, M.D., Assistant Professor
Michele Emery, M.D., Assistant Professor
Jocelyn Gravlee, M.D., Assistant Professor
Ann Grooms, M.D., Assistant Professor
Boyd Kellett, M.D., Adjunct Assistant Professor
Lauzardo, Eileen, M.D., Adjunct Assistant Professor
Guy Nicolette, M.D., Assistant Professor, Interim Director
Cheree Padilla, M.D., Assistant Professor
Vacant position

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Wound Care at Magnolia Parke, 3951 NW 48th Terrace Suite 211, Gainesville, FL 32606, 265-4450

Millan, Susan, M.D., Assistant Professor and Medical Director

Townsend, Petra, M.D. Assistant Professor

Run Gan, M.D., Assistant Professor

Faculty Call Policy

Night/Weekend/Holiday Hospital Call Policy

The Call Coverage is shared by all participating hospital physicians. The number of days on call will be determined proportionally by your FTE. Duties when on call (designated as “Attending” column on the call schedule) include discussing admissions to the Family Medicine hospital service with the residents, discussing any resident problems, discussing IMC admissions, and returning to the hospital if requested by residents. During the weekend, the attending is also responsible for rounding on a portion of the hospital services. The senior resident on the service will determine the exact patients rounded upon. **NOTE:** patient phone calls are no longer managed by the Attending on-call, unless a nurse practitioner requests help in responding to a patient or situation.

To make weekend rounding more manageable, one additional faculty member will also round on the remaining patients. This activity is designated as “Wkd Rounds” on the call schedule. Once the faculty member (assigned to weekend rounding) has finished rounding, their duties are completed for that day.

The Attending for the month should ideally do one weekend of call and/or one weekend of weekend rounding during their month of service. This will improve patient care continuity and make it much easier to round. Faculty should review their schedules and communicate their preferences to Tina Engstrom prior to formation of the schedule, approx.. in April of each year for the upcoming Academic year. (July-June) With the current faculty, hospital attending call frequency is 3 to 4 times per year for each faculty member. Weekend rounding frequency is also 3 to 4 times per year. The “Attending” is on call from Friday at 5:00 pm until Monday at 7:30am.

Holiday coverage is managed like a weekend, and faculty “receive credit” for being on hospital attending call or weekend rounding. Two faculty will, therefore, have duties each holiday (one attending on call and one just rounding). Holiday preference should be communicated to Tina before formation of the schedule. Tina Engstrom at UF Health Family Medicine - Main Street maintains the call schedule. It is available on the Internet at <http://medinfo.ufl.edu/cgi-bin/ecal.cgi?dir=chfm> and at <http://www.med.ufl.edu/chfm/fprp/fpmg/callindex.html>.

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Department Clinic Telephone Call Policy

This call is covered by physicians, ARNPs, and PAs in the department and college of Nursing Archer. The Gainesville Call Faculty participating in this call rotation will provide phone call availability for patients cared for by the family physicians in the UF Health Physicians and College of Nursing. These sites include: UF Family Medicine - Eastside, Old Town, Haile, Hampton Oaks, Jonesville, Main Street Faculty Practice, and Archer Clinic (College of Nursing). Patients from these sites needing emergency evaluation should be referred to the closest Shands Emergency Room currently Shands South Tower on Archer Road and Shands ER on 39th Avenue. Patients requiring hospitalization can be admitted through the emergency room (after hours).

If patients call between 5pm and 8:30pm for an urgent non-life threatening issue the Primary Care After Hours Clinic should be contacted at 352-273-1234 to be seen.

Faculty on call should keep a log of patient calls and advice or treatment rendered. If an on-call physician provides instructions to a patient or another physician, an entry to that effect must be entered into EPIC. Any critically important information regarding a patient should be sent via an EPIC message, phoned, faxed, or e-mailed to that patient's family physician the following morning.

1. Faculty participating in this call schedule will cover phone calls, after hours, holidays and weekends, for the following clinics: UF Health Family Medicine - Eastside, Old Town, Haile, Hampton Oaks, Jonesville, Main Faculty and Archer Family Practice.
2. Participants will take calls in one-week blocks. A week begins on Monday at 5:00 pm and ends on the following Monday at 8:00 am. If it happens to fall on a holiday, call ends at 5:00 p.m. on Monday when the next provider begins their call.

View the schedule at:

<http://chfm.ufl.edu> Navigate: About CHFM > Administration > Faculty Links > Outpatient Call Schedule

Spok app: <http://help.spok.ufhealth.org/clinicians/getmobileapp/> For more information contact Misty Gray mistygray@ufl.edu

3. Patients will dial their respective clinic's regular number and the call will be automatically forwarded to the Shands operator.
4. The operator will page you.
5. If unsuccessful, they will call you at home.
6. If calling from Gainesville, you can reach the operator by dialing 265-0111.
7. If calling long distance, dial 1-800-633-2122. Request to be connected to the Shands operator.
8. Identify yourself as the provider taking phone calls and the operator will connect you with the patient.
9. Record your encounters on your phone log. Fax it to 352-273-5213 or scan a copy via email to mistygray@ufl.edu
10. It is your responsibility to enter an encounter note in EPIC by the following morning.
11. Contact with the patient's regular provider the following day is at your discretion.

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Department Clinic Telephone Call Policy, continued

12. Nurse Practitioners contact the in-patient physician on call in the event a consult is needed.
 13. If there are conflicts/problems with the schedule, contact Dr. David Feller (pager: 413-4995 cell: 665-1360).
- If a provider makes a schedule change after the schedule is finalized in January, it is the provider's responsibility to ensure that the day/week is covered and inform Misty Gray, mistygray@ufl.edu.

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First Name Last Name, M.D., Ph.D.
Street Address
City, State zip code
(Area code) phone number
(Area code) fax number
email@address.com

Personal Contact Information:
Street Address
City, State zip code
(Area code) phone number
(Personal email optional)

[Right click and scroll down to "Edit Hyperlink" to include your email address]

You may want to include both your professional address and personal contact information. If you include personal contact information, you should create a heading (Personal contact information) and include your address, telephone number and email address. If you are using a cover letter, you should specify your preferred contact address e.g. worksite or personal.

Education

Fellowship, Your University, City, State	Years
Residency, Your University, City, State	Years
M.D., Your University, City, State	Years
B.S. in Discipline (magna cum laude), Your University, City, State	Years

Current Position

Director, Center for Whatever Your medical school or university City, State	Year-present
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Professional Experience *[Note: in reverse chronological order]*

Director, Center for Whatever Your medical school or university City, State	Years
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Chief Resident Department of Your University City, State	Years
---	-------

[Note: include only if it is an appointed position requiring an extension of the residency]

Academic Appointments *[Note: in reverse chronological order]*

Associate Professor Department of Your University City, State	Years
--	-------

Assistant Professor Department of Your University City, State	Years
--	-------

Other Positions and Employment

List non-academic employment history in reverse chronological order, noting position held, employer, location.	Years
--	-------

Certification and Licensure

Diplomate, Your ABMS Board Subspecialty Certification, Your Subspecialty Board State Medical License (active and inactive, without numbers)	Year
---	------

Professional Memberships and Activities

<i>[List these, in groupings by professional organization, in reverse chronological order, noting leadership positions and other positions held. This section may also include editorial activities.]</i>	Years
---	-------

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If, however, you have served as editor in many contexts, consider grouping these together under a separate heading, by publication, in reverse chronological order.]

Honors and Awards

Years

[Note: you may also list elite fellowship programs, those to which you were accepted on the basis of a competitive, as opposed to first-come, first-serve, application process, here.]

Committee Assignments and Administrative Services

[List in reverse chronological order, noting leadership positions held. Include university and non-university activities (e.g., work with NIH study groups).]

Years

University Service

College of Medicine Service

UF Health Service

Departmental Service

Community Service

Educational Activities

- Identify your teaching activities here or write "See attached Teaching Portfolio."
- List in reverse chronological order, noting your role (course developer, course director, lecturer)
- Include supervision of graduate students and thesis supervision in a research setting
- Include graduate student teaching
- Identify teaching residents in a clinical setting
- Include advising responsibilities
- Consider using a table, as it provides a concise, visual way to identify role, number of students, number of sessions, and evaluation data.

Reflect the years you undertake each activity

Grants and Contract Awards

- List under sections of pending, current, and past in reverse chronological order
- Include the title of grant
- Identify the granting agency and grant number
- Note award total, demarcating total direct and indirect costs
- State your role, also identifying the PI if you are not the PI, and percent of effort
- If you include contracts use two subheadings, separating contracts from grant awards
- If voluminous, truncate this listing to the most recent decade (or past five years) and note the limitation in the heading.
- Consider using a table, as it provides a concise, visual depiction of this material.

Include the dates of each award

Editorial Board Appointments

[List in reverse chronological order] Include relevant dates

Publications

1. List your publications in chronological order for easy updating
2. Number these and highlight your name in bold
3. Follow this order - peer-reviewed, non-peer-reviewed publications, articles accepted for publication, books and monographs, evidence of works in progress (complete articles published in conference proceedings, book chapters, review articles, editorials as indicated), development and/or publication of educational materials, development of major curricular offerings or innovative educational programs, non-print materials, published abstracts
4. Note: if you're not listed as first author on publications for which your mentored student is listed, note that role with an asterisk or other indicator

Books, (Title, Publisher, Place of Publication, Date, Inclusive Pages)

Books, Edited (Editor, Co-editor(s), Title, Publisher, Place of Publication, Date, Inclusive Pages)

Books, Contributor of Chapter(s) (Author, Co-author(s), Title of Book and Chapter, Publisher, Place of Publication,

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Date, Inclusive Pages)

Monographs (Author, Co-author(s), Title, Series of Volume, is applicable, Publisher, Place of Publication, Date, Inclusive Pages)

Refereed Publications (Author, Co-author(s), Title, Name of Journal, Publication, etc., Volume, Date, Inclusive Pages)

Non-refereed Publications (Author, Co-author(s), Title, Name of Journal, Bulletin, Circular, etc., Volume, Date, Inclusive Pages)

Abstracts (Author, Co-author(s), Title, Name of Journal, Publications, etc., Volume, Date, Inclusive Pages)

Reviews (Author, Co-author(s), Title and Author of Work Reviewed, Where Review was Published, Date, Inclusive Pages) (Reviews written by the nominee)

Miscellaneous (Author, Co-author(s), Title, Source of Publication, Date, Inclusive Pages)

Abstracts and Presentations

Presentations

International Meetings

National Meetings

Local/Regional Meetings

Posters

National/International Meetings

Local/Regional Meetings

[List these in reverse chronological order, beginning with National/International presentations as a category followed by Local/Regional meetings. Use an asterisk or other explained notation to demarcate invited talks and meetings that you helped to organize.]

Other Creative Products

[List CDs, simulations, films, websites, case vignettes you authored and are in use, and any other scholarly creative work products. Indicate your role in the creation of the product – creator, author, co-author, webmaster, etc.]

Patents and Technology Transfer

[List in chronological order to permit each updating

Include and patent pending or patent applications – with dates of filing.

List any technologies licensed to industry or others (military, etc) with dates of licensure or filing]

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Committees and Meetings

Appointments and Functions

The Department Chair may appoint chairpersons and faculty members to various committees. Recommendations from the faculty are encouraged and will be taken into consideration in making committee appointments. The general function of committees is to study needs, procedures, and problems in specific areas and make recommendations to the Department Chair. Each committee shall have one person responsible for recording and distributing minutes. Minutes of meetings will be distributed to committee members, Department Chair, Vice Chair of Administration, and Assistant Director.

Departmental Committees

Clinical Operations Committee—Meets twice monthly, on the 2nd and 4th Friday of each month, to Improve the quality, efficiency and productivity of patient care. Reminder e-mails are sent to all committee members.

Members are: Peter Carek, M.D., M.S., Medical Directors, Associate Medical Directors, ACU Managers, Access Center representative, Amanda Griffin-Zonin; Kim Lynch; and Reatea Felder; and Lavina Gramig, Recorder.

Steering Committee— Meets on a monthly basis, on the 4th Thursday of the month from 7:00 a.m. to 8:00 a.m., to review provide oversight for departmental activities and future direction for the department. Reminder e-mails are sent to all committee members.

Members are: Peter Carek, M.D., M.S., Tanya Anim, M.D.; Carmen Bray, M.D.; Jon Coffey; Alpa Desai, D.O.; David Feller, M.D.; Karen Hall, M.D.; Robert Hatch, M.D., M.P.H.; Elvy Mercado, M.D.; Guy Nicolette, M.D.; Lauren Solberg, J.D.; Sherri Swilley; and Lavina Gramig, Recorder.

Faculty Meeting—Meetings are held monthly, on the 4th Friday at 7:00 a.m. Faculty Meetings include updates and announcements on departmental activities, billing compliance and coding issues, etc. Attendance at faculty meetings is required and will be considered in the faculty member's annual evaluation. E-mail reminders are sent to all faculty. Peter Carek, M.D., M.S., Professor and Chairman; Lavina Gramig, Recorder.

Grand Rounds—Grand Rounds presentations are held on the 1st Tuesday of each month at 12:15 p.m. The University of Florida College of Medicine has designated this live activity for a maximum of 1 AMA PRA Category 1 Credit™. Physicians should claim only the credit commensurate with the extent of their participation in the activity. Email reminders are sent to all faculty, fellows, and residents.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Family Medicine Residency Program Committees

Faculty Meeting—The Faculty Meeting is scheduled on a rotational basis with the other meetings held at the Residency Program. (Please check the Didactic Block Calendar for the meetings scheduled each block.) The Faculty Meeting is responsible for resident evaluations and approval of recommendations from the Program Evaluation Committee and the Resident, Faculty, Patient Care, Quality and Safety Committee. Information pertaining to the Residency Program is disseminated and the committee outlines issues requiring faculty consensus. Members are: Core faculty; and Tina Engstrom, Education Coordinator; Kim Zinkel, Recorder.

Program Evaluation Committee—Evaluates and recommends resident curriculum, including ongoing evaluation of required and elective rotations, and educational experience in the Family Medicine Center and other settings.

Members are: Core Faculty and Chief Residents; and Tina Engstrom, Education Coordinator, Kim Zinkel, Recorder.

Resident, Faculty, Patient Care, Quality and Safety Meeting—Evaluates and makes specific recommendations relating to patient care in the Family Medicine Center and other settings. This committee is involved with the quality of patient care, patient satisfaction, scheduling, and patient flow. Rotation Evaluations are reviewed and discussed with additional resident input. The Production Analysis is reviewed as part of an ongoing discussion for practice management.

Members are: Core faculty, all residents, Mindy Halbrook; Dodie Mordeci: Quality Coordinator; Recording: Cindy Schmeck.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Contracts and Grants Procedures

It is requested that you contact the Assistant Director as soon as you know you will be submitting a proposal through the Division of Sponsored Research (DSR) at the University of Florida. By providing your funding agency's deadline and the types of assistance you need, departmental resources can be organized and deployed so that your proposal will be of optimum quality and it will get to DSR on the required date. Obviously, the best policy is to notify the Coordinator of Administrative Services well ahead of the funding deadline.

We would also like to encourage all faculty who are writing proposals to request that one or two of your colleagues review a draft of your proposal before you finalize it. Again, with enough lead time, one or two faculty members will be recruited to review the draft for editorial and/or substantive recommendations.

Finally, faculty with funded research should contact the Assistant Director when information and/or assistance as needed with program budget preparations.

You can reach the Assistant Director at 273-5144.

Department of Community Health and Family Medicine Faculty Policies and Procedure

Computer Information

Acceptable Use Policy for Information Systems

One of the first actions that are required of new staff is the reading and acceptance of the Appropriate Use of University Computers and Networks information. Before any computer account will be established, an employee will be required to read the AUP in its entirety and agree to abide by the policies it sets forth.

<http://chfm.ufl.edu/administrative-services/information-security/appropriate-use-of-university-computers-and-networks/>

Most employees complete this form during their Security Orientation. The signed copy of this agreement will be kept in your employee personnel file.

GatorLink Accounts

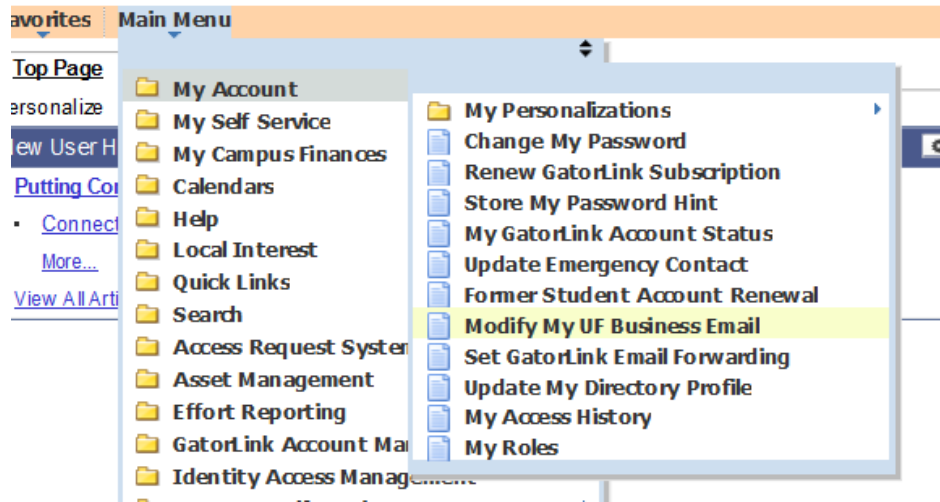
Once the UF AUP has been signed the new employee will need to create a Gatorlink account through the self-serve website <http://gatorlink.ufl.edu/>. GatorLink is an individual's computer network identity at the University of Florida. Every applicant, student, faculty and staff member is expected to have a GatorLink username and password. Your GatorLink ID and password allow you access to a variety of UF services. Services controlled by the GatorLink ID include the myUFL portal, CIRCA computer labs, E-mail, wireless networking, VPN services and use of the Health Science Center Library materials. All UF employees are required to have a Gatorlink account. To find out more about Gatorlink and to activate your Gatorlink account, visit <http://gatorlink.ufl.edu>.

UF Business Email

The University of Florida will need to send you critical, time-sensitive information via email from time to time. In addition, some of the new myUFL systems will have automated messaging to your UF Business Email Address. The University of Florida and the Department of Community Health and Family Medicine require each employee to obtain, register and utilize this business E-mail account. Please make sure your UF Business Email Address is one that is checked daily or forwarded to another University account that is checked daily. Your business E-mail address must be within the UFL domain, meaning it must end with "ufl.edu." UF Exchange and Shands Exchange accounts both qualify. Personal E-mail accounts from third party Internet Service Providers (ISPs) cannot be used as your official business account, and official business accounts cannot be forwarded to personal E-mail accounts due to HIPAA privacy restrictions. For more information on HIPAA and E-mail policy, visit the Health Science Center Privacy Office website <http://privacy.health.ufl.edu>.

Once you have obtained your email address, you should sign in to myUFL and set your UF Business Email address under the "My Account" menu (see below).

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**



Official E-mail Providers

Entity	E-mail Provider	Assistance	E-mail Platform	Web Interface
CHFM Faculty/Staff	UF Health IT	265-0526 (265-OLAN)	Outlook/Exchange	http://mail.ufl.edu/
Shands Staff & UF Staff in Shands settings	UF Health IT	265-0526 (265-OLAN)	Outlook/Exchange	http://mail.shands.ufl.edu

If you have questions regarding the procedures for obtaining E-mail accounts, please contact your local supervisor or Art Watson (273-5158 / watson@ufl.edu) for guidance.

The UF Portal – myUFL

The UF portal, myUFL, serves two main purposes. First, it serves as a focal point for internal communication at UF. This means that UF faculty, students and staff can get information about programs of interest to them, personalizing the content they receive. Second, the portal serves as a single point of entry for university on-line systems. The portal provides direct access to ISIS, the Integrated Student Information System; the ADMIN Menu, a collection of administrative applications; Enterprise Reporting applications; and GatorLink account management functions. The portal also provides UF employees with benefit, payroll and compensation information through the My Self Service link. The portal is also where one manages their Gatorlink account and updates their personal information for the UF Phonebook. In each case the user signs on to the portal using their Gatorlink ID and in most cases, can access each of these systems without the need for additional authentication. To login point your browser to <https://my.ufl.edu/>

Registering Your Official Email

Obtaining an account is the first step, but it is equally important to register your address so that others can find you. Please advise the CHFM Administrative Office (273-5138) if you recently

Department of Community Health and Family Medicine Faculty Policies and Procedure

obtained or changed your E-mail account so that this information can be added to the address book and to the official UF Directory. You may also want to consider adding your E-mail address to your correspondence and business cards. Each staff member is encouraged to review their electronic directory listing for accuracy. You may review and update your directory profile via the UF Portal at <https://my.ufl.edu>. You must have a Gatorlink ID and password to sign on to the portal. Once signed on, select “My Account” then “Modify My UF Business Email.”

UF Directory and Privacy Issues

All applicants, faculty, staff and students will have an entry in the UF Directory database. An individual may request that his/her directory information not be published. Students have a right to have all directory information removed from public areas by contacting the Office of the Registrar. UF employees may selectively limit published information by contacting their personnel office. Faculty and Staff are required to publish their title, official E-mail address, work address, and work phone number. You may verify what information is being published by searching the UF Phonebook <http://phonebook.ufl.edu>. Staff are encouraged to regularly review and update their directory information if necessary. You may update your directory entry by signing into the myUFL portal (see above) and selecting “My Account” then “Update My Directory Profile.” The Department will also publish and use your business contact information internally. For more information on the UF Directory see <http://search.ufl.edu/>.

HIPAA Privacy

General Overview Of Standards For Privacy Of Individually Identifiable Health Information

Taken from document: <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/guidanceallsections.pdf> published December 3, 2002 by the Office of Civil Rights – HIPAA

To improve the efficiency and effectiveness of the health care system, the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191, included “Administrative Simplification” provisions that required HHS to adopt national standards for electronic health care transactions. At the same time, Congress recognized that advances in electronic technology could erode the privacy of health information. Consequently, Congress incorporated into HIPAA provisions that mandated the adoption of Federal privacy protections for individually identifiable health information.

All members of the UF workforce, including new faculty, employees, residents, volunteers, and appropriate students, and for business associates as needed, whether or not any of the listed individuals has contact with patients or protected health information (PHI) will be required to complete LEVEL 1: HIPAA General Awareness Training.

New Employees: HIPAA 101A – Privacy and Security General Awareness Training Complete this training within five days after joining the workforce. Good for 12 months. Give the certificate to your supervisor or college/Department administrator.

Annual Review: HIPAA 102A – Annual Review & What’s New For those who have completed UF’s HIPAA 101 training in the past. NOTE: Even if you are not due for annual renewal at this time, you must complete this training module prior to April 15, 2005. Good for 12 Months. Give the certificate to your supervisor or college/Department administrator.

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Additional levels of HIPAA training (Level 2 and Level 3) may be required depending on your job function. Refer to the UF Privacy Office web site for additional information <http://privacy.health.ufl.edu/>.

In addition to annual HIPAA training, all employees must **annually** read and electronically sign the Confidentiality Statement <http://privacy.health.ufl.edu/confidential/>.

Dr. Barrett retired. We will be receiving a written piece from another source.

Information Security – Training Required for All Employees

All UF Health faculty, staff, students and volunteers are responsible for the security of the information in which we are entrusted. The UF Security Program provides the framework to ensure the confidentiality, integrity and availability of both electronic and non-electronic information. Everyone is encouraged to [learn about Information Security](#) and to make it a part of your everyday routine.

All new employees are **encouraged** to review “UF Cyber Safeguards” presentation available on the UF Security website: <https://security.ufl.edu/wp-content/uploads/2013/09/hr-data-slides.pdf>. If you wish to take it with you, this presentation is also available as a [PDF handout](#). Additional security training materials and trending security threats can be found on the [UF Information Security](#) website.

Information Security – ISA and ISM

Each unit is required to appoint an Information Security Administrator (ISA) and Information Security Manager (ISM). The ISA for our Department is Sherri Swilley (273-5144). The ISM for our Department is Art Watson (273-5158). All employees are required to familiarize themselves with the Security Program and complete annual security training. For more information on Information Security see <http://chfm.ufl.edu/administrative-services/information-security/> and <http://security.ufl.edu/>.

The CHFM Home Page

The Department of Community Health and Family Medicine maintains a web presence at <http://chfm.ufl.edu>. Many of the important URL's mentioned above are easily located from the CHFM home page. Our staff is encouraged to become familiar with our web site and to contribute web site content where appropriate. Send your content, comments and suggestions to webmaster@chfm.ufl.edu.

Microsoft “Home Use” Program

Under the *Microsoft Campus Agreement for UF Employees* with certain restrictions, faculty and staff of the University of Florida can use at home the Microsoft software products listed below.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

- Microsoft Windows 8 Professional Desktop Operating System Upgrade
- Microsoft Office Standard 2011 for Macintosh
- Microsoft Office Professional Plus 2013 for Windows

The details of this program, including how and where to purchase media can be found at:
<https://software.ufl.edu/agreements/microsoft/fs/>.

For listings and pricing of other software titles available under UF contract agreement visit:
<http://software.ufl.edu>.

Department of Community Health and Family Medicine
Faculty Policies and Procedure

EMPLOYEE EMERGENCY CONTACT INFORMATION

<http://hr.ufl.edu/wp-content/uploads/forms/recruitment/emergency.pdf>



**EMERGENCY CONTACT
and
CAMPUS DIRECTORY INFORMATION**

Please complete this form so that we have a record of whom to contact should an emergency situation arise. Also, take this opportunity to tell us whether you wish to be included in the University of Florida Campus Directory. Submit completed form to **Recruitment and Staffing, P.O. BOX 115002, Gainesville, FL 32611-5002. If you have questions regarding this process, please call 392-2477, SC 622-42477, TDD 1-800-955-8771.** If your home address should change, you will need to update your W-4 card.

EMPLOYEE INFORMATION

Name: _____ UFID #: _____
Home address: _____
Home telephone: _____
University location: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____
Home Address: _____
Work/daytime phone: () _____ ext: _____ Home/evening phone: () _____

In the event the above person cannot be reached, please contact:

Name: _____ Relationship: _____
Home Address: _____
Work/daytime phone: () _____ ext: _____ Home/evening phone: () _____

COMMENTS

Are there any important medical conditions, allergies, or other special instructions you would like us to know about in the event of an emergency? (If yes, use space below)

CAMPUS DIRECTORY

Do you wish to have your home address and telephone number printed in the University of Florida Campus Directory (this includes the online telephone directory)? Yes No

Employee Signature

Date

Work phone number

For corrections, please notify the Department of Community Health and Family Medicine, Personnel Office, at 273-5139. Your cooperation in keeping our records current is greatly appreciated.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Fringe Benefits-Clinical Faculty

All of the following items are listed at the current annual rate.

Licensure and Board Fees (Clinical Faculty)

Due to the importance and time sensitivity associated with these items, the Department requests that faculty personally pay any required fees and submit a reimbursement request for the expense. The request should contain necessary proof of payment and supporting documentation.

- \$ 391.00 Florida Department of Health license fee (renewed every two years)
- \$ 235.00 Modules (\$235 each) necessary for maintenance of certification (MC-FP)

The American Board of Family Medicine (ABFM) designed the Maintenance of Certification for Family Physicians (MC-FP) program and plan to gradually transition everyone into the program by 2010. The first group entered MC-FP in 2004 and was comprised of those who certified or recertified in 2003. Under the current MC-FP program, a series of on-line modules must be completed in three separate 3-year windows (stages). There are currently two payment options for MC-FP: 1) Pay a lump sum of \$1,700 or 2) Pay as you go (\$235 per module as they are completed). It is the responsibility of the physician to choose the payment option within his/her Physician Portfolio during the first year the cycle is scheduled to begin. **The Department's preference is for faculty to choose the pay as you go option and request reimbursement for each completed module rather than the lump sum payment option.** The Department will only reimburse for one module of the board renewal per fiscal year (July-June). If you chose to renew as a lump sum, your receipt must be sent in each year to receive the reimbursement allotment. Remember to print the payment confirmation screen to submit as proof of payment necessary to obtain reimbursement.

If you require additional information regarding MC-FP or to obtain Physician Portfolio access, please refer to the American Board of Family Medicine's web site <http://www.theabfm.org>.

Drug Enforcement Agency

Federal Regulations governing DEA registration provide an exemption from registration fees for any practitioner who is required to obtain an individual registration in order to carry out his/her duties as an official of any state agency. The practitioners at the University of Florida qualify for this exemption. *Note: Due to this exemption, the Department will not reimburse faculty for DEA registration payments.*

When renewing your DEA registration using Form 224A online, question #7 asks for Certification for Fee Exemption. Peter Carek, M.D., M.S., Professor and Chairman should be listed as the certifying authority. His email is carek@ufl.edu. If this is the first time you have requested this exemption, the DEA may follow up with a letter asking for additional information. If you receive a follow up letter and have questions, please contact the administrative office at 273-5138 or B. Diane Farb, Assistant General Counsel, at 273-6836.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Fringe Benefits-Clinical Faculty (continued)

Memberships/Dues (Clinical Faculty)

The Department will pay up to \$1,300 for professional society memberships. The department recommends the following organizations:

American Academy of Family Physicians (AAFP)
Society of Teachers of Family Medicine (STFM)
Alachua County Medical Society* (ACMS)
North American Primary Care Research Group (NAPCRG)
American Medical Society for Sports Medicine (AMSSM)
American College of Sports Medicine (ACSM)

Requests for alternate/additional memberships should be submitted to the Fiscal Office for approval prior to renewal.

*The UF College of Medicine encourages faculty to join ACMS only if they plan to participate as an active member.

Professional Expense Reimbursement (Clinical Faculty)

With prior approval from the Department Chair, personal expenses incurred related to the conduct of departmental business can be reimbursed in accordance with UF reimbursement policies. Such expenses might include meals for visiting lecturers and prospective faculty employees.

Professional Development / CME Activities / Travel (Clinical Faculty)

Provided funds are available, each faculty member is allotted \$1,700 per fiscal year (July through June) for professional development and continuing medical education (CME) activities. Allowable expenses include travel to conferences, online courses, medical books, stethoscopes (every 3 years), and a tablet (iPad or similar) with case and keyboard (every 3 years). All travel must be pre-approved by the Department Chair, including professional leave. Professional leave requests must be pre-approved for University insurance purposes. Please see the Travel Policies and Procedures section of this manual for further details regarding process for obtaining prior approval and reimbursement.

The fiscal year starts July 1 and ends June 30. The University's fiscal modules are shut down during the last week of June to close out the fiscal year and do not reopen until the second week of July to reset for the new fiscal year. Hence, the spending period ends the third week of June. **Please submit all reimbursement and purchase requests to the fiscal office no later than June 15 to allow for sufficient processing time.**

****Note: Should a faculty member terminate employment with the Department, the Department will not reimburse for any CME activities completed during the last three months of employment.***

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Fringe Benefits-Clinical Faculty (continued)

Insurance (Clinical Faculty)

For full-time clinical faculty the Department will pay all of the expenses for the following:

- Professional Liability Self-Insurance (SIP)
- Florida Birth-Related Neurological Injury Compensation Association (NICA)
- Health Insurance (single or family coverage)
- Group Term Life Insurance
- Long-Term Disability Coverage
- Accidental Death and Dismemberment

For a complete description of your college-sponsored fringe benefit program, please visit the College of Medicine Fringe Benefit website at <http://adminaffairs.med.ufl.edu/fringe-benefits/>. Contact Brian Berryman regarding Faculty Fringe Benefit Program at 273-5077 within your first 30 days to elect your fringe benefits.

Federal Withholding Tax, Old Age Retirement (OAR), Medicare (MED), Workers' Compensation, Unemployment Compensation (Clinical Faculty)

The employee's applicable portion of Federal Income Tax, FICA, Workers' Compensation, and Unemployment Compensation is deducted from the biweekly salary. The Department is assessed and pays the employer's share of "matching".

Retirement (Clinical Faculty)

The faculty members in the College of Medicine are enrolled in 403b defined contribution retirement programs with immediate vesting. The College will contribute a percentage of an employee's biweekly earnings to the program. Participants may also choose to contribute voluntary, tax-sheltered contributions, up to the maximum allowed by current IRS guidelines. For additional information please visit the UF Human Resources website at <http://www.hr.ufl.edu/retirement/default.asp>. You may also visit the COM Fringe Benefits web page at <http://www.med.ufl.edu/benefits/>.

Other University Available Fringe Benefits (Clinical Faculty)

For more detailed information on University of Florida benefits, please visit University Personnel Services University Benefits web site at <http://www.aa.ufl.edu/Handbook/index.html>.

For more detailed information on University of Florida benefits, please visit University Personnel Services University Benefits web site at <http://www.aa.ufl.edu/Handbook/index.html>.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Fringe Benefits–Academic Faculty

All of the following items are listed at the current annual rate based on a 1.0 FTE appointment. Reimbursement requests and travel/CME allotments are pro-rated based on an individual's FTE.

Federal Withholding Tax, Old Age Retirement (OAR), Medicare (MED), Workers' Compensation, Unemployment Compensation (Academic Faculty)

The employee's applicable portion of Federal Income Tax, FICA, Workers' Compensation, and Unemployment Compensation is deducted from the biweekly salary. The Department is assessed and pays the employer's share of "matching."

Florida State Retirement (Academic Faculty)

The Department pays all of your Florida State Retirement contribution.

Society Memberships (Academic Faculty)

The Department will pay up to \$300 (provided funds are available) toward appropriate professional society memberships if the society is on the University's approved list (or if we are able to obtain University approval) and one licensure fee. Requests for memberships should be submitted to the Fiscal Office. The request will be forwarded to the Department Chair for approval before payment is processed.

Professional Development / Travel (Academic Faculty)

Provided funds are available, the Department will reimburse up to \$1,700 per academic faculty member to attend a professional meeting each fiscal year. Payment for additional local or out-of-state meetings will be based on availability of funds and participation of faculty. All travel must be pre-approved by the Department Chair, including professional leave. Professional leave requests must be pre-approved for University insurance purposes. Please see the Travel Policies and Procedures section of this manual for further details regarding process for obtaining prior approval and reimbursement.

The fiscal year starts July 1 and ends June 30. The University's fiscal modules are shut down during the last week of June to close out the fiscal year and do not reopen until the second week of July to reset for the new fiscal year. Hence, the spending period ends the third week of June. **Please submit all reimbursement and purchase requests to the fiscal office no later than June 15 to allow for sufficient processing time.**

Professional Expense Reimbursement (Academic Faculty)

With prior approval of the Department Chair, personal expenses incurred related to the conduct of departmental business can be reimbursed in accordance with UF reimbursement policies. Such expenses might include meals for visiting lecturers and prospective faculty employees.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Other Fringe Benefits Information—All Faculty

Travel – Rural Clinics

The Department will provide either a vehicle or reimbursement at the current University mileage rate for use of a personal vehicle for travel to and from the rural clinics when not in scope of routine work assignment. No more than one vehicle per day is approved to travel to each clinic. No personal reimbursement will be made if a departmental vehicle is available. Reimbursement for mileage must have prior approval of Department Chair.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Faculty Leave Policy

The following is the current annual and sick leave policy for University of Florida salaried faculty. Additional information is available from the Vice Chair of Administration, Assistant Director, or the Department Leave Keeper. Annual leave requests should be submitted three months in advance whenever possible, but *no later than 45 days prior* to the date of the leave.

Annual Leave (Vacation)

D. Annual Leave

- a. Full-time, twelve-month appointees shall earn annual leave at the rate of twenty-two working days (176 hours) for each full year of employment (6.769 hours per biweekly pay period) up to a maximum of 352 hours. Visiting faculty cannot take accrued annual leave until the second year of their appointment.
- b. Annual leave for 12-month personnel shall be credited before being taken. Visiting 12-month faculty may not take accrued annual leave until the second year of employment.
- c. Employees with more than 44 days (352 hours) of annual leave at the end of year will have excess of the maximum (352 hours) converted to sick leave on January 1 based on December 31 balances.
- d. Those appointed for 12 months, for less than 100% FTE will accrue annual leave on a basis directly proportionate to the FTE of their appointment.
- e. As of January 7, 2003, the transfer of annual and sick leave to the University of Florida from another state of Florida agency or university will no longer be accepted. Leave may be transferred to and from a Florida community college in the event a reciprocal agreement is in place. The transfer of leave from UF to another agency or university of the state of Florida will be governed by the policy of that agency or university. Faculty employed after April 1, 2010 are not eligible to cash-out their sick leave.
- f. At termination of employment for 12-month faculty and administrative and professional employees, lump sum payment for unused annual leave up to 200 hours.
- g. Nine-month faculty do not accrue and are not entitled to annual leave.

II. Sick Leave

- a. Faculty and administrative and professional employees shall accrue sick leave at the rate of 4.0 hours per biweekly pay period, without limitation as to the total number that may be accrued.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

- b. Sick leave may be used for personal disability due to sickness or injury or, in reasonable amounts, for absences resulting from the illness or injury of the faculty member's immediate family. Extended leave of absences may qualify under the Family Medical Leave Act (FMLA). More information may be obtained at <http://www.hr.ufl.edu/benefits>.
- c. Nine-month and twelve-month faculty employed on other than a full-time basis will accrue sick leave on the same basis as outlined in above.
- d. Upon transfer from one institution in the University system to a position covered by the plan in another institution, the full balance of unused sick leave will be received and credited by the new employing institution.
- e. Full-time faculty and administrative and professional employees may join the University's Sick Leave Pool. This pool may enable faculty and staff to draw upon a collective pool, after approval from the sick leave pool committee, in instances where they must use all of their sick and annual leave, in the event of catastrophic illness or injury. Eligibility requirements and enrollment information can be found at the University's web site.

III. Professional and Educational Leave

Full-time faculty will normally be allowed **40 hours** (five days) of educational/professional leave per year (July – June). This leave may be used for continuing medical education (CME), meetings which enhance your knowledge in your field, or for giving presentations, workshops, national committee meetings, etc. Those appointed for 12 months, for less than 100% FTE will accrue annual leave on a basis directly proportionate to the FTE of their appointment.

Professional/educational leave in excess of 40 hours (five days) per year will be restricted, is subject to approval by both your program director and chair, and will only be approved for activities **critically** important to the departmental mission. Justification will need to be sent either electronically, or in writing when making your request.

Faculty will receive pay during approved leave. Professional leave may be granted for participation in education activities at other universities and educational organizations. Professional leave will not be granted for outside business and medico-legal activities. For these later activities, vacation must be taken and an approved outside employment form must be on file.

Faculty must submit leave request prior to any travel for insurance purposes. Leave must be approved prior to travel.

V. Leave Request Procedure:

Your leave balance can be found on your biweekly electronic PeopleSoft pay stub. If

Department of Community Health and Family Medicine Faculty Policies and Procedure

there is a question about your available leave balance please check with the Department Leave Keeper. **Leave cannot be taken before it is accrued unless holiday exceptions are announced by the University.**

1. Residency Program Faculty – The University of Florida Application for Leave Form is prepared and submitted in advance to Tina Engstrom who will secure Program Director’s signature. Approval is granted when call and precepting responsibilities can be covered by other faculty. The approved University of Florida Leave form is posted to the Department’s leave spread sheet by the Residency Program Senior Secretary and then forwarded by Tina Engstrom to the Department Leave Keeper who will post to the Department’s, online leave notification system. **Note Also:** Leave for the month of July will be restricted to emergencies only for residency program faculty.
2. Bioethics, Law and Medical Professionalism - The University of Florida Application for Leave Form is prepared in advance and submitted to the BLMP Program Assistant who will obtain the Program Director’s signature. The BLMP Program Assistant will forward to the Department Leave Keeper who will enter the leave in the University of Florida Leave System and the online leave notification system. Leave requests for the Program Director must be approved by the Department Chairman and then submitted to the Department Leave Keeper.
3. Faculty at Other Faculty Group Practice Clinics – In order to keep clinics open during routine business hours, leave requests should be submitted no later than 45 days prior to the date of the leave. Written justification must be provided for any leave request submitted with less than 45 days’ notice. **Additionally, it is required that providers make up the missed session.** To facilitate this timely notification, the ACU Manager should discuss schedules on a monthly basis with each provider for 3-month time periods in order to catch changes more timely. The Leave Application form is available on-line at www.med.ufl.edu/busforms. Requests for leave should be discussed with the Medical Director, coverage confirmed, and submitted to the Clinical or Program Manager, even if the leave requested is for days that are not regularly scheduled clinic days. The Clinic or Program Manager will obtain the Medical Directors signature of approval, and review all of clinic and on call leave calendars. **IT IS THE FACULTY MEMBER’S RESPONSIBILITY TO ENSURE CALL COVERAGE IF THE CALL SCHEDULE HAS ALREADY BEEN DETERMINED.** The Clinic or Program Manager will ensure clinic coverage before submitting the online leave notification. The Clinic Manager will then complete the Department’s online leave notification form, which is submitted electronically, and forward the signed Leave Application for to the Department’s Leave Keeper. The Vice Chair of Administration will consult with the Department Chairman if there are any leave requests that should not be approved.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Should there be any variation between leave requested and leave taken, it is the faculty member's responsibility to submit a corrected Application for Leave form to the Leave Keeper or Clinic Manager.

<http://www.hr.ufl.edu/leave/forms/leaveapplication.pdf> Updates to the Online Leave Notification System will be updated by the Department's Leave Keeper.

If ill, the faculty member should call the Clinic Manager. On returning from sick leave, the faculty member should prepare an Application for Leave form and forward it to the Clinic Manager for processing.

The same procedures apply for professional and educational CME and Professional leave, but the faculty member will need to make a notation on the University of Florida Application for Leave that the request is for CME and Professional. The CME and Professional time will be entered into the Department's Online Leave Notification System, but will not be deducted from University of Florida leave balance, but tracked at the Department level.

D. Other Faculty – Leave requests should be submitted in a timely fashion consistent with policies at your particular site.

VI. Holidays

Currently, the University observes and pays for nine holidays for faculty and staff.

Holidays observed are listed at <http://www.hr.ufl.edu/leave/holidays.asp>.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Outside Activities and Conflicts of Interest

Rule 6C1-1.011, F.A.C., sets for the University's guidelines and procedures concerning outside activities and financial interests. As stated in the rule, all University employees "are responsible for the full and faithful performance of their professional or institutional responsibilities and obligations." Further, it "is the policy of the University that faculty and staff members may participate in outside activities and hold financial interests as long as the activities and interests do not conflict with their duties and responsibilities."

Guidelines, Policies and Procedures and the Disclosure of Outside Activities and Financial Interests can be found at the College of Medicine website <http://coi.med.ufl.edu/outside-activityfinancial-interest-disclosure/>

Faculty engaged in outside activities during the normal work schedule must request annual leave for these activities. This leave will be handled the same as all other annual leave. See section on annual leave request.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Travel Policy and Procedures

All Travel Policy and Procedure inquiries related to University travel should be directed to the Fiscal Office, 273-5149.

Definition of Authorized Travel – Any approved travel to seminars, workshops, meetings, or conferences/conventions which relate directly to the employee’s specialty and where the employee, the Department and University will benefit from knowledge gained as a result of participation and/or attendance.

Travel Policy – All travel for faculty, staff or residents **must be authorized in advance** by the Department Chair or his designee. The traveler should assure that other personnel will satisfy all departmental responsibilities. Any unauthorized travel expenditures will be the complete responsibility of the employee and **will not** be reimbursed.

Procedure for Obtaining Prior Approval – A “Request for Travel Approval” form must be completed and submitted to the Fiscal Office along with a program brochure, agenda and/or any other pertinent information related to travel. The Request for Travel Approval form can be found at <https://com-chfm.sites.medinfo.ufl.edu/files/2014/09/TravelRequest.pdf> or on subsequent pages.

The request will be reviewed for funding availability and forwarded to the Department Chair for approval. The traveler will be notified of the status of the request once determination is made. The form and back-up documents will be retained by the Fiscal Office for expenditure planning and follow-up purposes.

It is imperative that the traveler provide sufficient advanced notice of intent to travel for approval process. We recommend at least 30 days’ notice. This is of utmost importance if traveler will need Fiscal staff to assist with conference registration fees. Please note, it is the responsibility of the traveler to make all other travel arrangements.

Procedure for Obtaining Reimbursement – A completed “Travel Reimbursement” request form and **original receipts** should be submitted to the Fiscal Office (Box 100237) no later than 30 days following travel. An expense report will be created based on the Travel Reimbursement form and will be submitted to the faculty member for approval. The expense report will need to be returned to the fiscal department **no later than thirty days after it is received or reimbursement will not be made**. The Travel Reimbursement Request form can be found at <https://com-chfm.sites.medinfo.ufl.edu/files/2014/05/TravelReimbursement.pdf> or on subsequent pages.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Travel Policy and Procedures (continued)

The following items must be attached to the Travel Reimbursement form, if applicable:

- Registration form with breakdown of charges, proof of payment, and agenda
- Transportation receipt showing amount paid, class, travel times, and ticket number
- Itemized hotel bill/folio showing payment and occupancy
- Itemized rental car agreement and receipt
- Receipt for taxi, parking, and tolls if instance is more than \$25
- Receipt for any other expense requiring reimbursement (excluding meals)

For your convenience, here are some things to remember when planning to travel.

Registration – Reimbursement requires proof of payment, breakdown of charges, copy of registration form, copy of brochure/agenda.

Transportation – Traveler is to use the most economical means of transportation. Only coach/economy class is allowed, unless more than 9 hours of continuous travel.

Rental Car – AVIS is the state rental car provider and must be used if available. A justification is required if AVIS is not used or a car larger than a compact class “B” is rented. Hybrid rentals (Class C) are allowed without a justification. Please reference AVIS Worldwide Discount (AWD) # A113402 when making reservation. Without proper justification, reimbursement will be reduced to the current AVIS contract rates for class B rentals. An itemized copy of the rental agreement is required for reimbursement.

Mileage – The use of a personal vehicle for official travel in lieu of publicly owned vehicles or common carriers may be authorized. Mileage shall be computed based on the current map of the Department of Transportation and reimbursed at 44.5 cents per mile. Vicinity mileage is also allowable when necessary for the conduct of official business. The mileage allowance covers all operating costs of the vehicle. An accurate daily record of miles traveled is to be maintained.

Lodging – If you share a room with a person not on University business, you must indicate as much and provide documentation of a single room rate. Reimbursement will be based on single occupancy rate. Actual expenses for lodging are to be substantiated by paid bills itemizing the room rate and tax.

Meals (Domestic) – Per Diem of up to \$36 based on travel times. Breakfast \$6 when travel begins before 6am and extends beyond 8am; Lunch \$11 when travel begins before noon and extends beyond 2pm; Dinner \$19 when travel begins before 6pm and extends beyond 8pm. Any meals provided at conference will be deducted from per diem rate. Receipts are not required for reimbursement. There is no meal allowance for a trip that is less than 24 hours with no overnight stay.

Communication Expense – Communication expense incurred while conducting University business including telephone, wire, computer use, and/or fax expenses require a receipt and justification. These items must be for business use and not the traveler’s personal use (i.e. a call home).

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Travel Policy and Procedures (continued)

Incidental Expenses – Taxi, parking, tolls, etc. are reimbursable upon travelers return. A receipt is typically not required if instance is \$25 or less. However, in order to ensure full reimbursement, it is good practice to obtain receipts whenever possible.

For more information please call 273-5149 or visit the University of Florida's travel web site <http://www.fa.ufl.edu/departments/university-disbursement-services/travel/>.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

**COMMUNITY HEALTH AND FAMILY MEDICINE
REQUEST FOR TRAVEL APPROVAL**

Date: _____
 Traveler's Name: _____ UF ID #: _____
 Position: _____ Destination (City/State): _____
 Name of Conference: _____
 Purpose of Trip: CME Presentation Moderator Other _____
 Funding Source: CME Allotment Department Funded Travel Grant Other _____

Justification (Explain Benefit to State): _____

Outside Employment: YES NO Organization: _____

(If yes, make sure that you have a Disclosure of outside Activities and Financial Interests form on file with the department. These forms can be found at <http://www.med.ufl.edu/busforms/>. Or contact the department.)

Registration Prepayment Needed: YES NO Due Date: _____ (allow 4-6 wks.)

Mode of Transportation: Air Rail State Car Personal Car Rental Car

Departure Date: _____ Departure Time: _____ Airport Departing From: _____

Returning Date: _____ Return Time: _____ Airport Destination: _____

Airfare \$	_____			
Hotel:	_____ day(s)	Hotel Rate \$	_____	Total Estimated Cost \$ <u>0.00</u>
Meal:	_____ day(s)	Meal Rate \$	<u>36</u>	
Registration \$	_____			
Rental Car:	_____ day(s)	Car Rate \$	_____	
Mileage:	_____ (miles)	Mileage Rate \$	<u>0.445</u>	

Any unusual extra expense due to changes in reservations may have to be paid by the traveler. Always coordinate reservations/changes with the Sr. Fiscal Asst in CHFM. Tel - 273-5452 F a x - 273-5213 P O Box 100237

Meals (standard rate): Breakfast \$6.00, Lunch \$11.00, Dinner \$19.00 = \$36.00

Duties will be covered by: _____

Traveler's Signature: _____

Approved by: _____

Program Director/Clinic Manager

Approved by: _____

Chair/Vice Chair

REIMBURSEMENT: Please keep all your travel receipts and submit them with your Travel reimbursement Form. Refer to CHFM Travel Procedures for additional information.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**



College of Medicine
Department of Community Health and Family Medicine
Administrative Offices
www.chfm.ufl.edu

PO Box 100237
Gainesville, FL 32610-0237
352-273-5138
352-273-5213 Fax

Travel Reimbursement

Traveler: _____

UF ID: _____ Today's Date:

Please complete the form below, attach appropriate receipts and return it to this office **WITHIN 10 DAYS AFTER TRAVEL** in order to process your travel reimbursement.

Please remember to return an itinerary from conference, **original receipts**, with hotel bill (folio), tolls, parking, airfare, registration, etc, showing proof of payment. Otherwise reimbursement will be delayed or limited. You may be reimbursed for single occupancy hotel rate plus tax if applicable, 44.5 cent per mile, fare round trip coach, taxi, and parking. Meals are dependent upon times of travel.

Date of Departure (from your city) _____ Time _____ a.m. / p.m.

Date of Return (to your city) _____ Time _____ a.m. / p.m.

Tolls \$ _____

Parking \$ _____

Taxi or Limo \$ _____

Round trip mileage _____ Reimbursement Amount @ 44.5 cent/mi \$

Airfare \$ _____ ATTACH AIRLINE TICKET, ITINERARY AND PROOF OF PAYMENT

Hotel \$ _____ ATTACH ITEMIZED PAID HOTEL BILL

Registration \$ _____ ATTACH ORIGINAL RECEIPT

Meals \$ _____

NOTE: Receipts for meals are not required, but receipts are needed for items listed above.

The Foundation of the Gator Nation
An Equal Opportunity Institution

Reimbursement Total \$

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Quality Program

Community Health and Family Medicine is dedicated to continuously improve quality and discover methods which make each of our facilities more efficient and staff-friendly. Throughout the year you may be aware of ongoing quality improvement projects in your facility. These projects would not be as successful if it were not for your involvement in the process. As with any program, we are constantly finding new and different ways to make Community Health and Family Medicine better: better for you; better for the patients; better for the community.

Support for the electronic medical record, EPIC, has been incorporated into the quality program. There is ongoing coordination with training staff, technical liaisons, and the Epic Ambulatory build team to ensure that we continue to see improvements in making Epic as easy and efficient to use as possible. You will see changes and improvements in the electronic medical record throughout the year.

If you have any questions or suggestions on ways we can improve quality, please notify your Quality Director, Maribeth Porter at maribethporter@ufl.edu, David Feller, MD, Associate Professor, Director of Quality & Safety (Inpatient Services) at dbf@shands.ufl.edu, or Paulette Blanc, Patient Safety and Quality Coordinator at 352-294-5002 or pblanc@ufl.edu

**Memo from Timothy C. Flynn MD FACS
Chief of Staff Shands UF
July 29, 2010**

As we have discussed MANY times, ALL entries in the medical record must be DATED, TIMED, and SIGNED. We were cited AGAIN for this at the recent Joint Commission review. Shands at UF is at risk of CONDITIONAL ACCREDITATION by TJC if we do not improve compliance with medical record documentation standards. We were also cited for having entries on the wrong patient and wrong patient documents in the charts.

I realize this will be solved by EPIC but EPIC will not be in place until March 2011. We must be in 90% compliance by 9/1/10.

A plan has been put in place to try to correct these issues.

D- Effective today, Dave Shaffer, QM Clerk will begin to randomly review 70 closed med records per wk. to identify medical staff documentation issues including dating, timing and appropriate labeling of medical records. Individuals found not in compliance will receive a call from my office and their chair will be notified. Repeated violations may result in suspension.

2- Nursing has been instructed not to accept orders without date, time and signature. You will need to complete documentation before the orders are accepted. You might also receive calls about other chart entries that are incomplete. I know that there are some who might abreact to these calls, but the proper response is "Thank you. I will be right there to correct the orders". Less cordial responses will be reported to my office and the appropriate chair.

3 – I can't tell you how much it pains me to have to resort to this, but it will pain us all much more if we are on the front page of the paper having a conditional TJC accreditation.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Bloodborne Pathogen Exposure

UF Bloodborne Pathogen (BBP) Exposure Guidelines

Effective June 1, 2003: Medical care guidelines for UF Faculty, Staff, Residents, Graduate/Teaching Assistants & other Students with potential bloodborne pathogen exposures.

Because some **treatment** regimens for bloodborne pathogen exposures must be started **within 1 to 2 hours of exposure**, the following guidelines were established to ensure prompt and appropriate care for those who have sustained a potential exposure-needlestick, sharps injury, or mucous membrane splash.

A needlestick hotline has been initiated for all UF personnel and students in the Gainesville area to call following any BBP exposure.

NEEDLESTICK HOTLINE number: 1 866 477-6824 (OUCH)

Call 24 Hours a Day, 7 days a week in Gainesville area

<http://shcc.ufl.edu/needlestick>

This needlestick hotline will ensure that all UF employees and students with an exposure have immediate access to a medical provider in a timely and efficient manner. During regular working hours, an operator from the Student Health Care Center staff will answer the line and immediately forward the call to a skilled and knowledgeable medical provider. The medical provider will collect the exposure and source history, arrange for lab work to be drawn, decide on post-exposure treatment if necessary, and recommend follow-up as appropriate. After-hours and on weekends, persons with post exposure will be triaged to the closest Emergency Room for treatment.

Faculty, Staff or Non-Student OPS Employees, Residents, Gas/Tas or Student Assistants: You must report all potential bloodborne pathogen exposures to your supervisor and immediately call the Needlestick Hotline. Time is critical! You or your supervisor must then call the UF Workers' Compensation Office (392-4940) immediately after your evaluation/treatment has been completed to report your exposure.

UF Students – Not employed by the University: Call the Needlestick Hotline. Your care must be paid for through your student/personal insurance or by some other means.

If you are on an off-site rotation further than one-hour travel time from UF, seek care at the nearest medical facility.

Questions?

Re: Needlestick Hotline: SHCC 392-0627 or 392-1161 ext. 14212
Re: BBP Program--- UF Environmental Health & Safety 392-1591
<http://www.ehs.ufl.edu/Bio/BBP>
Re: UFWC Program- 392-4940 or SC622-4940

Department of Community Health and Family Medicine
 Faculty Policies and Procedure

CPR Resources

Reminder:

CPR cards need to be renewed before their expiration date. You have until the last day of the month in which your card expires.

CPR Source / Contact Person	Phone Number
Shands – Dept of Cardiopulmonary	265-0078
Gainesville Fire & Rescue Classes held every other Saturday	334-5075
North Central Florida Safety Council • http://www.ncfsc.com/	377-2566
Santa Fe College http://dept.sfcollege.edu/cied/cwe/content/media/cpr_spring.pdf Cost \$55	395-5896
UF Student Health Care Center Cost \$60`	392-1161 ext. 4283
Cathy Collins, LPN (Neurology Clinic)	Work – 682-6430 Home – 224-5655
Karen Vallario, Cost \$50 per student, card given on training day, will come to clinic if have 4 or more people	352-262-1122

Faculty Evaluations

Each faculty member shall be evaluated in writing at least once annually on the basis of an assessment of the individual’s total performance in fulfilling his/her assigned duties and responsibilities to the University, and fulfilling effectively those responsibilities attendant to membership in the university community. The basic purpose of this evaluation is faculty improvement in the functions of teaching, including extension work, research, service, and any other duties that may be assigned with the resulting enhancement of learning, cultural advancement, and production of new knowledge. The assignment shall be made in accordance with the policy established by the Provost as required by Florida Statutes. The assignment should provide faculty members who are eligible for tenure, permanent status, and/or promotion with equitable opportunities in relation to others in the department to meet the required criteria for such status. The primary assessment of the faculty member’s competency.

CVs must be updated yearly prior to performance evaluations. The Faculty Evaluation Committee evaluates the assignments and accomplishments of faculty annually and reviews each faculty member’s progress toward promotion and/or tenure. Committee members are departmental Professor and Associate Professor faculty, Peter Carek, M.D., M.S., Professor and Chairman; Lavina Gramig, Recorder. Attendance at faculty meetings is also required and will be considered in the faculty member’s annual evaluation. For more information regarding Faculty Evaluation go to University of Florida Handbook: <http://handbook.aa.ufl.edu/> (see regulation: UF Regulation 6C1-7.010)

Department of Community Health and Family Medicine Faculty Policies and Procedure

Mentoring Program

Faculty (tenure accruing) hired after 11/07/2000, regardless of rank, must be assigned a mentor. Faculty (non-tenure accruing) hired after 11/07/2000 at the rank of assistant professor must be assigned a mentor. The assignment of a mentor for faculty (tenure accruing and non-tenure accruing) hired at the rank of assistant professor prior to 11/08/2000 is optional.

The mentor will meet with the faculty member and provide him/her with a copy of both the University of Florida and College of Medicine Tenure and Promotion Guidelines. After reviewing the guidelines, the faculty member and the mentor will meet to discuss the criteria for tenure and promotion.

- **Tenure-Accruing** – The mentor will meet with the faculty member and provide him/her with a copy of both the University of Florida (<http://www.aa.ufl.edu/tenure/>) and College of Medicine (COM) Promotion and Tenure Guidelines. Available at: <https://my.ufl.edu> Web Browser should be set to allow pop-ups.
 - Log onto MYUFL
 - Go to Main Menu>My Self Service> UF Faculty Promotion and Tenure> Promotion and Tenure Packet> Packet Template with Activity.
 - *The Template will open as a Word file, with some sections auto-populated with the candidate's information.*
- The first meeting should occur within the first six months of employment as a member of the COM faculty. The faculty member's scholarly interests should be discussed and plans developed for achieving sustained academic productivity. An annual mentor assessment will be completed each spring/summer until the faculty member is promoted in rank. Meetings are encouraged for more frequent intervals than annually, to discuss problems and assess progress on a regular basis. Mentoring sessions are also encouraged to continue after the faculty member is promoted but signed mentoring forms are not required.

In the College of Medicine, the mid-cycle review will occur after 3 years and after 6 years for faculty in the Tenure track and after 4 years for faculty in the Multi-Mission and Single Mission tracks.

Non-tenure Accruing – During this meeting, the mentor should recommend that the faculty member, which includes Clinician/Scholar, Scientist, Research and Lecturer, enter the University tenure and promotion packet on his computer to begin the process of preparing the packet for the promotion process.

At the end of each year the mentor will prepare an annual assessment (after reviewing the tenure and promotion packet) describing the faculty member's progress toward tenure and/or promotion. This assessment should be provided orally to the faculty member and he/she should be given an opportunity to respond. The department chair and the mentor will meet on an annual basis (prior to the annual evaluation process) to discuss the progress of the faculty member. At this meeting the mentor will share the faculty member's annual assessment with the chair. The Mentoring Program Annual Assessment Confirmation form should be forwarded to the Dean's Office along with the faculty member's annual evaluation.

At the end of the faculty member's first year, the faculty member and the chair should discuss the relationship with the mentor and decide whether a new mentor might be more appropriate. Where appropriate, the chair should give strong consideration to the preference of the faculty member.

For more information on Mentoring Guidelines also see:
<http://facultyaffairs.med.ufl.edu/faculty-resources/mentoring/>

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Promotion and Tenure

Promotion is a major form of recognition of accomplishments and contributions by a member of the faculty in accordance with general and specific objectives of the College of Medicine, the University of Florida, and the academic community as a whole. A faculty member will be awarded tenure and/or promotion based on a record of superior achievement in the major academic missions. The responsibility for the fulfillment of all criteria is the responsibility of the candidate under review. The College will base its recommendations for promotion on careful and judicious procedures, which guarantee the faculty the rights and privileges established in the University Constitution. University of Florida guidelines for promotion and tenure and the processes required for consideration of candidates can be found at the following website: <http://www.aa.ufl.edu/tenure>. The University describes the major areas of academic achievements on which faculty will be evaluated:

Teaching – Instruction, including regular classroom teaching and distance/executive/continuing education, direction of theses and dissertations, academic advisement, extension education programs, and all preparation for this work, includes study to keep abreast of one's field.

Research – Research or other creative activity including publications.

Service – Public and professional.

Patient Care

The College of Medicine recognizes that it must provide non-tenured faculty with sufficient time to establish a scholarly record that justifies tenure and/or promotion. The College will assure that all faculty members obtain appropriate guidance in the development of their academic careers, including: (a) establishing clear and specific guidelines for academic advancement; (b) informing faculty members at the time of the initial appointment about the expectations for achievement in each academic mission; (c) coordinating a structured mentoring program and assigning an individual mentor to each faculty member, a process designed to assist with the development of an appropriate career path and academic networking; (d) maintaining a system of annual evaluation and mid-career review, which highlights both achievements and areas targeted for improvement for each faculty member; and (e) providing specific suggestions for additional types of activities and efforts or products that will enhance the faculty member's career development and increase the probability that they will be acceptable candidates for tenure and/or promotion.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Faculty Compensation Plan

The major goals of the University of Florida (UF) College of Medicine (COM) faculty compensation plan is to promote and reward individual success in teaching, research, service and patient care through monetary incentives and individual recognition.

The compensation plan covers both clinical and basic science faculty employee by the COM with exceptions outlined in the UF Faculty Compensation Plan.

Total compensation is comprised of base salary, administrative supplements, productivity incentives, year-end departmental incentives, and one time payments. Total compensation may not exceed fair market value. In order to receive an incentive payment, a faculty member must be employed with the COM in a faculty position at the time the incentive payment occurs

Base salary increases associated with faculty promotions and the UF Salary Pay Plan (SPP) will be made in accordance with UF and COM guidelines.

Faculty may access their individual accounts and monitor their performance toward assigned targets at the following address: <http://apps.comfs.ufl.edu/compplan/> A Gatorlink identification and password are required to access the compensation plan database.

Patient Access

Patient panels will be left open to accepting new patients for any physicians that have not exceeded by 10% their current assigned work RVU target and for Residency physicians, **each** target must exceed by 10%.

In order to close a patient panel for new patients it must be approved by the chairman.

Closed panels require the chairman to notify managed care and other payors in order to be in compliance with negotiated contracts.

Physicians with closed panels that have open slots will still have patients with acute problems, or work-ins, scheduled in those slots.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Dress Code

Dress Code Policy for Community Health and Family Medicine

The image of the department of Community Health and Family Medicine (CHFM) is reflected in the appearance of its team of faculty, extenders, and staff. By maintaining a professional appearance, we can influence the opinion and confidence of patients and guests regarding our commitment to patient care. Therefore, we have established these standards for appropriate dress and personal appearance for CHFM employees in clinic and administrative areas.

As health care professionals, faculty and clinical extenders are expected to be clean, well-groomed, and appropriately dressed to reflect the professional standards of their department.

Photo I.D.:

Photo I.D. must be worn with the picture, name and title unobscured and facing forward.

Loose or damaged badges should be replaced.

Shoes:

For safety and infection control purposes, shoes should have an enclosed toe and a sole not easily penetrable (to prevent injury).

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

***Policy on: Non-UF Advanced Practice Clinician students
(ARNP/PA) Shadowing***

Non-University of Florida Advanced Practice Clinician students like ARNP or PA students requesting to shadow at the Community Health and Family Medicine (CHFM) clinics will be declined. Due to the regular scheduled UF Medical Students, Residents, and University of Florida students sponsored for shadowing in our clinics, we do not have the facility space, faculty, or other personal available to appropriately accommodate students of ARNP and PA program, that are receiving their education at a non-University of Florida facility and need/or want to finish their clinical program at the University of Florida.

The faculty within the department of Community Health and Family Medicine (CHFM) must not sponsor, or accept shadowing requests by non-University of Florida students.

If a faculty member believes that there are significant mitigating circumstances a request for exceptions can be submitted to the CHFM Chairman, Vice Chair of Administration, or designee.

Department of Community Health and Family Medicine Faculty Policies and Procedure

Contact Reference Sheet for Faculty

Information	Contact Person	Phone Number
Faculty/Staff Locator Guide http://www.chfm.ufl.edu/	Sherri Swilley	273-5144
Annual Report: http://chfm.ufl.edu/about-chfm/administrative-services/annual-report/ UF Faculty Handbook: http://chfm.ufl.edu/about-chfm/administrative-services/administrative-staff/ Department Policies & Procedures Manual: http://chfm.ufl.edu/administrative-services/administrative-links/	Sherri Swilley	273-5144
Clinic Schedule	Sherri Swilley	273-5144
Supplies / Budget (see manual)	Kelsey Prange	273-5149
Pager Problems	Kelsey Prange	273-5149
DEA Information (Exemption info in manual)	Sherri Swilley	273-5144
Membership Reimbursement (see manual)	Sherri Swilley	273-5144
Workplace Injury (see manual)	Sherri Swilley	273-5144
Life Event Status Change (COM Fringe Benefits) www.med.ufl.edu/benefits	Sherri Swilley	273-5144
Conflict of Interest	Sherri Swilley	273-5144
Epic Notes/Signing/Closing	ACU Manager/Sherri Swilley	273-5144
ARNP Protocol, <i>if applicable</i>	Sherri Swilley	273-5144
Authorized Use Policy	Art Watson	273-5158
Gatorlink Account	Art Watson	273-5138
UF Portal my.ufl.edu	Art Watson	273-5138
Departmental Home Page www.chfm.ufl.edu	Art Watson	273-5138
SPICE Program and Materials https://security.health.ufl.edu/	Art Watson	273-5138
College of Medicine Faculty Compensation Plan / RVU Targets	Sherri Swilley	273-5144
Annual Evaluation (letter)	Sherri Swilley	273-5144
Travel Procedures	Kelsey Prange	273-5149
Payroll / Paychecks	Sheila Diuguid	273-5143
Gator 1 Card replacements	Sheila Diuguid	273-5143
Professional Photo (after lab coat is received)	Allison Geagan	273-5139
Vacation/Sick Leave Procedure: See your clinic ACU Manager for procedure Application for Leave: http://hr.ufl.edu/wp-content/uploads/forms/leave/leaveapplication.pdf	Sheila Diuguid	273-5143
Promotion & Tenure Packet	Lavina Gramig	273-5163
Faculty Meeting Schedule	Lavina Gramig	273-5163
Bloodborne Pathogens Annual Education	Lavina Gramig	273-5163
BLS Training: CPR & Safety Training Ctr, UF College of Medicine 392-1161 X-4283	Training Center	392-1161 x-4283
Notify Consultation Center (Amanda Walters)	Misty Gray	273-5138
Notify Marketing	Misty Gray	273-5138
Credentialing Updates	Allison Geagan	273-5139
Coding Training	Najwa Liscombe	265-9566
Billing Questions	Najwa Liscombe	265-9566
Educational Program	Robert L. Hatch, M.D. (Asst. Maria Bolanos)	273-5153
Dean's Office, Fringe Benefits Must be within 30 days of hire www.med.ufl.edu/benefits Click on Faculty Link	Brian Berryman	273-5077

P