

**Standards of Competence and Performance
for
Salaried Clinical Track Faculty in Department of Dermatology**

Standards of competence and performance for salaried clinical track faculty as well as tenure-track faculty with clinical responsibilities, as specified by the University of Iowa Operations Manual Section III.10.9.d, and the College of Medicine Policies and Procedures Concerning Faculty Appointments, Evaluation and Promotion Revision 10, Approved by Provost 5/19/95, Updated as approved 8/15/95, Approved by Provost 6/10/02; Updated 10/8/2018

Note: while these policies are designed for clinical track faculty, policies related to performance of clinical duties and policy adherence also apply to tenure track faculty with clinical responsibilities.

In order to maintain continued eligibility for employment in the College of Medicine, the salaried clinical track faculty member must:

1. Maintain an unrestricted license to practice in the state of Iowa, if applicable.
 - Maintain appropriate board certification for the relevant areas of clinical practice
 - Meet CME requirements and certifications
2. Maintain current eligibility and the appropriate credentials in University of Iowa, VA Health Care System and external organizations necessary to fully participate in University of Iowa Physicians (UIP) endorsed clinical activities.
 - Signed compliance statements
 - Comply with University mandated requirements
 - Complete all necessary training and testing in a timely manner
3. If a member, - abide by the policies and by-laws of the of the UIP.
4. Demonstrate competence as a clinician or provider of services. Competence as a physician will be established by the hospital staff process of reviewing clinical credentials and granting hospital privileges. Individuals other than physicians involved in the care of patients should meet the criteria established by hospital bylaws and any relevant state licensure requirements. This requirement is the same as for other salaried faculty who provide clinical service, including faculty with tenure track appointments (see College of Medicine Policies and Procedures Concerning Faculty Appointments, Evaluation and Promotion, e.g. I.A.1.d).
 - a. To provide regular peer review of clinical cases, each clinical faculty will have 5 of their new patient notes (and the attestation), reviewed by the medical director of the dermatology clinic and the Department Head. If it is felt that the faculty being reviewed is not meeting an appropriate standard of care, the notes will be reviewed by a third reviewer blinded to the other reviews. If the third reviewer agrees, the faculty will be provided this information and may provide a written appeal within 15 days to be sent to a (blind) external reviewer at a peer institution. A summary of the internal (and if performed, external review) will be placed in the personnel file of the clinical track faculty.
 - b. RVU data will be reviewed for each individual on a semi-annual basis. The results of RVU productivity will be communicated to each individual. Each faculty

will receive information regarding their RVU productivity, clinical billing and collections. At least once per year, each faculty will have a total of 10 charts audited by billing for assurance of compliance. A written statement regarding compliance will be placed in the personnel folder.

- c. On an annual basis, the teaching evaluations of each clinical faculty will be reviewed and those results communicated to the faculty.
 - d. On an annual basis each clinical track faculty will meet with the Chair to review the above items (4 A-C) and set expectations for performance in the coming year. A written summary of this meeting and its expectations will be included in the personnel record.
5. Complete medical records and other clinical documentation in a timely manner, as specified by the UIHC (and published annually in the UIHC *Formulary and Handbook*).
- a. Establish guidelines for completion of documentation
 - 24 hr for inpatient consultation
 - 24 hrs for procedures
 - Seven days for documentation to outside referral after inpatient stay
 - 72 hours for Epic documentation
 - One week clearance of clinical records in Epic except as needed for completion of pathology documentation, laboratory studies, resident or faculty illness, vacation or holidays.
6. Perform assigned clinical responsibilities as prospectively developed on an annual basis between the faculty member and department, or any other administrative unit (e.g. VA, UI Community Clinics, IRL, etc.) providing salary support in which the faculty member has clinical duties.
- a. Based upon agreed clinical assignments. Should be reflective of contract at the time of hire or subsequent contracts
 - Should also reflect time for administrative work that may have revenue streams
 - b. Develop incentives for clinical productivity
7. Perform assigned teaching responsibilities as prospectively developed on an annual basis between the faculty member and department, and maintain a record of satisfactory teaching quality, as documented by the evaluation of peers and students.
- a. Each faculty member should have written expectations for performance and review of teaching
8. Comply with section III.15 of the University of Iowa Operations Manual (Professional Ethics and Academic Responsibility) as well as all other University policies relevant to faculty activities and behavior including but not limited to:
- a. II.4.1 University Policy on Sexual Harassment
 - b. II.18 Conflict of Interest Policy.
 - c. CS-SOP-01.09 Clinical Staff- Disruptive Behavior
 - d. RI-PHI-04.03 Protected Health Information

Founded violation of these policies could result in disciplinary action up to and including termination.

9. Comply with any additional written standard of the Department in which the faculty member is appointed, as long as these have been approved by the Dean, and as long as these were in effect at the time of the appointment, or at the time of subsequent contract renewal of the affected faculty member.
 - a. Comply with the detail of noncompete agreements unless prospectively waived.