

Standards of Competence and Performance For Clinical Track Faculty Department of Neurology

Standards of competence and performance for salaried clinical track faculty, 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 12/5/05, updated 10/12/2018, approved by the Provost.

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 clinical track faculty member must:

1. Maintain a license to practice in the state of Iowa
 - Maintain appropriate board certification for the relevant areas of clinical practice, if applicable.
 - Meet CME requirements and certifications
 - Submit case lists and outcomes for relevant practice areas as applicable
 - Submit evidence of volume requirements for safety and competency as applicable
2. Maintain current eligibility and the appropriate credentials in University of Iowa and external organizations necessary to fully participate in University of Iowa Physicians (UIP) Group endorsed clinical activities, if applicable.
 - Comply with University mandated requirements
 - Complete all necessary training and testing in a timely manner
 - Signed compliance statements as applicable
3. Comply with all policies of UI Healthcare including, but not limited to, policies related to Protected Health Information (RI-PHI-04.03) and Disruptive Behavior (CS-SOP-01.09). Founded violation of these policies could result in disciplinary action up to and including termination.
4. If a member of the UIP, abide by the policies and by-laws of the UIP and UIHC Plan.
5. Comply with any additional written standards 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 appointment, or at the time of subsequent contract renewal of the affected faculty members. Comply with details of Non-Compete Agreements unless prospectively modified
6. Maintain competence as a clinician or provider of services. Competence as a provider will be established by the hospital staff process of reviewing clinical credentials and granting hospital privileges. This requirement is the same as for other faculty who provide clinical services, 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).

Competency is measured through an initial professional practice evaluation (IPPE) upon appointment, and ongoing professional practice evaluation (OPPE). An OPPE report for each licensed provider will be prepared biannually and reviewed by the Vice Chair for Clinical Services, who will then report to the Chair with any recommendations for remedial action. If specific competency concerns are raised by this process, the chair may assign a process of focused professional practice evaluation (FPPE).

Competency is measured in six domains:

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| 1. Medical knowledge | 4. Professionalism |
| 2. Patient care | 5. Systems-based practice |
| 3. Interpersonal skills and communication | 6. Practice-based learning and improvement |

7. Demonstrate good departmental citizenship through:
 - Completion of clinical tasks and documentation in a timely manner, as specified by the UIHC (and published annually in the UIHC *Formulary and Handbook*).

In addition, The Department of Neurology policy requires:

- Inpatient consultations to be seen by the attending within 24 hours of the request
 - Inpatient consultation documentation to be complete in the electronic medical record (EMR) within 24 hours of seeing the patient
 - Inpatient admission notes to be completed in the EMR within 24 hours of admission
 - Inpatient discharge notes to be completed in the EMR within 24 hours of discharge
 - Outpatient clinic notes to be completed in the EMR within 24 hours of the visit
 - Inpatient procedure notes to be completed in the EMR the day of the procedure
 - Outpatient procedure notes to be completed in the EMR within 24 hours of the procedure
 - Test results to be reported within 72 hours of receipt of the final report, and transmission of the results to the provider who ordered the test, and this communication documented in the EMR (e.g. through EMR documentation of phone call, letter or MyChart message)
 - Maintaining daily contact with the EMR during regular work days.
 - Respond promptly to patient communication, nursing communication and prescription refills
 - When unavailable (e.g. when on vacation) it is the responsibility of the provider to sign out the care of their patients to a faculty colleague
 - Practice that promotes the institutional missions of quality care, patient safety, satisfaction and fiscal responsibility. Metrics such as RVUs, mortality index, length of stay index and response to DRG queries will be reported to and reviewed by the Vice Chair for Clinical Services biannually, and reported to the Chair
 - Regular attendance at Grand Rounds and faculty meetings, except due to absence for vacation, sick leave, professional travel, or other activity of significant departmental, hospital or collegiate value as approved by the Vice Chair for Clinical Services or the Chair
 - Perform assigned clinical responsibilities as prospectively agreed upon on an annual basis by the faculty member and department, or any other administrative unit (e.g. Clinical Cancer Center, Joint Outreach Office, etc.) providing salary support in which the faculty member has clinical duties
 - Perform assigned teaching responsibilities as prospectively agreed upon on an annual basis by the faculty member and department, and maintain a record of satisfactory teaching quality, as documented by the evaluation of peers and students. Every faculty member must contribute to the teaching mission.
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 (e.g. II.4.1 University Policy on Sexual Harassment; II.18 Conflict of Interest Policy).