

**Standards of Competence and Performance for
Department of Otolaryngology—Head and Neck Surgery
Salaried Clinical Track Faculty**

2018

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 9/17/2018.

Policies related to performance of clinical duties and policy adherence also apply to faculty members of the tenure track who have clinical responsibilities.

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

1. Maintain a 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 recertifications
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) endorsed clinical activities.
 - Signed compliance statements
 - Comply with University mandated requirements
 - Complete all necessary training and testing in a timely manner
3. Comply with all policies of UI Health Care 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. Abide by the policies and by-laws of the UIP.
5. Demonstrate competence as a clinician or provider of other 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).
 - Provide the mechanism for and outcomes of regular peer review of clinical cases
 - Outcomes, LOS data, RVU generation evaluated regularly
 - Review reports of contact
 - Otolaryngology Evaluation Criteria:
 - Makes informed decisions about diagnostic and therapeutic interventions based on patient information and patient preferences, up-to-date scientific evidence, and clinical judgment.
 - Communicates effectively with patients about the plan of care.
 - Demonstrates sound application of medical knowledge, and an investigatory and analytic thinking approach to clinical situations.
 - Critically appraises clinical studies and literature on diagnostic and therapeutic effectiveness.
 - Uses information technology to manage information and access on-line medical information.
 - Facilitates the learning of students and other health care professionals.
 - Works effectively with others as a member or leader of a health care

- team or other professional group.
 - Demonstrates respect, compassion, and integrity.
 - Demonstrates a commitment to ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices.
 - Practices cost-effective health care and resource allocation that does not compromise quality of care.
 - Partners with health care managers and health care providers to assess, coordinate, and improve health care and knows how these activities can affect system performance.
6. 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*).
- 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 IPR documentation
 - One week clearance of clinical records on IPR
7. Perform assigned clinical responsibilities as prospectively developed on an annual basis between 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.
- Fulfill agreed upon clinical assignments. Should be reflective of contract at the time of hire or subsequent agreements.
 - Should also reflect time for administrative work that may have revenue streams
 - Meet clinical productivity targets to be eligible for potential incentive payments
 - In general, faculty in the CCOM are expected to achieve the 65th percentile in work RVU production (prorated based on clinical effort)
 - Satisfy clinic and call coverage assignments at the Iowa City VA
8. 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.
- Each faculty member should have written expectations for performance and review of teaching
9. 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).
10. 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 member.
- Comply with details of non-compete agreements unless prospectively modified