

Standards of Competence and Performance for
Salaried Clinical Track Faculty
Department of Psychiatry

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 8/24/2018

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 a license to practice in the state of Iowa, if applicable.
 - Maintain appropriate board certification for the relevant areas of clinical practice
 - Meet CE requirements and certifications
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.
 - Signed compliance statements
 - Comply with University mandated requirements
 - Complete all necessary training and testing in a timely manner
3. If a member of the UIP, abide by the policies and by-laws of the Plan.
4. 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).
 - Psychiatry Evaluation Criteria:
 - Obtain annual peer review of at least 8 clinical cases
 - Number of admissions or outpatient evaluations, LOS and RVU generation are to be comparable to other faculty on that service (i.e., within 1 standard deviation)
 - Demonstrate the ability to establish therapeutic relations with patients and families as evidenced by the absence of letters of complaint to the Psychiatry Department or Hospital

- Maintain ethical standards as written by the American Psychiatric Association or the American Psychological Association
 - While on-service or on-call, be punctual for clinical meetings and be available (or have coverage) at all times during assigned duty hours
 - Fulfill teaching assignments successfully as evidenced by teaching evaluations that are comparable with other faculty (i.e. within 2 SD of faculty mean)
 - Report immediately to Department Administration any serious adverse clinical events or outcomes
5. Complete medical records and other clinical documentation in a timely manner, as detailed in the Information Management – Medical Record Documentation Policy (IM-MR-06.24).
- Established guidelines for documentation completion:
 - Inpatient History and Physical and Consultation reports must be completed within 24 hours
 - Procedure notes must be completed within 24 hours
 - Discharge Summaries must be completed within 24 hours of discharge
 - Inpatient progress notes must be documented daily, including the day of discharge, if being used for billing
 - An outpatient visit (either initial or follow-up) note must be completed within seven (7) days of the visit.
 - Seven days for documentation to outside referral after inpatient stay
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., Joint Outreach Office, etc.) providing salary support in which the faculty member has clinical duties.
- Perform agreed upon clinical assignments. These are reflective of contract at the time of hire or subsequent contracts
 - These assignments may include time for administrative work that may have revenue streams
 - Be eligible for incentives for clinically-based productivity per departmental compensation plan or other hospital or college incentive plan
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.
- Each faculty member should have written expectations for performance and review of teaching

8. 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

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 members.
 - Comply with details of noncompete agreements unless prospectively modified