

JOB AID FOR CLINICAL TRAINEE APPOINTMENTS

Review the presentation slides for the Clinical Appointment Processing for Postdocs training session at <https://postdocs.stanford.edu/postdoctoral-administrators/how-quick-links/job-aids-and-training-slides> for help with Clinical Trainee processing.

Review <https://postdocs.stanford.edu/postdoctoral-administrators/how-quick-links/job-aids-and-training-slides> for help with Postdoc Web Forms submission and processing.

Review <https://postdocs.stanford.edu/postdoctoral-administrators/appoint-postdoctoral-scholars> for help with guidelines on policy for appointing clinical fellows.

New Appointments:

Required documents to be uploaded for approval by OPA are copies of:

1. MD Diploma;
2. CA Medical License;
3. Completely filled, Initialed and Signed Patient Contact Care Form, available here: <https://postdocs.stanford.edu/postdoctoral-administrators/appoint-postdoctoral-scholars>
4. Billing Agreement, if applicable; and CV.

These documents should be given to GME accompanied by the email notification from OPA of the appointment approval and copy of offer letter.

House Staff, Residents and Clinical Fellows who apply for and are awarded Research grants, sponsored projects and fellowships must have an academic appointment with Stanford University. These trainees are dually appointed with both Stanford Hospital & Clinics and Stanford University through the Office of Postdoctoral Affairs as Clinical Trainees.

Reappointments:

Required documents to be given to GME on an annual basis are copies of:

1. Completely filled, Initialed and Signed Patient Care Contact Form;
2. Copy of original offer letter;
3. Email notification from OPA of the appointment approval.

If original offer letter is not accepted by GME, e.g. original offer letter was for a 7/1/12 to 6/30/14 appointment and GME needs a new OPA appointment approval at 7/1/13, a Change request should be submitted with an Appointment End Date change to 6/30/14. This will not change the terms of the original offer letter and will generate an email notification of the approved extension. Provide this as a proof of extension to GME, as well as a copy of the original offer letter.