



**NOORDA COLLEGE**  
of OSTEOPATHIC MEDICINE

Policy Name:	Adjunct Clinical Faculty Compensation Plan
Approval Authority:	Dean's Council
Responsible Executive:	Associate Dean for Clinical Affairs Dean
Responsible Office(s):	Clinical Education
Effective:	March 2019
Expires:	January 2024
Last Revised:	N/A
Next Review Date:	N/A

## Adjunct Clinical Faculty Compensation Plan

### Policy Statement

Adjunct Clinical Faculty members eligible for compensation for teaching services are those Clinical Faculty members who are compensated for the provision of clinical services under a fee for service or alternative payment arrangement but only to the extent that the payment arrangement does not include and compensate those teaching services as a deliverable.

Teaching services eligible for compensation and *Continuing Medical Education (CME) credit* for Adjunct Clinical Faculty members contributing to:

- Precepting students on Core Clinical Service
- Didactics
- Table Training
- Leading Small Group discussions

For greater certainty, those Regular Clinical Faculty who are required to provide and are compensated for teaching services as part of their employment contract are only eligible for compensation under these Compensation Terms for teaching services not so compensated.

If a dispute arises as to whether the Adjunct Clinical Faculty providing teaching services, that dispute shall be resolved by the parties pursuant to the dispute resolution mechanism under the contract governing payment.

Compensation for academic services under these will be payable on a contractual basis to Adjunct Clinical Faculty members as set out below.

### Entities Affected by the Policy

- Adjunct Clinical Faculty
- Assistant Dean for Clinical Education
- Associate Dean for Clinical Affairs
- Dean

## Policy Procedures

### **Compensation Eligibility**

Credentialed Adjunct Clinical Faculty at the rank of Assistant or higher, unless otherwise specified, are eligible for payment for services rendered in the course of the clinical education of students enrolled at Noorda-COM when in compliance with the following:

- Submission of credentialing materials through the preceptor portal.

Credentialing is the primary responsibility of the Adjunct Clinical Faculty with the assistance of the Department of Clinical Education. Credentialing is to include identification of contact information to include:

- Name
- Image of:
  - Diploma
  - Board Certification(s)
  - Active, unrestricted state medical license
  - Medical Malpractice insurance
- Contact Information to include:
  - Email
  - Cell Number (Optional but preferred)
  - Office
    - ❖ Manager or responsible person for scheduling purposes
    - ❖ Phone number
    - ❖ Address
- Hospital, clinics or facilities credentialed

Faculty requesting advanced standing please refer to requirements under Rank and Promotion Guidelines.

- Submission of W-9 (if receiving payment as a sole proprietor) through the preceptor portal
- Acknowledged acceptance of assigned students to clinical service on preceptor portal. Payment may not be eligible for students on clinical service that were not approved through the Department of Clinical Education.
- Completion and submission of "End of Service Evaluation" through the preceptor portal which will be emailed to the Adjunct Clinical Faculty member at the conclusion of the clinical experience. (Appendix A)
- Successful annual completion of, at a minimum, all adjunct clinical track focused professional development modules. At the time of initial appointment, faculty will have nine (9) months to complete the required elements.  
*CME credit is granted for these efforts.*

## **PAYMENT OPTIONS**

Adjunct Clinical Faculty will advise Noorda-COM in writing of the option he/she wishes to select payment for clinical services. Payment of services can be made through various arrangements which can include:

- Sole proprietor:
  - Independent
  - Incorporated with services through corporation
  
- Member of:
  - Professional firm, company or group
  - Health System, hospital or clinic

If the Adjunct Clinical Faculty is with a professional firm, company or group, the College may pay the honorarium or stipend directly to the firm or company, provided that it is requested to do so by the firm or company on its letterhead or as otherwise prescribed by the Associate Dean of the relevant Faculty. This letter should also confirm the individual performing the teaching service is with the professional firm or company.

Clinical Faculty members in the group will advise the Noorda-COM in writing:

- The name and address of the group business entity
- A Business Number

If no instructions are provided, payment will be made to the as a sole proprietor.

## **TIMING OF PAYMENTS UNDER THESE COMPENSATION TERMS**

All payments to Adjunct Clinical Faculty members pursuant to these Compensation Terms for undergraduate teaching will be made on a quarterly basis and no less than semi-annually on dates to be determined by Noorda-COM. It is imperative that correct information be provided to Noorda-COM to ensure that payments are made appropriately.

## **LIMITATION PERIOD**

Although tracking Activities and paying eligible Adjunct Clinical Faculty is a priority for Noorda-COM, errors or omissions may occur. Noorda-COM will provide compensation for any error or omission provided it is reported by the Adjunct Clinical Faculty within one year of the delivery of the activity.

## Definitions

**Adjunct Clinical Faculty** - function in clinical roles at off campus affiliated hospitals, clinics, and other training institutions.

**Regular Clinical Faculty** - full-time or part-time employed by Noorda-COM in the capacities of teaching, college service, scholarly activity and/or research, and/or clinical patient care responsibilities.

**Clinical Service** – also known as rotation, clerkship or externship. Consists of an agreed upon number of weeks a student’s spends with the adjunct clinical faculty member as part of their formal clinical education curriculum. Does not include “shadowing” by unassigned students.

**Core Clinical Service** - Consists of all required clinical rotations accomplished in the 3<sup>rd</sup> year (FM, IM, OB/GYN, Surg, Psych, Peds) as well as ER and Sub-Internships during the 4<sup>th</sup> year. Does not include “audition” or elective rotations outside of these parameters.

**Didactic Lecture** – “class” lecture based content prepared in advance and delivered to the student as an element of the prescribed curriculum or syllabus. A typical lecture “hour” includes 5 learning objectives. Can include content prepared in support of a hands-on or lab based element. Includes the submission of three (3) exam questions per learning objective presented.

**Table Training/ Lab Facilitator** – an on-campus activity as part of a large group presentation being led by another faculty member. Can be, for example, as part of an anatomy, physical diagnosis, OMM or other educational effort.

**Small Group Discussion/ Facilitation** - an on-campus activity leading a group of students generally in a discussion based effort with the content developed and provided to the group leader by the Department of Academic Affairs. Can be, for example, as part of a communications, medical ethics, OSCE debriefing, panel discussion or other educational effort.

**Professional Development** - requirements are structured in support of fulfilling the mission of the College is reviewed by the Department of Clinical Education for completion.

## Responsibilities

- Department of Clinical Education
- Dean
- Adjunct Clinical Faculty

## Violations of the Policy

Failure to comply with compensation plan policies can result in delay of or denial of payments.

## Interpreting Authority

Dean's Council  
Associate Dean of Clinical Affairs

## Statutory or Regulatory References

N/A

## Relevant Links

N/A

## Policy Adoption Review and Approval

Dean's Council

## Professional Fee Schedule

Didactic Lecturer: per **learning objective**

\$80: terminal degree (DO, MD, PhD, JD), practicing professional

\$40: terminal degree, resident or intern

\$30: non-terminal degree (BS, MS, MPH)

Table Training/ Lab facilitator: per hour

\$125

Small Group Facilitator: per hour

\$125: terminal degree (DO, MD, PhD, JD), practicing professional

\$ 75: non-terminal degree

Clinical Preceptor – Core Clinical Service: per rotation

\$1250: Full Professor\*

\$1000: Associate Professor\*

\$ 750: Assistant Professor\*

\*Please see faculty rank and promotion guidelines document for full details. Abbreviated version below.

Note: no compensation is paid to students for patient presentations or teaching.

Fellows may in some situations receive compensation for teaching an elective that is outside the responsibilities of the fellowship, such as teaching suturing lab alone. In these cases, this must be approved by the Associate Dean for Academic Affairs and the rate is \$20/hr.

### **Assistant Professor- Clinical Adjunct**

Initial appointment or promotion to the rank of Adjunct Clinical Assistant Professor include all the prerequisites through Clinical Adjunct Instructor AND

- Completion of an AOA or ACGME approved residency
- Board certified or board eligible
- Possess an unrestricted, active state license to practice medicine
- Be actively contributing to the education and training of Noorda-COM students

### **Associate Professor - Clinical Adjunct**

Initial appointment or promotion to the rank of Associate Professor include all the prerequisites through Adjunct Clinical Assistant Professor AND

- Must be board certified in their medical specialty or subspecialty.
- Evidence of scholarly activity, or the development and teaching in graduate medical education programs

- Noorda-COM will recognize current faculty rank achieved through other medical schools.
- Candidates must have served at the rank of Adjunct Clinical Assistant Professor for a minimum of five (5) years.
- Be actively contributing to the education and training of Noorda-COM students, residents, or fellows.
  - Primary care physicians – precepting at a minimum six (6) students per year
  - Specialty physicians – precepting at a minimum four (4) students per year
- An **accelerated rank promotion** may be granted with the following guidelines:
  - Candidate must be actively engaged in education and training of Noorda-COM students and consistently has acceptable student and site evaluations.
    - Primary care physicians -- 12 students per year or cumulatively 30 students.
    - Specialty physicians - 8 students per year or cumulatively 20 students.
    - Completion of 3 faculty development modules per quarter

### **Professor - Clinical Adjunct**

Initial appointment or promotion to the rank of Professor include all the prerequisites through Adjunct Clinical Associate Professor AND

- Candidates must have served at the rank of Adjunct Clinical Associate Professor for a minimum of five (5) years,
- Be actively contributing to the education and training of Noorda-COM students with an average over the last three years as follows:
  - Primary care physicians – precepting at a minimum six (6) students per year
  - Specialty physicians – precepting at a minimum four (4) students per year
- An **accelerated rank promotion** may be granted with the following guidelines:
  - Candidate must be actively engaged in education and training of Noorda-COM students and consistently has acceptable student and site evaluations.
    - Primary care physicians -- 12 students per year or cumulatively 30 students.
    - Specialty physicians - 8 students per year or cumulatively 20 students.
    - Completion of 3 faculty development modules per quarter.