

## Program Coordinator New Volunteer Faculty Workflow

1. Clinical Adjunct Assistant/Associate Professor appointments are offered to volunteers who perform at least 25 hours of service annually for our department. The list of service examples for volunteers is:
  - Supervise/teach SMPH medical students, other SMPH students (e.g., PA students, MPH students), or department residents and fellows in clinical settings (e.g. direct supervision of a medical student on a hospital service or in a clinical setting).
  - Provide lectures to SMPH medical students, other SMPH students, or department residents and fellows (e.g. deliver a department lecture).
  - Staff an SMPH affiliated volunteer clinic for underserved populations (e.g. MEDIC).
  - Develop and present educational materials or moderate Grand Rounds or M&M conferences that are sponsored by the SMPH.
  - Actively participate in or moderate a journal club for SMPH students.
  - Present at national, state, or local specialty society meeting in conjunction with their SMPH department or academic unit.
  - Mentor SMPH residents in a structured setting.
  - Moderate or present at SMPH department lectureships or symposia.
  - Collaborate with SMPH department faculty in funded research.
  - Participate in the formal evaluation of SMPH medical student skills, such as the Year End Professional Skills Assessment.
  - Present at SMPH Continuing Medical Education activities.
  - Participate in quality improvement programs related to the UW Health enterprise.
  - Provide administrative leadership and/or participation in administrative activities related to the UW Health enterprise.
  - Provide leadership and/or participation in SMPH curriculum development, organization or oversight.
  - Perform other activities not listed here that advance their SMPH departmental missions which are recognized by the dean or department chair as fulfilling their SMPH service commitment.
  
2. A volunteer may either show interest in the Clinical Adjunct appointment or the department may offer the appointment to them based on the service they perform with the department. Each DFMCH program will have their own guidelines and reasons for offering new Clinical Adjunct Appointments.
  
3. There are two ways to start the New Appointment process.
  - a. If a prospective volunteer inquires about obtaining a Clinical Adjunct appointment with your program, you may send them the application link found on the Volunteers section of the PIMS site. **NOTE:** Make sure you send the link next to your program name.
  - b. You may fill out the application for the prospective clinical adjunct appointee. This assumes that you have a good amount of information regarding the volunteer's practice information and educational background.

## Volunteer Management

Volunteers Dashboard

New Volunteer

Volunteer Programs

Roles

Document Templates

### Document Templates

(reference copies of commonly used paperwork)

- Letter of Intent
- Letter of Support
- attachment\_a (volunteer packet)
- attachment\_b (volunteer packet)

### Application Links

The following links can be sent to an applicant to fill out the intake form. After they fill out the form, a notification email will be sent to the program coordinator.

Program	Link
ACHC	<a href="https://pims.fammed.wisc.edu/volunteers/application/achc">https://pims.fammed.wisc.edu/volunteers/application/achc</a>
Aurora	<a href="https://pims.fammed.wisc.edu/volunteers/application/aurora">https://pims.fammed.wisc.edu/volunteers/application/aurora</a>
Baraboo	<a href="https://pims.fammed.wisc.edu/volunteers/application/baraboo">https://pims.fammed.wisc.edu/volunteers/application/baraboo</a>
Eau Claire	<a href="https://pims.fammed.wisc.edu/volunteers/application/eau_claire">https://pims.fammed.wisc.edu/volunteers/application/eau_claire</a>
Fox Valley	<a href="https://pims.fammed.wisc.edu/volunteers/application/fox_valley">https://pims.fammed.wisc.edu/volunteers/application/fox_valley</a>
GHC	<a href="https://pims.fammed.wisc.edu/volunteers/application/ghc">https://pims.fammed.wisc.edu/volunteers/application/ghc</a>
Madison	<a href="https://pims.fammed.wisc.edu/volunteers/application/madison">https://pims.fammed.wisc.edu/volunteers/application/madison</a>
OMSE	<a href="https://pims.fammed.wisc.edu/volunteers/application/omse">https://pims.fammed.wisc.edu/volunteers/application/omse</a>
PA Program	<a href="https://pims.fammed.wisc.edu/volunteers/application/pa_program">https://pims.fammed.wisc.edu/volunteers/application/pa_program</a>
PCFDP	<a href="https://pims.fammed.wisc.edu/volunteers/application/pcfdp">https://pims.fammed.wisc.edu/volunteers/application/pcfdp</a>
Wausau	<a href="https://pims.fammed.wisc.edu/volunteers/application/wausau">https://pims.fammed.wisc.edu/volunteers/application/wausau</a>
WREN	<a href="https://pims.fammed.wisc.edu/volunteers/application/wren">https://pims.fammed.wisc.edu/volunteers/application/wren</a>

Volunteer application links.  
Make sure the link you use  
corresponds to your program.

- c. You may either copy and paste the link into a new internet window or copy and paste the link into an e-mail to the prospective volunteer
4. **If you chose option 3(a): sending the link to the prospective volunteer**, please explain to the volunteer that they must fill out all fields and then select “Submit”.
  - a. You will receive an e-mail from DFMCH Volunteers once the prospective volunteer has submitted the application form. This e-mail will look like the following:

**Volunteer Name** has submitted a request for a new volunteer appointment. Please visit the [PIMS Volunteer Dashboard](#) to add title and date information.

- b. Return to your volunteer dashboard in PIMS. This prospective volunteer’s status should be “Applicant”. Click on the Volunteer’s Name in the volunteer dashboard. Scroll down past the WorkFlow portion on the volunteer’s person page and select “Edit Volunteer”. Input the “Clinical Adjunct Assistant Professor” title and the start/end dates. The end date should self-populate into June 30<sup>th</sup> and three years from the start date. You will need to change the end date to end 1 year from their start date, or June 30<sup>th</sup> of the current fiscal year. New appointments are good for 1 year (through June 30<sup>th</sup> of the fiscal year); renewal of appointments are good for 3 years. Most new volunteer appointments should have the title “Clinical Adjunct Assistant Professor” unless otherwise notified by the department; \*if the volunteer does not have an MD or DO

(these volunteers are typically in the PA program), then they will have a "Preceptor" title. Click "Save".

Person	Program	Begin	End	Status	Comments and Action
Deaton, Nancy K	GHC	2014-07-01	2017-06-30	Active	<input type="button" value="Renew"/> <input type="button" value="Nonrenew"/>
Ederer, Leah N	GHC	2013-07-01	2016-06-30	Active	<input type="button" value="Renew"/> <input type="button" value="Nonrenew"/>
Huebner, Jeffrey A	GHC	2012-07-01	2015-06-30	Active	<input type="button" value="Renew"/> <input type="button" value="Nonrenew"/>
Kastman, Chris C	GHC	2012-07-01	2015-06-30	Active	<input type="button" value="Renew"/> <input type="button" value="Nonrenew"/>
Seffren, Christopher Michael	GHC			Applicant	<input type="button" value="Send packet"/> <input type="button" value="Reject"/> <input type="button" value="Prohibit"/> <input type="button" value="Delete"/>

Click on Volunteer Name to go to profile, then click on "Edit Volunteer" to add title and start/end dates

**Candidate Information**

First Name: Jane  
Middle Name:   
Last Name: Doe  
Contact Method:  Email  Alternate  
Email: test@example.com  
Alternate Email:   
  
**Address**

Practice Name: Test  
Line 1: 1100 Delaplaine Court  
Line 2:   
City: Madison State: WI  
Phone Number: 608-265-8166  
  
**Education and Medical Practice Information**

Medical School: test Degree: AB Year: 2015  
WI License Number: 123456  
Specialty:   
Expiration:   
Board certified?  Date:   
  
**Program Information**

Program:  Office of Medical Student Education  
Title: Clinical Adjunct Assistant Professor  
Start Date: 2015-8-25  
End Date: 2016-6-30  
OMSE Program:  1st & 2nd Year Preceptorship (formerly GPP)  
 1st & 2nd Year Electives (i.e. Healer's Art)  
 3rd Year Clerkship/PCC  
 4th Year Electives  
 4th Year Preceptorship

Title for new volunteers should be Clinical Adjunct Assistant Professor\*

Insert the appointment start date- this can be the day that you enter the information on the application.

Do not select an OMSE program unless you are an OMSE program coordinator

c. Scroll down the page to select the activities (under “Services”) which the volunteer plans on participating in. Click “Save”, return to the volunteer’s personal page or your volunteer dashboard. Select “Send Packet” in the Actions column. The volunteer’s status will then appear as “Packet Sent”

The screenshot shows a web form with the following sections:

- Program Selection:** A list of radio buttons for selecting a program:
  - Office of Medical Student Education
  - Physician Assistant Program
  - Primary Care Faculty Development Program
  - Wausau
  - Wisconsin Research Network
- Services:** A section titled "Please select services for the appointment letter:" with the following checkboxes:
  - Supervise or teach residents, fellows, and SMPH students in clinical settings
  - Lecturer for residents, fellows, and SMPH students
  - Staff a SMPH affiliated volunteer clinic for underserved populations
  - Develop and present educational materials or moderate Grand Rounds or M&M conferences that are sponsored by the SMPH.
  - Collaborate with SMPH department faculty in funded research
  - Provide administrative leadership for UW Health
  - Provide leadership in SMPH curriculum development, organization or oversight
  - Activity advancing DFM departmental missions as recognized by the department chair as fulfilling their SMPH service commitment.
- Comments:** A text area for entering comments.
- Save:** A blue button labeled "Save" is highlighted with a red rectangular box.

5. **If you chose option 3(b): filling out the application for the prospective volunteer,** Click on “New Volunteer” on the volunteer homepage and fill in all of the designated fields. You cannot fill out the application partially, save, and come back to it. All information must be entered at one point while you are on the application form. The information you enter in this form will be sent to the prospective volunteer to review. **NOTE:** Make sure you select the correct program information for the volunteer.
- Most new volunteer appointments should have the title “Clinical Adjunct Assistant Professor” unless otherwise notified by the department; if the volunteer does not have an MD or DO (usually with the PA program), then they will have a “Preceptor” title. The end date should self-populate into June 30<sup>th</sup> and three years from the start date. Change end date to June 30<sup>th</sup> of the current fiscal year. New appointments are good for 1 year; renewals are good for 3 years. Click “Save”.
  - Selecting “Save” will perform the Send Packet function, and the volunteer’s status will then appear as “Packet Sent”.

6. Selecting "Send Packet" in step 4b or selecting "Save" in step 5b will send an automated e-mail to the prospective volunteer, requesting that they submit the necessary documentation for a new clinical adjunct professor appointment. The necessary documents are: 1. A letter of intent (template for this letter is attached to the e-mail) 2. Two letters of support from the prospective volunteer's colleagues (template for these letters is also attached to the e-mail) 3. The signed/dated Clinical Adjunct Professor Data Form (this form is populated with the information from PIMS and is attached to the e-mail) 4. A current copy of the prospective volunteer's CV. The e-mail that is sent to the prospective volunteer comes from Mary Fendry at the [DFM.volfaculty@fammed.wisc.edu](mailto:DFM.volfaculty@fammed.wisc.edu) address and is drafted as follows:

Dear **Volunteer Name**:

Thank you for your interest in becoming a volunteer faculty member for the University of Wisconsin School of Medicine and Public Health Department of Family Medicine.

In order to process your request, please complete or collect the following documents:

- Print, complete, and sign the Clinical Adjunct Professor Appointment Data Form (volunteer\_faculty\_form.pdf).
- A copy of your current curriculum vitae (CV).
- Download and complete the letter of intent.
- The School of Medicine and Public Health requires letters of support from two of your colleagues. Attached is a template that may be used for this purpose, or your colleagues are free to use their own.

Once you have completed and collected the preceding documents, please print and fax them to the DFM Human Resources Department's confidential fax line at 608-262-1215, so that we can process your appointment. Alternatively, you may also scan and email your packet to [dfm.volfaculty@fammed.wisc.edu](mailto:dfm.volfaculty@fammed.wisc.edu). Please be aware that email is not considered a secure form of communication.

Sincerely,

Mary Fendry

Human Resources Director  
Department of Family Medicine  
School of Medicine and Public Health  
University of Wisconsin-Madison  
1100 Delaplaine Court  
Madison, Wisconsin 53715



b. The template letter of intent document will look like the following:

To Whom It May Concern:

I am applying for a volunteer faculty appointment with the UW School of Medicine and Public Health (SMPH) through the Department of Family Medicine. I agree to perform at least 25 hours of service annually in one or more of the following activities listed in this letter, and that reappointment is contingent on completion and documentation of these activities. I will maintain an active medical/professional license while holding this title.

**Examples of Clinical Adjunct Professor Service Activities (not inclusive):**

- 1 Supervise/teach SMPH medical students, other SMPH students (e.g., PA students, MPH students), or department residents and fellows in clinical settings (e.g direct supervision of a medical student on a hospital service or in a clinical setting).
- 2 Provide lectures to SMPH medical students, other SMPH students, or department residents and fellows (e.g. deliver a department lecture).
- 3 Staff an SMPH affiliated volunteer clinic for underserved populations (e.g. MEDIC).
- 4 Develop and present educational materials or moderate Grand Rounds or M&M conferences that are sponsored by the SMPH.
- 5 Actively participate in or moderate a journal club for SMPH students.
- 6 Present at national, state, or local specialty society meeting in conjunction with their SMPH department or academic unit.
- 7 Mentor SMPH residents in a structured setting.
- 8 Moderate or present at SMPH department lectureships or symposia.
- 9 Collaborate with SMPH department faculty in funded research.
- 10 Participate in the formal evaluation of SMPH medical student skills, such as the Year End Professional Skills Assessment.
- 11 Present at SMPH Continuing Medical Education activities.
- 12 Participate in quality improvement programs related to the UW Health enterprise.
- 13 Provide administrative leadership and/or participation in administrative activities related to the UW Health enterprise.
- 14 Provide leadership and/or participation in SMPH curriculum development, organization or oversight.
- 15 Perform other activities not listed here that advance their SMPH departmental missions which are recognized by the dean or department chair as fulfilling their SMPH service commitment.

I understand that Clinical Adjunct Professors of the SMPH may use their titles in presentations and scientific publications, and in venues where they are contributing to the missions of the SMPH, but may not use their titles in any advertisements or direct or indirect practice marketing programs, including the yellow pages of telephone books or in any other media, and that the title and/or affiliation may not be used in conjunction with any industry sponsored presentations other than those specifically approved by the SMPH.

Sincerely,

**NAME**

c. The template letter of support document will look like the following:

To Whom It May Concern:

I am writing to recommend **NAME** for a volunteer faculty appointment with the UW School of Medicine and Public Health through the Department of Family Medicine. I have worked with **NAME** for **X** years. **NAME** is in good standing with **EMPLOYER**.

I am not aware of any concerns about **NAME**. They are a motivated and committed individual whose ethical standards are high.

Sincerely,

**NAME**

7. The volunteer's status will remain at "Packet Sent" until these forms are received by the DFMCH HR office. DFMCH HR will then send the forms to SMPH to be approved. Once the volunteer's appointment is approved by SMPH the volunteer will receive an e-mail stating that their appointment has been approved and their appointment letter is attached. The Program Coordinator(s) will be copied on this e-mail. The volunteer's appointment however will not become active until the volunteer returns the signed appointment letter to DFMCH HR. The e-mail notifying the volunteer of approval and requesting the signed appointment letter is drafted as follows:

Dear **Volunteer Name**:

I am pleased to inform you that your Clinical Adjunct Assistant Professor appointment has been approved by the School of Medicine and Public Health. Attached you will find your appointment letter. In order for your appointment to be activated by the university, you must return a signed copy of the appointment letter to our office. Please print and fax a copy to the DFM Human Resources Department's confidential fax line at 608-262-1215 or scan and email your letter to [dfm.volfaculty@fammed.wisc.edu](mailto:dfm.volfaculty@fammed.wisc.edu).

Sincerely,

Mary Fendry  
Human Resources Director  
Department of Family Medicine  
School of Medicine and Public Health  
University of Wisconsin-Madison  
1100 Delaplaine Court  
Madison, Wisconsin 53715

8. You will know that DFMCH HR has received the signed appointment letter when the volunteer's status says "Enter in HRS". When the volunteer's appointment is considered active, their status in PIMS is "Active".