

## UNIVERSITY OF MARYLAND SCHOOL OF MEDICINE VOLUNTEER FACULTY APPOINTMENT GUIDELINES (Revised 12/8/2020)

### **Premise**

The University of Maryland School of Medicine (UMSOM) tremendously values its volunteer faculty for their significant and ongoing contributions to our missions without request for compensation. A UMSOM volunteer faculty appointment signifies a valued relationship between the School, the Department and the faculty member and is only given to those with appropriate qualifications and with the expectation of continued and significant service to one or more of the School's missions. Therefore, UMSOM volunteer faculty appointments are not given or renewed without significant consideration.

Department Chairs are responsible for ensuring volunteer faculty have assignments to meaningful and ongoing activities and must review volunteer faculty activity before appointment renewal.

Additionally, the Liaison Committee for Medical Education (LCME), as a Standard for accreditation, requires that a medical school ensures that supervision of medical student learning experiences is provided through required clerkships by members of the school's faculty (LCME Standard 9.2). Therefore, it is critical that all persons providing supervision of medical student learning experiences for required clerkships be appointed as a faculty member whether volunteer, part-time or full-time.

### *UMSOM-UMMC Closed-System Model for Patient Care (the "no volunteer rule")*

The UMSOM and the University of Maryland Medical Center (UMMC) operate under a closed-system model as required by Maryland law ([Maryland Statute Education Article, Section 13-305\(a\)](#)). This requires all those who practice medicine at UMMC to be an employed UMSOM faculty member. However, only full-time or part-time paid faculty members may treat patients at UMMC/UMSOM downtown campus (the "no volunteer rule"). Exceptions to the "no volunteer rule" are very rare. Only with explicit approval of the UMSOM Dean, may exceptions occur on a case-by-case and on a temporary basis, for a specific project and specific time. Examples of exceptions include the U.S. Air Force C-STARS program, and highly temporary situations allowing a specialized physician access to a critically ill patient at UMMC.

It is consistent with the "no volunteer rule" for volunteer faculty in clinical departments to have patient care responsibilities in locations outside of UMMC/UMSOM downtown campus, such as the BVAMC, regional hospitals, other University of Maryland Medical System (UMMS) hospitals or UMSOM outpatient facilities located outside the downtown campus.

### **FPI Faculty Associates Program**

Faculty Physicians, Inc. (FPI) offers a Faculty Associates program. This program hires physicians to work in regional University of Maryland Medical System (UMMS) hospitals or University of Maryland outpatient settings (**excluding the downtown and Midtown UMMC campuses, UMROI and the Baltimore VA Medical Center**). These unique arrangements allow for the Faculty Associates to have a volunteer faculty appointment while they are compensated through FPI. All other UMSOM volunteer faculty members are uncompensated. This does not pose a conflict with the "no volunteer" rule because Faculty Associates are not permitted to practice on the UMMC/UMSOM downtown campus.

### **Use of Clinical or Adjunct Prefixes in Volunteer Faculty Titles**

*The University of Maryland School of Medicine Policy and Procedures for Faculty Appointment, Promotion and Tenure* identify the *Adjunct* and *Clinical* prefixes for volunteer faculty at the instructor, assistant professor, associate professor and professor ranks. The *Clinical* prefix is reserved for those volunteer faculty members in clinical departments who also perform clinical care as part of or incidental to their duties as faculty members for the UMSOM. These faculty may be credentialed at UMMC under the UMMC

*Associate Medical Staff* category for purposes only of billing and/or malpractice. The *Associate Medical Staff* category appropriately does not allow for UMMC admitting privileges. Because of the “no volunteer” rule, the majority of volunteers with a clinical prefix will be performing clinical services at locations outside the UMMC/UMSOM downtown campus. As described above, it would be very rare that a volunteer will have the clinical prefix related to work performed on the UMMC/UMSOM downtown campus.

### **Volunteer Appointment Request Letters from Department Chair to Dean**

**All** letters to the Dean recommending volunteer faculty appointments (regardless of whether volunteer will see patients or not) must include:

- Proposed appointee’s name
- Proposed appointee’s degree
- Proposed title
- Department name
- Effective date
- Candidate’s background relevant to position
- Detail of the planned activities
- Locations where proposed activities will take place
- The following statement: *Dr. \_\_\_ is expected to provide these services on a regular and ongoing basis while the faculty appointment is in effect. This appointment will be reviewed annually to ensure continued service of anticipated benefit to the Department before a renewal for an additional term is recommended.*

In addition, if the appointment is being recommended in a clinical department, one of the following statements must also be included:

#### **Physician Volunteer NOT Seeing Patients (Most common):**

*Dr. \_\_\_ will not have any clinical or patient care activities as part of this UMSOM volunteer faculty appointment.*

#### **Physician Volunteer Seeing Patients (Must be outside of UMMC/UMSOM downtown campus):**

*Dr. \_\_\_ will have patient-care responsibilities as a volunteer faculty member at [NAME HOSPITAL OR OUTPATIENT FACILITY]. Based on the UMSOM-UMMC Closed-System Model for Patient Care, no patient care activities will be permitted to occur at the UMMC/UMSOM downtown campus. The Associate Medical Staff category will be requested at UMMC because this category allows for patient billing at the location(s) indicated above but does not allow for admitting privileges at UMMC.*

#### **FPI Faculty Associate (Must be outside UMMC/UMSOM downtown campus, UMMC-Midtown and BVAMC):**

*Dr. \_\_\_ is part of SOM/FPI’s Faculty Associates Program and will have patient-care responsibilities at [NAME HOSPITAL OR OUTPATIENT FACILITY]. Dr. \_\_\_ will have no patient care responsibilities at the UMMC Midtown or UMMC-UMSOM downtown campuses, UMROI or the Baltimore Veteran’s Affairs Medical Center. Based on the UMSOM-UMMC Closed-System Model for Patient Care, no patient care activities will occur at UMMC/UMSOM downtown campus. The Associate Medical Staff category will be requested at UMMC because this category allows for patient billing at the location(s) indicated above but does not allow for admitting privileges at UMMC.*

UMSOM Clinical Department Volunteer Faculty Summary Chart (revised 12/8/2020)

	VOLUNTEER FACULTY
UMMC/UMSOM Downtown Campus Allowed?	NO PATIENT CARE ALLOWED (“no volunteer rule”)
UMMC Midtown Campus Allowed?	PATIENT CARE ALLOWED, BUT NO SOM/FPI FACULTY ASSOCIATES
BVAMC Allowed?	PATIENT CARE ALLOWED, BUT NO SOM/FPI FACULTY ASSOCIATES
UMROI Allowed?	PATIENT CARE ALLOWED, BUT NO SOM/FPI FACULTY ASSOCIATES
Off Campus UMMS Hospitals Allowed?	PATIENT CARE ALLOWED INCLUDING SOM/FPI FACULTY ASSOCIATES
Off Campus UM Outpatient Facilities Allowed?	PATIENT CARE ALLOWED INCLUDING SOM/FPI FACULTY ASSOCIATES
Adjunct prefixed title	<i>Used if volunteer <b>not</b> seeing patients as part of faculty appointment duties, even if activities take place in a clinical setting (most common)</i>
Clinical prefixed title	<i>Used only if volunteer seeing patients as part of faculty appointment duties (less common)</i>
UMMC Associate Medical Staff Privileges Required for billing and MMCIP Coverage	Only if patient care included as part of volunteer faculty appointment duties
Chair Recommendation Letter to Include Proposed Appointee’s	Name, Degree, Proposed Title, Department Name, Effective Date, Background relevant to position, Planned activities, Locations where activities will take place
Chair Recommendation Letter to Include Standard Statement	<i>Dr. _____ is expected to provide these services on a regular and ongoing basis while the faculty appointment is in effect. This appointment will be reviewed annually to ensure continued service of anticipated benefit to the Department before a renewal for an additional term is recommended.</i>
Chair Recommendation Letter to Include One of the Following Statements Depending on Situation	<p><b>IF NO PATIENT CARE</b>  <i>Dr. _____ will <b>not</b> have any clinical or patient care activities as part of this UMSOM volunteer faculty appointment.</i></p> <p><b>IF PATIENT CARE (NOT AS SOM/FPI FACULTY ASSOCIATE):</b>  <i>Dr. _____ will have patient-care responsibilities as a volunteer faculty member at [NAME HOSPITAL OR OUTPATIENT FACILITY]. Based on the UMSOM-UMMC Closed-System Model for Patient Care, no patient care activities will be permitted to occur at the UMMC/UMSOM downtown campus. The Associate Medical Staff category will be requested at UMMC because this category allows for patient billing at the location(s) indicated above but does not allow for admitting privileges at UMMC.</i></p> <p><b>IF PATIENT CARE AS SOM/FPI FACULTY ASSOCIATE:</b>  <i>Dr. _____ is part of SOM/FPI’s Faculty Associates Program and will have patient-care responsibilities at [NAME HOSPITAL OR OUTPATIENT FACILITY]. Dr. _____ will have no patient care responsibilities at the UMMC Midtown, UMMC-UMSOM downtown campuses, UMROI or the Baltimore VA Medical Center. Based on the UMSOM-UMMC Closed-System Model for Patient Care, no patient care activities will occur at UMMC/UMSOM downtown campus. The Associate Medical Staff category will be requested at UMMC because this category allows for patient billing at the location(s) indicated above but does not allow for admitting privileges at UMMC.</i></p>

