

Department of
Community Health and Family Medicine

<http://www.chfm.ufl.edu/>



Faculty Policies and Procedures Manual
2022

Department of Community Health and Family Medicine
Faculty Policies and Procedure

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Faculty Information

Faculty Fringe Benefits COM Contact:	Kayla Reul (Graham) (352)273-9918 KGraham1@ufl.edu
Self-Insurance Program:	Patti Perry, My Florida SIP/, (352)273-7006, ufisosip@mail.ufl.edu
Professional Liability Insurance:	University of Florida SIP Office: http://facultyaffairs.med.ufl.edu/faculty-resources/self-insurance-program/ Campus Box 11273
Community Health and Family Medicine (CHFM) website and contact info:	https://chfm.ufl.edu/ 1329 NW 16 th Street, Suite 4270, Gainesville, FL 32608 (352)273-5138 fax (352)273-5213
CHFM Clinical Faculty:	https://chfm.ufl.edu/faculty-by-program/clinical-faculty/
CHFM Administrative Staff:	https://chfm.ufl.edu/faculty-by-program/administrative-staff/
CHFM Program & Clinic Staff:	https://chfm.ufl.edu/faculty-by-program/program-clinic-staff/
CHFM Fiscal Resources:	https://chfm.ufl.edu/about-chfm/faculty-staff-services/fiscal/
CHFM Human Resources:	https://chfm.ufl.edu/about-chfm/faculty-staff-services/human-resources/
CHFM Information Technology:	https://chfm.ufl.edu/about-chfm/faculty-staff-services/it/
CHFM Clinical Operations:	https://chfm.ufl.edu/about-chfm/faculty-staff-services/clinical-operations/
Helpful UF Links:	https://chfm.ufl.edu/about-chfm/faculty-staff-services/helpful-links/
myUFL:	https://my.ufl.edu/ps/signon.html
UF New Faculty Orientation:	https://welcome.hr.ufl.edu/getting-started/orientation/new-faculty-orientation/
Division of Sponsored Programs:	https://research.ufl.edu/dsp.html
UF COM Finance and Administration:	https://financeadmin.med.ufl.edu/

Night/Weekend/Holiday Hospital Call Policy

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The call coverage is shared by all participating hospital physicians. The number of days on call will be determined proportionally by your FTE. Duties when on call (designated as “Attending” column on the call schedule) include discussing admissions to the Family Medicine hospital service with the residents, discussing any resident problems, discussing IMC admissions, and returning to the hospital if requested by residents. During the weekend, the attending is also responsible for rounding on a portion of the hospital services. The senior resident on the service will determine the exact patients rounded upon. **NOTE:** patient phone calls are not managed by the Attending on-call, unless a nurse practitioner requests help in responding to a patient or situation.

To make weekend rounding more manageable, one additional faculty member will also round on the remaining patients. This activity is designated as “Wkd Rounds” on the call schedule. Once the faculty member (assigned to weekend rounding) has finished rounding, their duties are completed for that day.

The Attending for the month should ideally do one weekend of call and/or one weekend of weekend rounding during their scheduled time on service. This will improve patient care continuity and make it much easier to round. Faculty should review their schedules and communicate their preferences to Morgan Anderson, (MorganAnderson@ufl.edu) prior to formation of the schedule, approximately in April of each year for the upcoming Academic year (July-June). With the current faculty, hospital attending call frequency is 3 to 4 times per year for each faculty member. Weekend rounding frequency is also 3 to 4 times per year. The “Attending” is on call from Friday at 5:00pm until Monday at 7:30am.

Holiday coverage is managed like a weekend, and faculty “receive credit” for being on hospital attending call or weekend rounding. Two faculty will, therefore, have duties each holiday (one attending on call and one just rounding). Holiday preference should be communicated to Amber before formation of the schedule. Morgan Anderson (MorganAnderson@ufl.edu) at UF Health Family Medicine - Main Street maintains the call schedule. The schedule is available on the Residency Program website: <https://chfm.ufl.edu/about-chfm/faculty-staff-services/clinical-operations/>

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CHFM Outpatient On Call Policy

CHFM outpatient on call is covered by department physicians, ARNPs, and PAs and by four Archer Family Health Care clinic providers. Faculty participating in this outpatient on call rotation cover phone calls for CHFM and Archer Family Health Care patients for the following clinics: UF Health Family Medicine - Eastside, Haile, Springhill, Jonesville, and Old Town and for Archer Family Health Care clinic, which is a College of Nursing clinic. Patients from these clinics needing emergency evaluation should be referred to the closest UF Health Shands emergency room. UF Health Shands has four emergency room locations, which are listed in the table below. Patients requiring hospitalization after hours can be admitted through one of the emergency rooms.

UF Health Shands Emergency Room / Trauma Center	Pediatric Emergency Room
1515 SW Archer Road Gainesville, FL 32608	1600 SW Archer Road Gainesville, FL 32608

UF Health Shands Emergency Center - Springhill	UF Health Emergency Center – Kanapaha
8475 NW 39th Avenue Gainesville, FL 32606	7405 SW Archer Road Gainesville, FL 32608

If patients call between 5 pm and 9 pm for an urgent non-life-threatening issue, they can call the UF Health Primary Care After Hours clinic to see if an appointment available. The number to call after 5 pm is (352)273-8613.

CHFM outpatient on call instructions are listed below:

1. Faculty participating in the outpatient on call schedule will cover phone calls after hours, weekends, and holidays for the following clinics: Eastside, Old Town, Haile, Springhill, Jonesville, and Archer Family Practice.
2. Participants will take call in one-week blocks. A week begins on Monday at 5:00 pm and ends on the following Monday at 8:00 am. If Monday is a holiday, call ends at 8:00 am on Tuesday, when the clinics are open.
3. Documenting the telephone encounter - there are difference processes for noting encounters based on if the provider is a CHFM provider or an Archer Family provider and also if the patient is a CHFM patient or an Archer Family patient. The protocols are listed below for all call combinations:

CHFM provider and CHFM patient:

- Receive a call from a CHFM patient.
- Triage the patient.
- Create an EPIC telephone encounter detailing the patient’s treatment.
- Route the telephone encounter to the patient’s physician.

CHFM provider and Archer Family patient:

- Receive a call from an Archer Clinic patient.
- Triage the patient.
- Create an email message detailing the patient’s treatment.
- Email the message to Archer Clinic Manager, Joan Walker - jowalker@ufl.edu.

Archer Family provider and CHFM patient:

- Receive a call from a CHFM patient.
- Triage the patient.
- Create an EPIC telephone encounter detailing the patient’s treatment.
- Route the telephone encounter to the patient’s physician.

Archer Family provider and Archer Family patient:

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- Receive a call from an Archer Clinic patient.
 - Triage the patient.
 - Document phone note in chart
 - Forward phone note to responsible provider to follow up the next business day.
4. Contacting the patient's regular provider the following day is at your discretion.
 5. Nurse Practitioners - contact Dr. Saguil in the event a consult is needed.
 6. If there are conflicts/problems with the schedule, contact Dr. Saguil (A.Saguil@ufl.edu).
 7. *****If a provider makes a schedule change after the schedule is finalized in the fall, it is the provider's responsibility to ensure that the day/week is covered and email Lavina Gramig (gramig@ufl.edu) and cc Jon Coffey (coffejd@ufl.edu) of the change.*****

Wireless Device Allowances

To be eligible for wireless device allowance the individual needs to be a clinical provider with patient care and/or on-call responsibilities (e.g., faculty, NPs/PAs, residents, fellows). The allowance will cover cellular and data costs up to \$50 per month. Clinical Providers must provide three months of cell phone bills in order to receive reimbursement. Providers seeking an allowance should contact the CHFM Fiscal Office (352)273-5452, CHFM-Fiscal@chfm.ufl.edu for more information. Reimbursements cannot be processed retroactively. The month in which a provider meets the criteria and submits his/her request with the necessary documentation will be the first reimbursable month. The department will not reimburse for cell phone or accessories.

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AAMC C.V. Format

Send your C.V. to the CHFM Admin Team for initial formatting
and any updates thereafter. admin@chfm.ufl.edu

First Name Last Name, M.D., Ph.D.

Street Address

City, State zip code

(Area code) phone number

(Area code) fax number

email@address.com

Personal Contact Information:

Street Address

City, State zip code

(Area code) phone number

(Personal email optional)

[Right click and scroll down to "Edit Hyperlink" to include your email address]

You may want to include both your professional address and personal contact information. If you include personal contact information, you should create a heading (Personal contact information) and include your address, telephone number and email address. If you are using a cover letter, you should specify your preferred contact address e.g. worksite or personal.

Education

Fellowship, Your University, City, State Years

Residency, Your University, City, State Years

M.D., Your University, City, State Years

B.S. in Discipline (magna cum laude), Your University, City, State Years

Current Position

Director, Center for Whatever Year-present

Your medical school or university

City, State

Professional Experience *[Note: in reverse chronological order]*

Director, Center for Whatever Years

Your medical school or university

City, State

Chief Resident Years

Department of

Your University

City, State

[Note: include only if it is an appointed position requiring an extension of the residency]

Academic Appointments *[Note: in reverse chronological order]*

Associate Professor Years

Department of

Your University

City, State

Assistant Professor Years

Department of

Your University

City, State

Other Positions and Employment

List non-academic employment history in reverse chronological order, noting position held, Years

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employer, location.

Certification and Licensure

Diplomate, Your ABMS Board Year
 Subspecialty Certification, Your Subspecialty Board
 State Medical License (active and inactive, without numbers)

Professional Memberships and Activities

[List these, in groupings by professional organization, in reverse chronological order, noting leadership positions and other positions held. This section may also include editorial activities. If, however, you have served as editor in many contexts, consider grouping these together under a separate heading, by publication, in reverse chronological order.] Years

Honors and Awards

[Note: you may also list elite fellowship programs, those to which you were accepted on the basis of a competitive, as opposed to first-come, first-serve, application process, here.] Years

Committee Assignments and Administrative Services

[List in reverse chronological order, noting leadership positions held. Include university and non-university activities (e.g., work with NIH study groups).] Years

University Service

College of Medicine Service

UF Health Service

Departmental Service

Community Service

Educational Activities

- Identify your teaching activities here or write "See attached Teaching Portfolio." Reflect the
- List in reverse chronological order, noting your role (course developer, course director, lecturer) years you
- Include supervision of graduate students and thesis supervision in a research setting undertake each
- Include graduate student teaching activity
- Identify teaching residents in a clinical setting
- Include advising responsibilities
- Consider using a table, as it provides a concise, visual way to identify role, number of students, number of sessions, and evaluation data.

Grants and Contract Awards

- List under sections of pending, current, and past in reverse chronological order Include the
- Include the title of grant dates of each
- Identify the granting agency and grant number award
- Note award total, demarcating total direct and indirect costs
- State your role, also identifying the PI if you are not the PI, and percent of effort
- If you include contracts use two subheadings, separating contracts from grant awards
- If voluminous, truncate this listing to the most recent decade (or past five years) and note the limitation in the heading.
- Consider using a table, as it provides a concise, visual depiction of this material.

Editorial Board Appointments

[List in reverse chronological order] Include relevant dates

Publications

1. List your publications in chronological order for easy updating
2. Number these and highlight your name in bold
3. Follow this order - peer-reviewed, non-peer-reviewed publications, articles accepted for publication, books and monographs, evidence of works in progress (complete articles published in conference proceedings, book chapters, review articles, editorials as indicated), development and/or publication of educational materials, development of major curricular offerings or innovative educational programs, non-print materials, published abstracts
4. Note: if you're not listed as first author on publications for which your mentored student is listed, note that role with

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- an asterisk or other indicator
5. Books, (Title, Publisher, Place of Publication, Date, Inclusive Pages)

Books, Edited (Editor, Co-editor(s), Title, Publisher, Place of Publication, Date, Inclusive Pages)

Books, Contributor of Chapter(s) (Author, Co-author(s), Title of Book and Chapter, Publisher, Place of Publication, Date, Inclusive Pages)

Monographs (Author, Co-author(s), Title, Series of Volume, is applicable, Publisher, Place of Publication, Date, Inclusive Pages)

Refereed Publications (Author, Co-author(s), Title, Name of Journal, Publication, etc., Volume, Date, Inclusive Pages)

Non-refereed Publications (Author, Co-author(s), Title, Name of Journal, Bulletin, Circular, etc., Volume, Date, Inclusive Pages)

Abstracts (Author, Co-author(s), Title, Name of Journal, Publications, etc., Volume, Date, Inclusive Pages)

Reviews (Author, Co-author(s), Title and Author of Work Reviewed, Where Review was Published, Date, Inclusive Pages) (Reviews written by the nominee)

Miscellaneous (Author, Co-author(s), Title, Source of Publication, Date, Inclusive Pages)

Abstracts and Presentations

Presentations

International Meetings

National Meetings

Local/Regional Meetings

Posters

National/International Meetings

Local/Regional Meetings

[List these in reverse chronological order, beginning with National/International presentations as a category followed by Local/Regional meetings. Use an asterisk or other explained notation to demarcate invited talks and meetings that you helped to organize.]

Other Creative Products

[List CDs, simulations, films, websites, case vignettes you authored and are in use, and any other scholarly creative work products. Indicate your role in the creation of the product – creator, author, co-author, webmaster, etc.]

Patents and Technology Transfer

[List in chronological order to permit each updating

Include and patent pending or patent applications – with dates of filing.

**List any technologies licensed to industry or others (military, etc) with dates of
licensure or filing]**

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Committees and Meetings

Appointments and Functions

The Department Chair may appoint chairpersons and faculty members to various committees. Recommendations from the faculty are encouraged and will be taken into consideration in making committee appointments. The general function of committees is to study needs, procedures, and problems in specific areas and make recommendations to the Department Chair. Each committee shall have one person responsible for recording and distributing minutes. Minutes of meetings will be distributed to committee members, Department Chair, Vice Chair of Administration, and Assistant Director.

Departmental Committees

Clinical Operations Committee—Meets monthly, on the 4th Friday of each month at 8:00 a.m. – 9:30 a.m., to improve the quality, efficiency and productivity of patient care. Reminder e-mails are sent to all committee members. Members are: Aaron Saguil, M.D., Jon Coffey, Medical Directors, Associate Medical Directors, ACU Managers, Jessica Beveridge; Kim Lynch; RN Health Coaches; and Lavina Gramig, Recorder.

Faculty Meeting—Meetings are held every other month, on the 4th Friday at 7:00 a.m. – 8:00 a.m. These meetings are to disseminate updates and announcements regarding departmental activities, billing compliance and coding issues, etc. **Attendance is required** and will be considered in the faculty member's annual evaluation. E-mail reminders are sent to all faculty. Aaron Saguil, M.D., Professor and Chair; Lavina Gramig, Recorder.

PQRI Meeting— Meets monthly, on the 2nd Friday of each month, to improve the quality, efficiency and productivity of patient care. Reminder e-mails are sent to all committee members. Members are: Aaron Saguil, M.D., Jon Coffey, Medical Directors, Associate Medical Directors, ACU Managers, Jessica Beveridge; Kim Lynch; and RN Health Coaches.

Pending arrangement: Advisory Committee

Town Hall—Meetings are every other month, on the 4th Friday at 7:00 a.m. – 8:00 a.m. alternating with the Faculty Meetings. Town Hall meetings are open format and will include announcements and updates. Attendance is optional. E-mail reminders are sent to all faculty. Aaron Saguil, M.D., Professor and Chair; Lavina Gramig, Recorder.

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Family Medicine Residency Program (RP) Committees

Faculty Meeting for RP—The Faculty Meeting is scheduled on a rotational basis with the other meetings held at the Residency Program. (Please check the Didactic Block Calendar for the meetings scheduled each block.) The Faculty Meeting is responsible for resident evaluations and approval of recommendations from the Program Evaluation Committee and the Resident/Faculty Meeting and Patient Care/Quality Committee. Information pertaining to the Residency Program is disseminated and the committee outlines issues requiring faculty consensus. Members are: Core faculty; and Morgan Anderson, Education Coordinator; Kim Zinkel, Recorder.

Program Evaluation Committee for RP—Evaluates and recommends resident curriculum, including ongoing evaluation of required and elective rotations, and educational experience in the Family Medicine Center and other settings. Members are: Core Faculty and Chief Residents; and Morgan Anderson, Education Coordinator, Kim Zinkel, Recorder.

Resident, Faculty, Patient Care, Quality and Safety Meeting—Evaluates and makes specific recommendations relating to patient care in the Family Medicine Center and other settings. This committee is involved with the quality of patient care, patient satisfaction, scheduling, and patient flow. Rotation Evaluations are reviewed and discussed with additional resident input. The Production Analysis is reviewed as part of an ongoing discussion for practice management. Members are: Core faculty, all residents, Mindy Halbrook; Gloria Walker: Quality Coordinator; Recording: Cindy Schmeck.

Resident/Faculty/Team Meeting— New processes and policies are reviewed and discussed. Problematic issues are discussed for solution. Rotation Evaluations are reviewed by Program Director with additional resident input. The Production Analysis is reviewed as part of an ongoing discussion for practice management. Clinic Teams meet at the end to discuss clinical flow and issues pertinent to their Team. Members are: Core faculty, all residents

Patient Care/Quality Meeting for RP—Evaluates and makes specific recommendations relating to patient care in the Family Medicine Center and other settings. This committee is involved with the quality of patient care, patient satisfaction, scheduling, and patient flow. Members are: Core faculty, all residents, all staff; Recording: Cindy Schmeck.

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Contracts and Grants Procedures

Please contact the Research Coordinator as soon as you know you will be submitting a proposal through the Division of Sponsored Programs (DSP) at the University of Florida. By providing your funding agency's deadline and the types of assistance you need, departmental resources can be organized and deployed so that your proposal will be of optimum quality and will get to DSP by the required date. The best policy is to notify the Research Coordinator well ahead of the funding deadline.

We would also like to encourage all faculty who are writing proposals to request that one or two of your colleagues review a draft of your proposal before you finalize it. With enough lead time, one or two faculty members will be recruited to review the draft for editorial and/or substantive recommendations.

Finally, faculty with funded research should contact the Research Coordinator when information and/or assistance is needed with program budget preparations.

You can reach the Research Coordinator Sean Keck at (352)273-8025, and Dr. Mainous at (352)273-6073.

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Information Technology Information

Acceptable Use Policy for Information Systems

One of the first actions that are required of new staff is the reading and acceptance of the Appropriate Use of University Computers and Networks information. Before any computer account will be established, an employee will be required to read the AUP in its entirety and agree to abide by the policies it sets forth.

<https://it.ufl.edu/policies/acceptable-use/acceptable-use-policy/>

Most employees complete this form during their Security Orientation. The signed copy of this agreement will be kept in your employee personnel file.

Computing Help Desk

UF IT is here to help you resolve computing issues by directly answering your question or by routing it to the appropriate technical help. You will find a wide variety of resources on this site for most of your basic computing needs. [Self-Help » Computing Help Desk » University of Florida \(ufl.edu\)](#)

GatorLink Accounts

All UF employees are required to have a Gatorlink account. To find out more about Gatorlink, visit <http://gatorlink.ufl.edu>.

Email

If you are having trouble accessing your email or no email account has been created for you, please contact your departmental IT support or call the UF Computing Help Desk (352-392-4357).

For instructions on how to setup your email on your personal devices, please check out [GatorMail - University of Florida \(ufl.edu\)](#).

[UF Email Resources » Computing Help Desk » University of Florida \(ufl.edu\)](#)

Official E-mail Providers

Entity	E-mail Provider	Assistance	E-mail Platform	Web Interface
CHFM Faculty/Staff	UF Health IT	(352)265-0526 (352)265-OLAN)	Outlook/ Exchange	http://mail.ufl.edu/
Shands Staff & UF Staff in Shands settings	UF Health IT	(352)265-0526 (352)265-OLAN)	Outlook/ Exchange	http://mail.shands.ufl.edu

If you have questions regarding the procedures for obtaining E-mail accounts, please contact Art Watson, CHFM IT Manager, (352)273-5158 / watson@ufl.edu

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The UF Portal – “myUFL”

MyUFL is the university’s portal to a variety of online services and enterprise-wide applications. Employees can view and print copies of their paycheck and change W-4 information. You can review your benefit summary and change direct deposit information. You may also consent to receive your W-2 online and when available, print your annual W-2, and much more <https://my.ufl.edu/> See the Quick Reference Guide here: [Other HR Related Resources](#)

UF Directory and Privacy:

You are responsible for keeping your UF Directory Profile updated [Search » University of Florida \(ufl.edu\)](#) You can manage this in the myUFL system <https://my.ufl.edu> Navigate to Main Menu > My Account > Update My Directory Profile

The CHFM Home Page

The Department of Community Health and Family Medicine maintains a web presence at <http://chfm.ufl.edu>. Many of the important URL’s mentioned above are easily located from the CHFM home page. Our employees are encouraged to become familiar with our web site. Send recommended content, comments and suggestions to webmaster@chfm.ufl.edu.

Microsoft “Home Use” Program

Under the *Microsoft Campus Agreement for UF Employees* with certain restrictions, faculty and staff of the University of Florida can use at home the Microsoft software products listed below.

- Microsoft Windows 8 Professional Desktop Operating System Upgrade
- Microsoft Office Standard 2011 for Macintosh
- Microsoft Office Professional Plus 2013 for Windows

The details of this program, including how and where to purchase media can be found at: <https://helpdesk.ufl.edu/microsoft-software-for-faculty-and-staff/>.

For listings and pricing of other software titles available under UF contract agreement visit: <http://software.ufl.edu>.

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EMPLOYEE EMERGENCY CONTACT INFORMATION

<https://hr.ufl.edu/wp-content/uploads/2018/03/emergency.pdf>



**EMERGENCY CONTACT
and
CAMPUS DIRECTORY INFORMATION**

Please complete this form so that we have a record of whom to contact should an emergency situation arise. Also, take this opportunity to tell us whether you wish to be included in the University of Florida Campus Directory. Submit completed form to **Recruitment and Staffing, P.O. BOX 115002, Gainesville, FL 32611-5002. If you have questions regarding this process, please call 392-2477, SC 622-42477, TDD 1-800-955-8771.** If your home address should change, you will need to update your W-4 card.

EMPLOYEE INFORMATION

Name: _____ UFID #: _____
Home address: _____
Home telephone: _____
University location: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____
Home Address: _____
Work/daytime phone: () _____ ext: _____ Home/evening phone: () _____

In the event the above person cannot be reached, please contact:

Name: _____ Relationship: _____
Home Address: _____
Work/daytime phone: () _____ ext: _____ Home/evening phone: () _____

COMMENTS

Are there any important medical conditions, allergies, or other special instructions you would like us to know about in the event of an emergency? (If yes, use space below)

CAMPUS DIRECTORY

Do you wish to have your home address and telephone number printed in the University of Florida Campus Directory (this includes the online telephone directory)? Yes No

Employee Signature

Date

Work phone number

To update your Emergency Contact information please visit <https://one.ufl.edu/> If you need help updating addresses or phone number you can also contact the HR Office, at (352)294-5139. Your cooperation in keeping our records current is greatly appreciated.

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Fiscal Policies and Procedures

The fiscal year starts July 1 and ends June 30. The University's fiscal modules are shut down during the last week of June to close out the fiscal year and do not reopen until the second week of July to reset for the new fiscal year. Hence, the spending period ends the third week of June.

Please submit all reimbursement and purchase requests to the fiscal office no later than June 15 to allow for sufficient processing time.

Professional Allowance

- Faculty Allotment: \$3,000 no pro-ration
- PA/ARNP Allotment: \$2,000 no pro-ration
- Professional allowance has been combined with memberships/dues. o Suggested memberships for Faculty: AAFP, STFM, ACMS, NAPCRG, AMSSM, ACSM o Suggested memberships for PA/ARNP: ANA, FNA, AANP or ANCC
- All memberships should be pre-approved, with the exception of the suggested memberships above. Reimbursement is not guaranteed for any membership that is not pre-approved.
- CME expenses over \$50 **must** be processed by Fiscal, not including travel expenses.
 - o Reimbursements over \$50 are no longer permitted by the University, with the exception of pre-approved travel expenses, professional licenses, and memberships.
- o Purchases under \$50 should be approved by Fiscal prior to purchase to:
 - Ensure reimbursement eligibility and
 - Allow for purchase facilitation whenever possible o Reimbursement is not guaranteed for unapproved purchases of any amount.
- Allowable expenses: travel, online courses, books, stethoscopes, tablet + case + keyboard o Restrictions: Stethoscopes & tablets/accessories can only be purchased every 3 years, unless extenuating circumstances dictate otherwise, and must be purchased by Fiscal.
- o Tax Information: (1) Tablet and accessory purchases are considered gifts and will be reported to UF Tax Services as miscellaneous taxable income (MTI), resulting in additional taxes being deducted from the requestor's paycheck based on the value of the tablet/accessories. (2) Travel reimbursements that are not submitted and approved within 60 days will be included in the employee's annual W-2 as taxable income.
- o **Unallowable** expense examples: clinic or lab supplies such as blood pressure cuffs, microscopes, etc.
- Travel Requirements:
 - o All travel must be authorized in advance.
 - Fiscal must receive a completed travel request form no later than 30 days before travel occurs.

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- UF requirement for business travel. Non-compliance could result in an inability to collect health or life insurance in the event of a traveler's injury or death during an unauthorized trip.
- Travelers are not guaranteed reimbursement for any travel expenses that were (1) incurred prior to trip approval, (2) not included in the original request for travel approval, and/or (3) incurred in part or full for personal activities/vacation time.
- Reimbursement request form & original receipts must be returned within two weeks of travel.
- Signed expense report must be returned no later than 30 days after it is received.
- If travel requirements are not met, traveler will not be reimbursed.
- Because the UF Fiscal Year runs July 1-June 30, please plan accordingly and submit CME requests by the beginning of June to allow time for processing.

Department Funded Travel - Faculty

- Allowed with Chair's approval prior to expenses being purchased
- The department will assist with expenses for one (1) trip per faculty member per year if the faculty member is giving a presentation. This support will not count against his/her CME allotment.
 - Poster Presentation: 50% of trip expenses
 - Oral Presentation: 100% of trip expenses
- Standard coverage: registration, transportation, lodging, meals
- Faculty must follow all standard travel regulations (see above).
- Traveler must include a summary of the presentation with his/her travel request and indicate the type of presentation (poster or oral).

Licensure & Board Fees

- Providers must pay the fees and submit a reimbursement request. The request should be accompanied by a receipt that shows method of payment and/or a zero balance.
- The department will reimburse the following items:
 - Florida Department of Health License (every 2 years) - \$391
 - ABFM Maintenance of Certification Process Fee (annual) - \$200
 - The Department will reimburse for one process fee per fiscal year (July-June).
- If two fees are paid in one fiscal year, the department will pay for the current year's fee.
 - PA/ARNP License

Insurance

- Department will cover the following expenses:
 - Professional Liability Self-Insurance (SIP) – varies by year
 - Department pays directly

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- Florida Birth-Related Neurological Injury Compensation Association (NICA) - \$250/yr
- Can be paid by department or reimbursed to faculty

Please contact the Fiscal office at (352) 273-5452 or chfm-fiscal@chfm.ufl.edu with any questions or concerns.

**Note: Should a faculty member terminate employment with the Department, the Department will not reimburse for any CME activities completed during the last three months of employment.*

Drug Enforcement Agency (Clinical Faculty)

Federal Regulations governing DEA registration provide an *exemption from registration fees* for any practitioner who is required to obtain an individual registration in order to carry out his/her duties as an official of any state agency. The practitioners at the University of Florida qualify for this exemption. Note: Due to this exemption, the Department will no longer reimburse faculty for DEA registration payments.

When renewing your DEA registration using Form 224A online, question #7 asks for Certification for Fee Exemption. Aaron Saguil, M.D. should be listed as the certifying authority. If this is the first time you have requested this exemption, the DEA may follow up with a letter asking for additional information. If you receive a follow up letter and have questions, please contact the administrative office at (352)273-5138 or Andrew Eisman, Senior University Counsel for Health Affairs and Contracts Unity Director at (352)273-6836.

Please note, everyone who uses this designation will have a DEA number that is only valid when used in a faculty assigned role at a UF-Health Facility. The DEA number is *invalid* when it is used by a faculty member in a moonlighting situation outside of a UF-Health Facility.

Name of Institution: University of Florida Board of Trustees
Certifying Official Name: Aaron Saguil, MD
Certifying Official title: Professor and Chair
Certifying Official email: A.Saguil@ufl.edu
Certifying Official phone number: (352)273-5159

Department of Community Health and Family Medicine
 Faculty Policies and Procedure

Travel Approval Request

COMMUNITY HEALTH AND FAMILY MEDICINE
 REQUEST FOR TRAVEL APPROVAL

Date: _____

Traveler's Name: _____ UF ID #: _____

Position: _____ Destination (City/State): _____

Name of Conference: _____

Purpose of Trip: CME Presentation Moderator Other _____

Funding Source: CME Allotment Department Funded Travel Grant Other _____

Justification (Explain Benefit to State): _____

Outside Employment: YES NO Organization: _____

(If yes, make sure that you have a Disclosure of outside Activities and Financial Interests form on file with the department. These forms can be found at <http://www.med.ufl.edu/busforms/>. Or contact the department.)

Registration Prepayment Needed: YES NO Due Date: _____ (allow 4-6 wks.)

Mode of Transportation: Air Rail State Car Personal Car Rental Car

Departure Date: _____ Departure Time: _____ Airport Departing From: _____

Returning Date: _____ Return Time: _____ Airport Destination: _____

Airfare \$	_____	Hotel Rate \$	_____	Total Estimated Cost \$	0.00
Hotel:	_____ day(s)	Meal Rate \$	36		
Meal:	_____ day(s)	Car Rate \$	_____		
Registration \$	_____	Mileage Rate \$	0.445		
Rental Car:	_____ day(s)				
Mileage:	_____ (miles)				

Any unusual extra expense due to changes in reservations may have to be paid by the traveler. Always coordinate reservations/changes with the Sr. Fiscal Asst in CHFM. Tel - 273-5452 F a x - 273-5213 P O Box 100237

Meals (standard rate): Breakfast \$6.00, Lunch \$11.00, Dinner \$19.00 = \$36.00

Duties will be covered by: _____

Traveler's Signature: _____

Approved by: _____
 Program Director/Clinic Manager

Approved by: _____
 Chair/Vice Chair

REIMBURSEMENT: Please keep all your travel receipts and submit them with your Travel reimbursement Form. Refer to CHFM Travel Procedures for additional information.

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Faculty Policies and Procedure

Travel Reimbursement Request



College of Medicine
Department of Community Health and Family Medicine
Administrative Offices
www.chfm.ufl.edu

PO Box 100237
Gainesville, FL 32610-0237
352-273-5138
352-273-5213 Fax

Travel Reimbursement

Traveler: _____

UF ID: _____ Today's Date:

Please complete the form below, attach appropriate receipts and return it to this office **WITHIN 10 DAYS AFTER TRAVEL** in order to process your travel reimbursement.

Please remember to return an itinerary from conference, original receipts, with hotel bill (folio), tolls, parking, airfare, registration, etc, showing proof of payment. Otherwise reimbursement will be delayed or limited. You may be reimbursed for single occupancy hotel rate plus tax if applicable, 44.5 cent per mile, fare round trip coach, taxi, and parking. Meals are dependent upon times of travel.

Date of Departure (from your city) _____ Time _____ a.m. / p.m.

Date of Return (to your city) _____ Time _____ a.m. / p.m.

Tolls \$ _____

Parking \$ _____

Taxi or Limo \$ _____

Round trip mileage _____ Reimbursement Amount @ 44.5 cent/mi \$

Airfare \$ _____ ATTACH AIRLINE TICKET, ITINERARY AND PROOF OF PAYMENT

Hotel \$ _____ ATTACH ITEMIZED PAID HOTEL BILL

Registration \$ _____ ATTACH ORIGINAL RECEIPT

Meals \$ _____

NOTE: Receipts for meals are not required, but receipts are needed for items listed above.

The Foundation of the Gator Nation
An Equal Opportunity Institution

Reimbursement Total \$

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Faculty Leave Policy

The following is the current annual and sick leave policy for University of Florida salaried faculty. Additional information is available from the Vice Chair of Administration, Assistant Director, or the Department Leave Keeper. For more information on Paid Family Leave, FMLA, Extended Leave of Absence, Parental leave etc. please contact the department Human Resources Manager. Annual scheduled leave requests should be submitted three months in advance whenever possible, but **no later than 45 days prior** to the date of the leave.

Leave:

The University of Florida provides multiple forms of leave for its faculty. This includes annual (vacation) leave, sick leave, holiday leave and December personal leave.

- Annual (Vacation) Leave – This is credited on an accrual basis at the rate of 6.769 hours per pay period (26 pay periods per year). This totals roughly 22 days of annual leave per year.
- Sick Leave – This is credited on an accrual basis at the rate of 4.00 hours per pay period (26 pay periods per year). This totals roughly 13 days of annual leave per year. Sick leave may also be used as maternity/paternity leave.
- Holidays – Roughly 10 days per year are awarded as holiday leave. They typically include New Years, MLK, Memorial Day, July 4th, Labor Day, UF Homecoming, Veteran’s Day, Thanksgiving, Day After Thanksgiving and Christmas
- December Personal Leave – Each December faculty are credited an additional four days of annual leave. These days are often used during the week between Christmas and New Year’s Day. However, due to department scheduling, a faculty member might have to use these days at another point in time. They can be used through the end of the fiscal year (June 30th).
- Conference Leave – Please speak with your department administrator or manager and they can tell you their policy for conference leave

Please see the Leave Administration website for all current information on the various forms of leave. [Time Away – HR Benefits and Rewards \(ufl.edu\)](https://hr.ufl.edu/time-away)

Professional and Educational Leave:

Full-time faculty will normally be allowed **40 hours** (five days) of educational/professional leave per year (July – June). This leave may be used for continuing medical education (CME), meetings which enhance your knowledge in your field, or for giving presentations, workshops, national committee meetings, etc. Those appointed for 12 months, for less than 100% FTE will accrue annual leave on a basis directly proportionate to the FTE of their appointment.

Professional/educational leave in excess of 40 hours (five days) per year will be restricted, is subject to approval by both your program director and chair, and will only be approved for

Department of Community Health and Family Medicine Faculty Policies and Procedure

activities **critically** important to the departmental mission. Justification will need to be sent either electronically, or in writing when making your request.

Faculty will receive pay during approved leave. Professional leave may be granted for participation in education activities at other universities and educational organizations. Professional leave will not be granted for outside business and medico-legal activities. For these later activities, vacation must be taken and an approved outside employment form must be on file.

Faculty must submit leave request prior to any travel for insurance purposes. Leave must be approved prior to travel.

Leave Request Procedure:

Your leave balance can be found on your biweekly electronic PeopleSoft pay stub. If there is a question about your available leave balance please check with the Department Leave Keeper. **Leave cannot be taken before it is accrued unless holiday exceptions are announced by the University.** All submitted leave will ultimately be enter into the myUFL payroll system by the department's Leave Keeper.

- 1. All time off requests should come through a faculty member's home clinic. Faculty with multiple areas of responsibilities should inform all areas of their absence.**
2. The Leave Application form is available on-line at:
<https://chfm.ufl.edu/wordpress/files/2021/01/leaveapplication.pdf>.
3. Residency Program Faculty – The University of Florida Application for Leave Form is prepared and submitted in advance to the Program Coordinator who will secure Program Director's signature. Approval is granted when call and precepting responsibilities can be covered by another faculty member. **Please note:** Leave for the month of July will be restricted to emergencies only for residency program faculty.
4. Bioethics, Law and Medical Professionalism - The University of Florida Application for Leave Form is prepared in advance and submitted to the BLMP Program Assistant who will obtain the Program Director's signature. The BLMP Program Assistant will forward to the Department Leave Keeper. Leave requests for the Program Director must be approved by the Department Chair and then submitted to the Department Leave Keeper.
5. Faculty at Other Faculty Group Practice Clinics – In order to keep clinics open during routine business hours, leave requests should be submitted no later than 45 days prior to the date of the leave. Written justification must be provided for any leave request submitted with less than 45 days' notice. **Additionally, it is**

Department of Community Health and Family Medicine Faculty Policies and Procedure

required that providers make up the missed session. To facilitate this timely notification, the ACU Manager should discuss schedules on a monthly basis with each provider for 3-month time periods in order to catch changes more timely. Requests for leave should be discussed with the Medical Director, coverage confirmed, and submitted to the Clinical or Program Manager, even if the leave requested is for days that are not regularly scheduled clinic days. The Clinic or Program Manager will obtain the Medical Director's signature of approval, and review all of clinic and on call leave calendars. **IT IS THE FACULTY MEMBER'S RESPONSIBILITY TO ENSURE CALL COVERAGE IF THE CALL SCHEDULE HAS ALREADY BEEN DETERMINED.** The Clinic or Program Manager will ensure clinic coverage before submitting the online leave notification. The Clinic Manager will then complete the Department's online leave notification form, which is submitted electronically, and attach the signed Leave Application as directed by the Department's Leave Keeper.

1. Faculty with duties outside of their home clinic should still submit time away through their home clinic. For example, a person with CLG time takes one week's vacation. They should submit all 40 hours through their home clinic's leave process.
2. In general, the university, college and department do not allow working from home as an option. In the past, individual faculty members have submitted vacation time for their clinic time and state "I am working from home" for their non-clinic time. If a faculty member wants to work from home, they will need the Chair's approval **prior** to their leave being approved.
3. Clinic swaps need to be documented and accomplished in the same pay-period. If a clinical faculty wants to swap clinic days to accommodate appointments or other obligations, they must swap for a day in the same pay-period or report leave for that absence. Our normal 45-day lead-time for patient impact needs to be followed. All swaps must be reported for appropriate accounting of absences.
4. Other Faculty – Leave requests should be submitted in a timely fashion consistent with policies at your particular work location.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Outside Activities and Conflicts of Interest

Rule 6C1-1.011, F.A.C., sets for the University’s guidelines and procedures concerning outside activities and financial interests. As stated in the rule, all University employees “are responsible for the full and faithful performance of their professional or institutional responsibilities and obligations.” Further, it “is the policy of the University that faculty and staff members may participate in outside activities and hold financial interests as long as the activities and interests do not conflict with their duties and responsibilities.”

Guidelines, Policies and Procedures and the Disclosure of Outside Activities and Financial Interests can be found at the College of Medicine website <http://coi.med.ufl.edu/> and <https://coi.ufl.edu/wordpress/files/2020/04/UF-COI-Policy-2020.pdf>.

Faculty engaged in outside activities during the normal work schedule must request annual leave for these activities. This leave will be handled the same as all other annual leave. See section on annual leave request.

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Office of the Ombuds

The purpose of the Ombuds office is to assist students, staff, and faculty in resolving problems and conflicts that arise in the course of interacting with the University of Florida. By considering problems in an unbiased way, the Ombuds works to help students and staff find solutions to university related problems and concerns.

For more information about what is ombuds, why you would see them, and the principles of the Office of the Ombuds please visit their website: <https://www.ombuds.ufl.edu/>

Contact Information

31 Tigert Hall
PO Box 113155
Gainesville, FL 32611-3155
Phone: 352-392-1308
FAX: 392-1350

Department of Community Health and Family Medicine
Faculty Policies and Procedure

Blood borne Pathogen Exposure

UF Blood borne Pathogen (BBP) Exposure Guidelines
Effective June 1, 2003: Medical care guidelines for UF Faculty, Staff, Residents, Graduate/Teaching Assistants & other Students with potential bloodborne pathogen exposures.

Because some **treatment** regimens for bloodborne pathogen exposures must be started **within 1 to 2 hours of exposure**, the following guidelines were established to ensure prompt and appropriate care for those who have sustained a potential exposure-needlestick, sharps injury, or mucous membrane splash.

A needlestick hotline has been initiated for all UF personnel and students in the Gainesville area to call following any BBP exposure.

NEEDLESTICK HOTLINE number: 1 866 477-6824 (OUCH)
Call 24 Hours a Day, 7 days a week in Gainesville area
<http://shcc.ufl.edu/needlestick>

This needlestick hotline will ensure that all UF employees and students with an exposure have immediate access to a medical provider in a timely and efficient manner. During regular working hours, an operator from the Student Health Care Center staff will answer the line and immediately forward the call to a skilled and knowledgeable medical provider. The medical provider will collect the exposure and source history, arrange for lab work to be drawn, decide on post-exposure treatment if necessary, and recommend follow-up as appropriate. After-hours and on weekends, persons with post exposure will be triaged to the closest Emergency Room for treatment.

Faculty, Staff or Non-Student OPS Employees, Residents, Gas/Tas or Student

Assistants: You must report all potential bloodborne pathogen exposures to your supervisor and immediately call the Needlestick Hotline. Time is critical! You or your supervisor must then call the UF Workers' Compensation Office (392-4940) immediately after your evaluation/treatment has been completed to report your exposure.

UF Students – Not employed by the University: Call the Needlestick Hotline. Your care must be paid for through your student/personal insurance or by some other means.

If you are on an off-site rotation further than one-hour travel time from UF, seek care at the nearest medical facility.

Questions?

Needlestick Hotline	SHCC 392-0627 or 392-1161, ext. 14212
BBP Program	UF Environmental Health & Safety 392-1591 http://www.ehs.ufl.edu/Bio/BBP
UFWC Program	392-4940 or SC622-4940

Department of Community Health and Family Medicine
Faculty Policies and Procedure

CPR Resources

Reminder:

CPR cards need to be renewed *before* their expiration date. You have until the last day of the month in which your card expires.

CPR Source / Contact Person	Phone Number
Shands – Dept. of Cardiopulmonary	(352)265-0111 ext. 47551
Gainesville Fire & Rescue Classes held every other Saturday	352-334-5075
North Central Florida Safety Council • http://www.ncfsc.com/	352-377-2566
Santa Fe College https://www.sfcollege.edu/continuinged/courses/index In the search bar, type “CPR” Cost \$65	352-395-5896
UF Student Health Care Center Cost \$60	352-392-1161
Cathy Collins, LPN (Neurology Clinic)	Work – 352-682-6430 Home – 352-224-5655
Karen Vallario, Cost \$50 per student, card given on training day, will come to clinic if have 4 or more people	352-262-1122

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

Dress Code

Dress Code Policy for Community Health and Family Medicine

The image of the department of Community Health and Family Medicine (CHFM) is reflected in the appearance of its team of faculty, extenders, and staff. By maintaining a professional appearance, we can influence the opinion and confidence of patients and guests regarding our commitment to patient care. Therefore, we have established these standards for appropriate dress and personal appearance for CHFM employees in clinic and administrative areas.

As health care professionals, faculty and clinical extenders are expected to be clean, well-groomed, and appropriately dressed to reflect the professional standards of their department.

Photo I.D.:

Photo I.D. must be worn with the picture, name and title unobscured and facing forward. Loose or damaged badges should be replaced.

Shoes:

For safety and infection control purposes, shoes should have an enclosed toe and a sole not easily penetrable (to prevent injury).

**Department of Community Health and Family Medicine
Faculty Policies and Procedure**

***Policy on Non-UF Advanced Practice Clinician students
(ARNP/PA) Shadowing***

Non-University of Florida Advanced Practice Clinician students like ARNP or PA students requesting to shadow at the Community Health and Family Medicine (CHFM) clinics will be declined. Due to the regular scheduled UF Medical Students, Residents, and University of Florida students sponsored for shadowing in our clinics, we do not have the facility space, faculty, or other personal available to appropriately accommodate students of ARNP and PA program, that are receiving their education at a non-University of Florida facility and need/or want to finish their clinical program at the University of Florida.

The faculty within the department of Community Health and Family Medicine (CHFM) must not sponsor, or accept shadowing requests by non-University of Florida students.

If a faculty member believes that there are significant mitigating circumstances a request for exceptions can be submitted to the CHFM Interim Chair, Vice Chair of Administration, or designee.

Department of Community Health and Family Medicine
Faculty Policies and Procedure

Contact Reference Sheet for Faculty

Information	Contact Person	Phone Number
Epic Notes/Signing/Closing	ACU Manager/Jon Coffey	(352)273-5140
Authorized Use Policy	Art Watson	(352)273-5158
GatorLink Account	Art Watson	(352)273-5158
UF Portal my.ufl.edu	Art Watson	(352)273-5158
Departmental Home Page www.chfm.ufl.edu	Art Watson	(352)273-5158
SPICE Program and Materials https://security.health.ufl.edu/	Art Watson	(352)273-5158
Dean's Office, Fringe Benefits <i>Must be within 30 days of hire</i>	Kayla Reul (Graham)	(352)273-9918
Professional Photo (after lab coat is received)	Benice Ylagan	(352)294-8513
Credentialing Updates	Benice Ylagan	(352)294-8513
Supplies / Budget (see manual)	Jennifer Kirkland	(352)273-5452
Travel Procedures	Jennifer Kirkland	(352)273-5452
Promotion & Tenure Packet	Lavina Gramig - Temp	(352)273-5163
Faculty Meeting Schedule	Lavina Gramig	(352)273-5163
Blood borne Pathogens Annual Education	Lavina Gramig	(352)273-5163
Coding Training	Jessica Beveridge	(352)265-9583
Billing Questions	Jessica Beveridge	(352)265-9583
Educational Program	Robert L. Hatch, M.D.	(352)273-5153
Payroll / Paychecks / Benefits liaison	Sheila Diuguid	(352)273-5143
Gator 1 Card replacements	Sheila Diuguid	(352)273-5143
Vacation/Sick Leave Procedure: <u>See your clinic ACU Manager for procedure</u>	Benice Ylagan	(352)294-8513
Faculty/Staff Locator Guide http://www.chfm.ufl.edu/	Jon Coffey	(352)273-5140
Annual Report: http://chfm.ufl.edu/about-chfm/administrative-services/annual-report/	Jon Coffey	(352)273-5140
Clinic Schedule	Jon Coffey	(352)273-5140
DEA Information (Exemption info in manual)	Jon Coffey	(352)273-5140
Membership Reimbursement (see manual)	Jennifer Kirkland	(352)273-5452
Workplace Injury (see manual)	Jon Coffey	(352)273-5140
Life Event Status Change (COM Fringe Benefits) https://financeadmin.med.ufl.edu/com-hr/benefits/faculty-benefits/	Jon Coffey	(352)273-5140
Conflict of Interest	Jon Coffey	(352)273-5140
ARNP Protocol, <i>if applicable</i>	Jon Coffey	(352)273-5140
College of Medicine Faculty Compensation Plan / RVU Targets	Jon Coffey	(352)273-5140
Application for Leave: https://chfm.ufl.edu/wordpress/files/2021/01/leaveapplication.pdf	Benice Ylagan	(352)294-8513
UF Faculty Handbook: http://handbook.aa.ufl.edu/	Jon Coffey	(352)273-5140
COM Faculty Development: https://facultyaffairs.med.ufl.edu/upcoming-events/faculty-development-seminar-series/	Melissa Liverman	(352)273-7500
Night/Weekend/Holiday Hospital Call	Morgan Anderson	(352)265-9544
CHFM Outpatient On Call	Stephanie Tyler	(352)273-5146