

Sent on behalf of Dr. Laura Roberts



Stanford | Department of Psychiatry
M E D I C I N E | and Behavioral Sciences

December 13, 2019

Dear Adjunct Clinical Faculty:

We sincerely appreciate your continued dedicated service to our academic community this past year. The commitment and expertise of our Adjunct Clinical Faculty are critical to the continued success of our programs, and we are grateful that you are part of the “Stanford Family.”

We are writing to you to provide a gentle reminder about of our end-of-year requirements and to provide policy updates.

End-of-Year Requirements

The Medical School and the Department require an annual service report and at least one evaluation by a trainee or faculty member for each year of your appointment. As you know, you must document 100 hours of voluntary service yearly. Emeriti are not required to submit service reports. Still, we request Emeriti who continue volunteering to submit reports so that your file reflects your activity within the Department, and you remain eligible to receive certificates of appreciation for longstanding service. Emeriti who no longer volunteer and do not wish to receive this annual notification should contact the Department’s Office of Faculty Affairs.

Service reports and trainee evaluations can be submitted online. Online data is transmitted in confidence directly to our department’s Office of Faculty Affairs using the following links:

Service Report form: https://stanfordmedicine.qualtrics.com/jfe/form/SV_emqe5xMXWnbwP1a

Evaluation form: https://stanfordmedicine.qualtrics.com/jfe/form/SV_2gALXJSb4L3454E

If you wish to use paper forms, we have included them as attachments to this email. Evaluation forms (or the URL) should be given to residents, post-doctoral psychologists and students whom you supervise or teach, as well as academic faculty with whom you work. We will remind all trainees and send them the URL as well.

We ask that you please ensure that you initial each attestation in the paragraph at the top of the service report form, either on the paper version or online. All 2019 service reports and evaluations need to be submitted to our office by April 1, 2020. Our 22 ACF members whose appointments terminate August 31, 2020 must bring their files up to date for each year of their current appointments by April 1st, as well. Neither our departmental committee nor the School's committee reviews incomplete files.

We would like to take this opportunity to emphasize that it is incumbent upon each ACF member to advise the Department of any new planned service activities outside the scope of their originally proposed service activities, in order to ensure that these activities meet departmental guidelines and contribute toward the faculty member's required minimum contribution of hours.

Malpractice Liability Coverage

ACF members whose service to the Department includes direct patient contact or clinical supervision involving treatment planning are expected to have active-admitting or courtesy-teaching privileges with the medical staff office in order to be covered under the School of Medicine's Stanford University Medical Indemnity and Trust Company (SUMIT) malpractice liability policy.

To qualify for biennial renewal of courtesy teaching privileges, there must be documentation of at least 22 patient encounters every 2 years. If you are the attending of record and document your patient contact in EPIC, then it is not anticipated that you will need to take any additional action. However, for those who do not document in EPIC, we now ask that you please enter all supervisory contacts into an online log as an alternate method of documentation of encounters for privilege renewal purposes only. The online patient encounter tracking log, which utilizes a Qualtrics interface, requests minimal information (your name, date of patient encounter, patients' MRN, name of Stanford trainee, and optional notes). Qualtrics is considered to be HIPAA-secure by the University. The tracking log may be accessed at the following link:

https://stanfordmedicine.qualtrics.com/jfe/form/SV_b3ZRqWgsXW4tTEx

Please note that you are not required to use a Stanford-encrypted computer to enter these data into Qualtrics.

Security Policies at Stanford University

We offer a gentle reminder about the School of Medicine's mandate that all computers and mobile devices used to conduct any Stanford-related business, regardless of whether such business includes restricted or prohibited data, be protected according to established guidelines. Data security continues to be a critical issue for the School of Medicine and adherence to these policies is your personal responsibility. We ask that all ACF to update their attestation of computing devices used for any Stanford-related business. The web address for the attestation is <http://med.stanford.edu/attestation/>. If you do not ensure that your computers and mobile devices meet the necessary standards, there may be resulting restrictions on access to Stanford systems followed by escalating consequences up to and including termination and legal action for continued inappropriate access to Stanford computer systems. Full information about the policy, along with frequently asked questions and definitions of PHI, restricted and prohibited data can be found at <http://med.stanford.edu/datasecurity/>. We appreciate your continued efforts to work with our Department IT staff to ensure your compliance with these security requirements.

Contact Information

Our mailing address and fax number are:

Office of Faculty Affairs

c/o Diana Kim
Department of Psychiatry & Behavioral Sciences
Office of Faculty Affairs
401 Quarry Road
Stanford, CA 94305-5717
Fax: (650) 723-4655

Thank you again for your continued contributions to our academic community and your responsiveness to communications from our office. We greatly appreciate your service and dedication our department and the medical school.

We wish each of you a wonderful 2020!

Sincerely,

Laura Roberts, M.D., M.A.
Chairman and Katharine Dexter McCormick and Stanley McCormick Memorial Professor
Department of Psychiatry and Behavioral Sciences

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