



AFFILIATED WITH UCSF DEPARTMENT OF FAMILY AND COMMUNITY MEDICINE  
3569 Round Barn Circle, Suite 200, Santa Rosa, CA 707-583-8800

Application for Community Faculty Teaching Position  
Academic Year 2022-2023

To interested Family Physicians with an interest in teaching:

The Santa Rosa Family Medicine Residency is pleased to announce a number of part-time opportunities for “Community Faculty” teaching positions ranging from inpatient to outpatient settings and from low to high levels of commitment. While the residency retains core faculty to do the majority of the teaching and oversight of residents’ clinical training, we have a long history of partnering with community Family Physicians who have a wide array of experience and styles to enhance the teaching of our resident physicians. We call this group our “Community Faculty”. If you have skills and a passion for teaching, we welcome your application to join our teaching community.

Please see the following application and submit the requested documents if you would like to be considered for a Community Faculty Position.

Please contact me via email at [scottt3@sutterhealth.org](mailto:scottt3@sutterhealth.org) with questions.

Your application can be submitted by email to Crystal Caven in the residency at [cavenc@sutterhealth.org](mailto:cavenc@sutterhealth.org).

Thank you for your interest,

A handwritten signature in black ink, appearing to read "Tara Scott", with a long horizontal flourish extending to the right.

Tara Scott, MD  
Program Director  
Sutter Santa Rosa Family Medicine Residency  
Assistant Clinical Professor  
UCSF Department of Family and Community Medicine, VCF



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Application for Community Faculty Teaching Position  
Academic Year 2021-2022

Name: \_\_\_\_\_

Date: \_\_\_\_\_

I am interested in precepting/attending residents in the:

- Outpatient continuity clinic at Santa Rosa Community Health (see attached requirements)**
- Inpatient Medicine Service at Sutter Santa Rosa Regional Hospital (see attached requirements)**

I agree to meet the following requirements for all Community Precepting positions:

- I agree to give 12 weeks' notice regarding schedule changes for any regular shifts
- I agree to attend an unpaid training to become familiar in eCW or EPIC (unless already trained)
- I will attend a once- yearly faculty development session in the evening without pay
- I have the approval of my current medical director/organization to perform outside work.
- I am in good standing in my organization and am not currently under a performance improvement or remediation plan.

Please submit the following documents to Crystal Caven [cavenc@sutterhealth.org](mailto:cavenc@sutterhealth.org):

1. *This form*
2. *Curriculum Vitae*
3. A *cover letter* including a response to the following:
  1. Tell us about your interest in inpatient or outpatient medicine
  2. Share any previous teaching experience
  3. What special interests do you bring to the practice of medicine (e.g. integrative medicine, public health, osteopathy, human rights, women's health, etc)?
  4. The name and email of your current medical director, if applicable, to enable us to send the Medical Director's Attestation. If you are not currently employed or overseen by a medical director, please send a letter of reference from someone who can attest to your clinical and/or teaching skills.

*See the following pages for additional expectations.*



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## Community Faculty on the Adult Medicine Service, *pool positions*

### There are two types of shifts:

- "First" Attending: 45 hour/week position (hours 8am-5pm, M-F)
- "Second" Attending: 25 hour/week position (hours 8am-1pm, M-F)

### Scheduling:

Attending scheduling is done in 6-month increments.

- July 2022-January 2023 will be planned and scheduled in late winter/early spring.
- January 2022-July 2023 will be scheduled in late summer.

### Responsibilities:

- Supervise residents caring for adult inpatients on the Family Medicine Service at SSRRH
  - Round with residents daily
  - Lead a multi-disciplinary team, including nurses, pharmacists, medical students, physical therapists, social workers, and other team members
  - Attest resident daily progress notes, H&Ps, and Discharge Summaries
  - Bill for daily encounters
- Lead formal teaching/didactics at least once per week
- Attend AMS meetings every other month, Tuesday AM 7:00-8:00 at SSRRH

### Must commit to:

- Minimum 2 wks/ 6 months (Monday-Friday) with a minimum of 1 week in summer months
- Average of 2-3 weekends per 6 months with overnight call (Friday night 5pm, through 8am Monday morning), with in-person rounding responsibilities Saturday and Sunday
- Average of 8-10 Mon-Thursday overnight calls by telephone per 6 months
- 1 holiday/academic year (Holidays include: New Year's, MLK, President's Day, Memorial Day, Residency Retreat, July 4th, Labor Day, Thanksgiving Part 1 and Part 2, and Christmas)

### Requirements:

- Up to date knowledge and interest in teaching inpatient family medicine
- Board certified MD or DO (Family Medicine, Internal Medicine, Med/Peds)
- Current hospital Privileges at SSRRH
- First attending must commit to being available to be physically present in the hospital from 8am-5pm Monday through Friday during their weeks
- Second attending must commit to being physically present in the hospital from 8am-1pm Monday through Friday during their weeks
- Approval of your main employer to be absent from clinic for your intended number of weeks on the inpatient service
- Current with PPD, required for all health care settings

### Pay/Reimbursement: (9/2020)

- \$80/hour for time in hospital
- \$125/weeknight call
- \$250/weekend call night
- \$320/weekend day

### Evaluation:

- In accordance with health center, hospital and ACGME standards, Community Faculty will receive a 360-degree evaluation once yearly to ensure high quality teaching and interpersonal interactions with the residents, faculty and staff. Renewal of community faculty status is dependent on positive annual evaluation



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## Outpatient Community Faculty Positions

### There are two types of commitments:

- **Pool preceptor:**
  - available to cover shifts throughout the year, minimum of 6
- **Regular preceptor:**
  - 1-2 times a month, when available
  - Once a week, with a regular commitment

### Scheduling:

- Clinic scheduling is done 10 weeks ahead of time of the cycle in which your shifts will fall.
- Preceptors are required to notify the residency of time away or ability to cover shifts before that time unless an open shift is being picked up.

### Responsibilities:

- Supervise residents caring for children, adults and pregnant women in the resident continuity clinic at Santa Rosa Community Health
  - See patients with unlicensed residents
  - Review patients with licensed residents
  - Review charts for feedback
  - Cosign resident notes within 48 hours (sometimes after precepting is done)

### Requirements:

- Board certified MD or DO in Family Medicine
- Up to date knowledge on the practice of outpatient family medicine and interest in teaching
- Preceptors must commit to being physically present from 8:20 am-12:30pm or 1:20pm to 5:30pm
- Must be in good standing with your current employer (see attached example)
- Current with PPD, required for all health care settings

### Pay/Reimbursement:

- \$90/hour paid as an independent contractor (9/2020)

### Evaluation:

- In accordance with health center, hospital and ACGME standards, Community Faculty will receive a 360-degree evaluation once yearly to ensure high quality teaching and interpersonal interactions with the residents, faculty and staff. Renewal of community faculty status is dependent on positive annual evaluation. Community Faculty are hired on a rolling, at-will basis and the residency reserves the right to discontinue Community Faculty status based on evaluations.



# Community Preceptor Preliminary Form

Name: \_\_\_\_\_ Specialty: \_\_\_\_\_

Address: \_\_\_\_\_ Start Date: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

Phone: \_\_\_\_\_

*Please indicate if you will be teaching in the clinical or hospital setting by filling out the section(s) that apply to you.*

## Precepting at Vista Community Health Center

Availability (please check all that apply):

	Mon	Tues	Wed	Thur	Fri
8:30a-12:30p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:30p-5:30p	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Precepting context (please check all that apply):

Family Medicine/Continuity Clinic

Specialty (please check all that apply):

- OB Intake
- Gyn
- Peds
- Procedures

- OB Ultrasound
- TAB
- Psych
- Derm

- Colpo
- Neuro
- MSK
- Urology

- High Risk OB
- Rheum
- Other: \_\_\_\_\_

## Hospital Setting

Location:  SSRRH  
*Please check all that apply:*  
 1st Attending  
 22nd Attending  
 Filling resident shift

Other  
*If other, please complete the following:*  
 Organization Name: \_\_\_\_\_  
 Dept: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Contact: \_\_\_\_\_



## Emergency Contact Information

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_



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### Medical Director's Attestation

\_\_\_\_\_ has applied for a part-time, flexible position as a Community Faculty preceptor at the Sutter Santa Rosa Family Medicine Residency. The applicant has signed a release form allowing us to get your feedback on their current standing. (see attached page)

Please complete this form to assist us in determining if the applicant can serve as an excellent role-model for resident physicians based on your experience through direct observation or feedback from team-members and patients:

<b>Patient Care</b>	NA	Below expectations	Meets expectations	Exceed expectations
Clinical judgment and decision-making				
Procedures skills within the scope of Family Medicine				
<b>Medical Knowledge</b>	NA	Below expectations	Meets expectations	Exceed expectations
Medical knowledge to support excellent patient care				
<b>Practice Based Learning and Improvement</b>	NA	Below expectations	Meets expectations	Exceed expectations
Ability to accept and respond to feedback				
<b>Interpersonal and communication skills</b>	NA	Below expectations	Meets expectations	Exceed expectations
Effective communication with patients				
Effective communication with medical team members				
Ability to teach team-members				
Effective communication w/ admin staff + coworkers				
Quality of patient care documentation				
Timely completion of medical records				
<b>Professionalism</b>	NA	Below expectations	Meets expectations	Exceed expectations
Dependability and attendance				
Timely response to clinical needs of patients				
Cultural humility, adherence to principals of diversity and inclusion				

Please indicate your answers to the following statements:

- I attest that this applicant is in good standing with our practice and is not on a performance improvement plan.

*Continued on the next page*



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### Medical Director's Attestation

\_\_\_\_\_ has applied for a part-time, flexible position as a Community Faculty preceptor at the Sutter Santa Rosa Family Medicine Residency.

**Please indicate your level of recommendation:**

- I recommend this applicant highly for a teaching position.
- I recommend this applicant for a teaching position.
- I recommend this applicant with reservations for a teaching position.
- I do not recommend this applicant. Please provide explanation:
- I prefer to discuss this applicant on the telephone/cell phone:

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Medical Director Signature

Date

Print Name

Please email or fax this form back to Crystal Caven, Residency Evaluation Coordinator at [cavenc@sutterhealth.org](mailto:cavenc@sutterhealth.org) or fax to: 707-583-8808