

Preceptor and Community Faculty Approval Procedure

Faculty Evaluation System Committee (FESC)

Sam Houston State University College of Osteopathic Medicine

1. Prospective preceptor completes a Clinical Faculty Request Form (CFRF) and submits to the Clinical Education Team either by e-mail or fax.
2. Credentialing Specialist reviews relevant professional licensing and/or board certification website(s) to:
 - Obtain copy of the physician preceptor's board certification document(s).
 - Ensure the preceptor has an active professional license without restrictions.
 - Check for any current or prior disciplinary actions.
3. Credentialing Specialist creates a spreadsheet with the following information:
 - Name.
 - Degree (DO, MD, PA, DPT, PhD, etc.).
 - Specialty.
 - Location.
 - Board certification: Yes/No or not applicable.
 - Disciplinary action or license restriction by TMB or equivalent licensing body
4. Credentialing Specialist submits the spreadsheet to the Clinical Education team for review on a biweekly basis
5. Once reviewed and approved by the Clinical Education team, the Credentialing Specialist sends this spreadsheet to the FESC Committee Admin for further routing.
6. FESC Committee Admin will route the spreadsheet based on the following:
 - If there are any disciplinary actions or license restrictions, the application and summary of action by the medical board will be forwarded by the Credentialing Specialist to the Preceptor and Community Faculty Subcommittee of the FESC for review and recommendation.
 - The Preceptor and Community Faculty Subcommittee consists of:
 - Assistant Dean of Clinical Affairs
 - Chair of Primary Care and Clinical Medicine
 - Associate Dean of Osteopathic Integration
 - Clinical Faculty-At-Large member, voted by the Faculty Assembly
 - The Preceptor and Community Faculty Subcommittee generates a recommendation by vote, then forwards their recommendation along with the summary to the FESC Committee Admin and Co-Chairs to be added to the next FESC meeting agenda for review and recommendation.

- If there are no disciplinary actions or license restrictions, the application and information will added to the next FESC meeting agenda for review and recommendation.
- If an e-vote is requested, the Committee Admin will request approval from the Co-Chairs.
 - E-vote process and approval:
 - E-votes must obtain a quorum of participating members in addition to a majority approval vote.
 - E-votes will not be approved for preceptors with board or disciplinary actions that have not been reviewed by the Preceptor and Community Faculty Subcommittee
 - Authorized e-votes for preceptors with board actions must include a copy of the summary report provided to the Subcommittee.
 - Committee members will have at least three business days notice for voting.
 - Results of the e-vote will be relayed to the Co-Chairs and Clinical Education Team either upon request or conclusion of the voting period.
 - Each preceptor approved by the Committee receives approval conditional upon the preceptor maintaining an active medical license and board certification during the term of their appointment.
- Once the FESC Committee has voted, whether in-person or via e-vote, the Committee Admin will record the results of the vote in the minutes and forward the approved preceptors to the Dean's Office for final approval.
- Approved preceptors will be recorded in the "Approved Preceptors" folder in the FESC Teams drive with the date they were approved.