Clinical Fellow Appointments and Reappointments

February 9, 2012
Incoming Fellows- Plan A

- Division gathers all application materials as required by GME.
- Once packet is ready, send entire original packet to Jo Foster. Jo will draft the request for appointment letter. Letter will be sent to division for Division Director signature. Once signed by Division Director, return original letter to Jo. Jo will place with packet, route to Dr. Rush and then to GME.
- When packet is sent to GME, Jo will scan a copy of the signed letter to the divisional AA.
- If Jo receives appointment letter, she will send a copy to the division. If division receives letter, a copy should be sent to Jo.
- Jo will send copies of the letters from GME to Clinical AO, Tonda Rice and Kim Plemmons.
Incoming Fellows- Plan B

- Division will gather all requirements for application.
- Send Jo an email with fellow name, PGY year and source of funding.
- Jo will draft the letter and send it to the division.
- Division puts letter with application, completes routing slip, obtains Division Director and Dr. Rush’s signatures. Division sends the completed packet to Jo who forwards it to GME.
Incoming Fellows

• Applications with letters must be submitted to GME office by March 1. Allow time to obtain signatures from director and the chair.
• GME will process after match day. Expect to receive appointment letter back from GME around the end of April.
Clinical Fellow Reappointments Musts

- Must complete online advancement form AND paper reappointment form.
- Reappointment form must be signed by the Division Director and Dr. Rush.
- Reappointment form must be complete.
- Online and paper forms must be submitted to GME by March 1.
Clinical Fellow Reappointments - Process

• Complete online advancement form
• Complete paper reappointment form
• Obtain Division Director’s signature on form
• Send form, with current CV, via student runner, to Jo Foster
• Jo will route to Dr. Rush for signature and submit to GME
• When reappointment letter is received from GME, Jo will send copies to division, Kim, clinical AO and Tonda Rice.
GME Website