

UNIVERSITY SPECIALTY CLINICS
COLLEGE OF NURSING
FACULTY PRACTICE
POLICIES & PROCEDURES

2006

Revised Aug 2006

University Specialty Clinics

College of Nursing

Faculty Practice Plan

In keeping with the mission of the College of Nursing to create and develop both competent, caring nurses and leaders to advance the practice of nursing through the integration of teaching, research, and service in order to improve the health and welfare of people, the University Specialty Clinics College of Nursing Faculty Practice Plan exists to foster faculty practice and the clinical education of nursing students. Faculty Practice is the delivery of nursing services by faculty through the roles of clinician, educator, researcher, consultant, and administrator. The practice plan creates a system of support for excellence in practice, research, and teaching as well as responding to the community to serve the needs of the population by providing quality health care services. The University Specialty Clinics College of Nursing Faculty Practice Plan is conducted in accordance with the University of South Carolina School of Medicine Clinical Faculty Practice Plan and the Bylaws and Operating Guidelines of the USC School of Medicine Educational Trust. College of Nursing faculty are represented on the Board of Directors of the Educational Trust by the Dean and one elected member from USC University Specialty Clinics College of Nursing Faculty Practice Plan. The College of Nursing Faculty Practice Plan Executive Committee provides leadership in the implementation, promotion, and evaluation of the practice mission.

Purposes

1. Model expert nursing care.
2. Optimize research utilization in advanced practice.
3. Innovate in patient care delivery systems.
4. Develop supportive educational and research environments.
5. Provide incentive for faculty who engage in practice.
6. Enhance recruitment and retention of faculty.

Practice Plan Guidelines

The following guidelines apply to University Specialty Clinics College of Nursing Faculty Practice Plan:

1. All nine-month full-time clinical faculty whose base salaries are paid by the University are members of University Specialty Clinics College of Nursing Faculty Practice Plan for their nine month academic appointment. All professional fees and income from professional services earned during the nine month academic appointment must be earned through the Practice Plan and pursuant to a contract approved and signed by the to the Dean.
2. All eleven and twelve month full time clinical faculty whose base salaries are paid by the University are members of the University Specialty Clinics College of Nursing Faculty Practice Plan year round. All professional fees and income from professional services must be earned through the Practice Plan and pursuant to a contract approved and signed by the to the Dean.
3. Tenure-track faculty employed before December 31, 1995, may elect to join the plan.
4. All nine-month full time tenure-track faculty employed after January 1, 1996 and whose base salaries are paid by the University are members of the University Specialty Clinics College of Nursing Faculty Practice Plan for their academic appointment, excluding Research Professors. All professional fees and income from professional services earned during the nine month academic

- appointment must be earned through the Practice Plan and pursuant to a contract approved and signed by the to the Dean.
5. All eleven and twelve full time month tenure-track faculty employed after January 1, 1996 and whose base salaries are paid by the University are members of the University Specialty Clinics College of Nursing Faculty Practice Plan for their academic appointment, excluding Research Professors. All professional fees and income from professional services earned must be earned through the Practice Plan and pursuant to a contract approved and signed by the to the Dean.
 6. Part-time faculty or temporary faculty may be considered for membership if approved by the Dean of the College of Nursing and the Dean of the School of Medicine.
 7. Each member of the University Specialty Clinics College of Nursing Faculty Practice Plan must discuss and obtain approval from the Dean and the Associate Dean for Practice for the individual's faculty practice activities each year.
 8. The Practice Plan Executive Committee recommends policy and procedures for the University Specialty Clinics College of Nursing Faculty Practice Plan.
 9. Members practicing must have malpractice coverage appropriate to the level of practice. Malpractice insurance provided by the CON Faculty Practice Plan covers the Member to University Specialty Clinics College of Nursing Faculty Practice Plan activities only. Nine month faculty members who elect to practice in the summer outside the plan will not be covered by malpractice insurance that has been provided by the University Specialty Clinics College of Nursing Faculty Practice Plan.
 10. The amount of allowable professional income for individual faculty members of the Plan is determined annually by the Dean and is subject to approval by the Dean of the USC SOM and President of the University of South Carolina.

Procedures

1. A member of the plan must discuss plans with the Dean and Associate Dean for Practice. Individual faculty practice goals are identified and congruent with the College of Nursing strategic plan.
2. The members may negotiate to practice under an existing agreement or propose a new practice option to the Associate Dean for Practice and the Dean.
3. Contracts for faculty practice are negotiated between the contracting entity and University Specialty Clinics College of Nursing Faculty Practice Plan (Dean and/or Associate Dean for Practice). All contracts must be reviewed and approved by the University Specialty Clinics Office of Legal Affairs. All contracts must be signed by the Dean-the only person authorized to sign practice plan contracts.

Approved: September 17, 1996

Revised August, 2001

Revised December 2003

Revised August 2006

**University Specialty Clinics
USC College of Nursing
Faculty Practice Plan**

Procedures

Overview

Faculty Practice is considered an important aspect of the faculty role. Faculty have multiple options related to the time allocated to practice, the type of practice, and the benefits available. This policy addresses these areas:

Faculty Practice takes place in a variety of settings. Examples of practice settings include:

1. USC College of Nursing Women & Family Healthcare Center
2. USC Primary Care Partners (Thomson)
3. USC College of Nursing Children & Family Healthcare Center
4. South Carolina Department of Mental Health, Byrnes – GYN Clinic
5. Department of Health and Environmental Control

Faculty Practice consists of all professional activities exclusive of those resulting in royalties or honoraria for scholarly professional presentations, which are covered by the University Faculty Manual. Example of Faculty Practice activities include:

1. Consultation/Research Consultation
2. Training/Education/Seminars
3. Planning/Strategic Plan Development
4. Patient Care
5. Expert Witness Services

Allocation of Time and Effort to Faculty Practice

Tenure-track faculty prioritize their commitments to research, teaching, and practice in collaboration with the Dean. Expectations of commitment to practice vary relative to rank, tenure, length of service, and individual career goals. Generally research and teaching receive significantly more emphasis than practice in the distribution of priorities among tenure-track faculty. Performance criteria for tenure-track faculty are developed by the USC College of Nursing Tenure and Promotions Committee and are outlined in the College of Nursing Faculty Policies and Procedures.

Clinical faculty roles differ in primary focus, either in teaching or in practice. The primary role for each clinical faculty member is negotiated annually and may change after discussion and agreement between the faculty member and the Academic Deans and Associate Dean for Practice.

Those assigned to the practitioner/teacher faculty role devote a minimum of 60% to the practice function; the percentage of time allocated to practice might be as great as 90% to 100%. For practitioners/teachers, practice is the primary focus. Practitioner/teachers provide mentoring, supervision, and clinical oversight to USC/CON students assigned to their practice setting for guided student assignments. Generally, practitioner/teachers hold 11 or 12 month appointments.

Those assigned to the teacher/practitioner faculty role devote 60-100% to teaching and a maximum of 40% to practice. For the teacher/practitioner, teaching is the primary focus; with practice planned around teaching responsibilities and assignments. Generally, teacher/practitioner faculty hold 9-month appointments.

Practice Plan Time and Effort Categories

Category #1: Full time eleven and twelve month faculty 100% participation year round.

Category #2: Full time nine month faculty 100% participation during academic year.

Category #3: Summer practice for faculty who hold academic nine month appointments. Zero (0) participation in the Practice Plan in the summer.

Faculty Practice Assignments:

Faculty practice opportunities are referred to the Dean/Associate Dean for Practice who discuss these interests with the faculty. Consequences of the practice placement are evaluated with respect to the impact on academic programs (e.g. need for teaching replacement, potential clinical education enhancement, and research opportunities).

Contracts/Agreements:

After all parties confirm terms of service, time commitment, and compensation, a Contract Agreement or Memorandum of Agreement is prepared by the Dean/Associate Dean's office, then reviewed by University Specialty Clinic's attorney and final terms are negotiated with contracting entity and the agreement is signed by the Dean. All potential professional activities for weekends/after hours must be discussed with the Associate Dean for Practice in order to initiate negotiations for a University Specialty Clinics Contract.

Faculty Practice Benefits:

Faculty Practice Retirement

In order to be vested in the Faculty Practice Retirement Plan, a member must be complete three (3) years of service in the practice plan as defined by the USC School of Medicine Educational Trust Retirement Plan. Faculty who leave the College of Nursing before the three year period are not considered vested and therefore, any individual faculty contributions to the retirement plan are forfeited. The retirement plan is not portable. Members of the Faculty Practice Plan who earn income must contribute 10% to the Educational Trust Retirement. There is no option for non-participation.

Malpractice Insurance

Faculty members in Category #1 will have their malpractice insurance paid by the University Specialty Clinics College of Nursing Faculty Practice Plan. If the University Specialty Clinics College of Nursing pays the annual premiums in advance, and the employee leaves within the 12-month covered period, an amortized amount is owed to the Practice Plan by the employee within 30 days of the employee's resignation/termination.

Faculty members in Category #2 will have their malpractice insurance paid by the University Specialty Clinics College of Nursing Faculty Practice Plan, provided the faculty member is practicing and contributing income to the plan by participating in the Plan during the academic year. The faculty member must be approved by the office of legal affairs for coverage. If the University Specialty Clinics College of Nursing pays the annual premiums in advance, and the employee leaves within the 12-month covered period, an amortized amount is owed to the Practice Plan by the employee within 30 days of the employee's resignation/termination.

Faculty members in category #3 (nine month faculty) who practice during the summer and whose malpractice insurance is paid by the Plan, the individual will not have liability coverage during the summer months for practice plan activities that are outside the Plan.

DEA# Expenses

Faculty in Category #1 will have their state DEA registration (Initial and renewal) paid by the University Specialty Clinics College of Nursing Faculty Practice Plan. If the University Specialty Clinics College of Nursing pays the DEA registration in advance, and the employee leaves within the 12-month covered period, an amortized amount is owed to the Practice Plan by the employee within 30 days of the employee's resignation/termination.

Faculty in Category #2 will have their state DEA registration (Initial and renewal) paid by the University Specialty Clinics College of Nursing Faculty Practice Plan. If the University Specialty Clinics College of Nursing pays the annual DEA registration in advance, and the employee leaves within the 12-month covered period, an amortized amount is owed to the Practice Plan by the employee within 30 days of the employee's resignation/termination..

The Federal DEA registration fee is waived for the individual plan member if the individual's DEA form is signed by the Dean/Associate Dean.

Faculty Development/Certification Activities

On annual calendar basis (January 1), the determination of the amount for professional development (for APRN in category #1, RN working in the CON healthcare centers, LPN working in CON the healthcare centers) will be determined by the Dean and Associate Dean for Practice for the College of Nursing. The Dean will determine distribution of these funds to support faculty development needs. Remaining funds will not be carried forward to the new calendar year. A maximum of five business days for faculty in Category #1 may be taken to attend approved CEU training. If a faculty member in Category #1 receives grant funding that supports development training, additional days may be negotiated with the Dean. Support staff (RN and LPN) receive one day for professional development.

Payment for Rendered Services

Faculty in categories #1 are paid a base salary year round. Professional activities after hours or on the weekends requires a University Specialty Clinics College of Nursing Faculty Practice Plan contract with the specific agency. Fees or income earned is paid into the University Specialty Clinics College of Nursing Faculty Practice Plan. The individual member receives 80%. Twenty (20%) percent remains in the University Specialty Clinics College of Nursing Faculty Practice Plan to cover SOM Educational Trust Administrative fees and CON overhead. These percentages are subject to change and are determined annually by the Dean of the College of Nursing.

Faculty in categories #2 are paid a base salary for their nine academic month appointment. Professional activities after hours or on the weekends during the nine month appointment requires a University Specialty Clinics College of Nursing Faculty Practice Plan contract with the specific agency. Fees or income earned is paid into the University Specialty Clinics College of Nursing Faculty Practice Plan. The individual member receives 80%. Twenty percent (20%) remains in the University Specialty Clinics College of Nursing Faculty Practice Plan to cover SOM Educational Trust Administrative fees and CON overhead. Nine month faculty generating income within the three (3) College of Nursing healthcare centers (CFHC, WFHC, and PCP) receive 60% of the income of accounts receivable. These percentages are subject to change and are determined annually by the Dean of the College of Nursing.

Faculty in categories #1 and #2 will be paid quarterly from practice funds, above their "A" funded salary, at the rate of 80% of revenue received by the plan for services rendered. **NOTE:** When a faculty member elects to leave the practice plan, outstanding Practice revenue remains in the practice account.

Faculty in categories #3 who are nine-month faculty are allowed to generate non-Faculty Practice Plan income during the summer months without having to contribute or receive reimbursement from the University Specialty Clinics College of Nursing Faculty Practice Plan. If a nine-month faculty member is employed by the College of Nursing on a separate summer contract, they are considered to still be on a nine-month appointment and are allowed to earn or generate non-Faculty Practice Plan income during the summer months without having to contribute or receive reimbursement from the University Specialty Clinics College of Nursing Faculty Practice Plan.

Schedule for Discretionary Payments Annually
January
April
July
October

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