

# SOM MSP Staff Physician Appointments

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# MSP Overview

MSP Physicians supervise and/or perform professional work in one or more fields of medicine, and other related duties as required:

- Examine patients, diagnose their illness, prescribe/administer treatment, write prescriptions
- Make psychiatric evaluations and administer psychiatric treatment
- Perform/assist in performing minor/major surgical operations
- Administer anesthesia
- Supervise pre- and post-operative care of surgical cases
- Order examinations, analysis, X-rays and special diets
- Make ward-rounds; review reports, records and general progress of patients

# MSP Overview cont'd

Appointments are meant to fill a clinical need that cannot currently be filled by a Faculty member.

These positions are filled to provide coverage for:

- Vacations
- Leaves of absence
- Vacancies
- Additional clinical staffing needs

MSPs with teaching roles are expected to assist in the instruction of:

- Nurses
- Technicians and Technologists
- Residents, Fellows, and Medical Students

# MSP Appointments:

*When the MSP appointment is more appropriate than the Faculty appointment:*

In order to ensure equitable balance between the population of Faculty members and MSP appointments, it is important to ensure:

- No Faculty can fill the clinical need at this time
- Duties are clinical. If duties involve research, then a non-faculty academic title code is required

# MSP Policy Reminders and Review

## Appointment Percent

School of Medicine: Typically 50% or less. Potential exceptions:

- When it is necessary in order to fill an urgent need
- When a salaried Clinical Faculty appointment is not warranted
- Appointments over 50% are approved for a limited term - typically one year at a time
- It is not the practice of School of Medicine Academic Affairs to approve retroactive actions. MSP Physicians may not see patients or engage in any work until School of Medicine Academic Affairs has approved their employment.

# Setting Up MSP Appointments:

- Department contacts HR regarding the MSP appointment.
- Generalist works with department to ensure MSP is the appropriate appointment, and identifies correct title code (will need to review CV and job description).
- Department submits SRS ticket requesting MSP appointment
- WOS academic appointment packet is entered into Advance by HR Generalist
- WOS packet is reviewed/certified in Advance by Chair (could take up to 8 weeks)
- HR Generalist notifies SOM/Dean's Office-Academic Affairs when Advance packet is certified by the Chair
- HR Generalist forwards MSP Staff Physician appointment paperwork to SOM/ Dean's Office – Academic Affairs, for approval
- Once approved, HR Generalist forwards SRS ticket to TSU for keying / TSU keys into PPS
- Department ensures completion of Credentialing and Privileging prior to MSP performing clinical services

# Setting Up the MSP Staff Appointment:

MSP Physician title codes:

**0770** – Associate Physician Diplomate

**0771** – Associate Physician

**0768** – Senior Physician Diplomate

**0769** – Senior Physician

The Diplomate title code is used when the physician filling the position is board certified by the American Board of Medical Specialties as a specialist ***and*** is required to use that specialty in his or her work.

If a physician is board certified in Pediatrics but is working in Internal Medicine, the Diplomate title would not be appropriate.

# MSP Staff Appointment cont'd:

## Associate Physician Series

At the operational level, the Associate Physicians are experienced physicians, surgeons, psychiatrists, etc., who are engaged in patient-related activities

### Associate Physician Title Codes:

0770: Associate Physician Diplomate

0771: Associate Physician

Requires possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance; at least one year of practice exclusive of internship; and knowledge and abilities essential to the successful performance of the duties assigned to the position.



# MSP Staff Appointments cont'd:

## Senior Physician Series

The Senior Physician series is reserved for those individuals that will , under general direction, serve as chiefs of major services in a University Hospital; as Assistant Directors who are authorized to act in the absence of the Director or as Directors of clinical sub-units

### Senior Physician Title Codes:

0768: Senior Physician Diplomate

0769: Senior Physician (Rarely used)

Requires possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance; at least two years of practice exclusive of internship; and knowledge and abilities essential to the successful performance of the duties assigned to the position.

# SOM MSP Concomitant WOS

## Academic Appointments

- WOS academic appointments are granted based upon the accomplishments and duties of the candidate
- The WOS academic appointment recognizes the teaching functions of the MSP
- In the SOM, there are rare instances in which the MSP will be providing services at a non-core UCSF site with no trainees. In this case, the MSP would be granted a concomitant appointment as Clinical Associate – FY (2081 title code)
- When the MSP Physician appointment ends, the employee may wish to continue their affiliation with UCSF. If so, their academic appointment must be changed to a true volunteer appointment.

# SOM MSP Concomitant WOS Academic Appointments

School of Medicine : All MSP Physicians must have a concomitant WOS academic appointment. Appropriate title codes:

- **2010** – HS Clinical Professor - FY
- **2030** – HS Associate Clinical Professor - FY
- **2050** – HS Assistant Clinical Professor – FY
- **2070** – HS Clinical Instructor – FY
  
- **2017** – Clinical Professor - Vol
- **2037** – Associate Clinical Prof – Vol
- **2057** – Assistant Clinical Prof- Vol
- **2077** – Clinical Instructor – Vol
  
- **2081** – Clinical Associate – FY (no teaching duties)

# MSP Pay Rates

- MSP Physicians' pay rates are comprised of REG and NBP
- REG wages count towards retirement while NBP does not
- Per the UC Regents, as of March 8, 2011, no MSP Physician may be paid more than \$400,300 annually. A Clinical Incentive Plan may be submitted by the Department, which could effectively increase compensation by 20% of the REG earnings *only*.
- Requests to exceed the UCOP salary threshold require a business justification that describes the strategic importance of the recruitment, market data to support the proposed rate, a description of the urgent clinical need, and previous attempts to recruit for the position. Requires approval by Academic Affairs, SOM Dean, HR, and UCOP.

# MSP Pay Rates cont'd

## Determination of Base and Non-Base Pay in School of Medicine:

All SOM MSP Physicians are paid on the REG DOS code at the minimum pay rate for their title code, as specified by the staff title and pay plan, and any difference between the actual pay rate (“total salary”) and the minimum pay rate is to be paid on the None Base Pay (NBP) DOS code. The REG wages count towards retirement, but the NBP wages do not.

*Example:* Title Code 0771 has a minimum REG rate of \$136,479. The total salary to be paid to the MSP Physician is \$189,000. Their annual pay rate would be set up as follows:

Base Pay (REG):	\$136,479
Non-Base Pay (NBP):	<u>\$ 52,521</u>
Total Pay Rate:	\$189,000

# SOM Staff Physician Pay Plans

- A pay plan is a compensation plan for MSP Staff physicians and requires approval by Academic Affairs.
- Pay Plans should include the following:
  - A general description of the duties
  - A description of the shifts to be worked, which includes location, rates, and DOS codes
  - Board certification requirements, if applicable
  - Information on recruitment difficulties or faculty vacancies, if applicable
  - Salary information supporting the rates requested, which may include salaries for similar positions in area hospitals

# MSP Payroll

- **Payroll DOS Codes:**
  - ✦ **BYP** – should be used for full shifts/flat rate payments rather than ‘BYA’.
- **Discontinue “bonus” payments:** these should be paid via Clinical Incentive Plans (PNZ)

## Best Practice

Discontinue use of multiple “NBP” lines when setting up pay for MSP appointments. Instead, use the following DOS codes:

**BPS** – for Holidays and Emergencies (Coverage Crises)

**SDP** – for Swing Shift or Night Shift coverage

**WSD** – for Weekend Shift coverage

# MSP Payroll cont'd

- **Payroll DOS Codes:**

- ✦ PNZ – use for SOM Clinical Incentive Plan (CIP) payments:

- ▶ May range from 0% to 20% of base pay earnings as calculated at 100% value
    - ▶ Paid in lump-sum payments
    - ▶ Non-base building towards UCRP
    - ▶ CIP payment plan should be approved by Chair and Academic Affairs prior to implementation
    - ▶ Common purposes: generation of clinical revenue, clinical performance, increased practice productivity

- ✦ PSZ – use for Special Pay Plans

- ▶ Paid as flat dollar amount
    - ▶ Common purposes: payment of fee for service, special pay plan, temporary coverage on an emergency basis, holiday coverage



Thank you

Questions?