

MSP Staff Physician Appointments

Overview

- MSP Staff Physicians are staff employee who also hold concurrent academic without salary (WOS) appointments.
- The primary purpose of hiring MSP Staff Physicians is to address a clinical need that cannot currently be met by faculty members.
- MSP Staff Physician appointments are governed by the [Personnel Policies for Staff Members](#) and the [School of Medicine MSP Staff Physician Procedure](#)
- 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, they have completed the medical credentialing process and and they have been notified by Human Resources that they may begin work.**

MSP Physician v. Faculty Appointment – Which One?

In order to ensure equitable balance between faculty members and MSP appointments, it is important to ensure:

- There are no faculty available to fill the clinical need
- Duties are clinical. If duties involve research, then a non-faculty academic title code is required

Duties

Not Allowed:

- Research and serving as a PI in clinical trials
- Developing/leading an educational program
- Serving as a residency program leader

May Be Allowed After Consultation with Dean's Office:

- Leadership roles based on medical staff membership as well as administrative need at a UCSF Health licensed facility, Zuckerberg General San Francisco Hospital or an affiliate
- Duties related to quality improvement and safety initiatives
- Serving as chair for a continuing education program (exceptional basis only)
- Holding a full-time appointment at the SF VAMC

Teaching & Academic Appointments

Teaching

- MSP Physicians must have an underlying unsalaried academic appointment, even if they are not expected to teach.
- Most MSP Physicians have assigned or incidental teaching roles.
- MSPs with teaching roles are expected to assist in the instruction of:
 - Residents, Fellows, and Medical Students
 - Nurses
 - Technicians, technologists and other allied health professionals

Academic Appointment Job Series Options

HS Clinical Professor

- Primarily teach in clinical programs and participate in patient care
- Expected to contribute to mentoring trainees and engage in service, competence and creative activities
- Job Codes
 - HS Clinical Professor-FY (002010)
 - HS Associate Clinical Professor-FY (002030)
 - HS Assistant Clinical Professor-FY (002050)
 - HS Clinical Instructor-FY (002070)

Volunteer Clinical Professor

- Clinicians in the community
- Teach the application of clinical and basic sciences in areas of patient care
- Job Codes
 - Clinical Professor-VOL (002017)
 - Associate Clinical Professor-VOL (002037)
 - Assistant Clinical Professor-VOL (002057)
 - Clinical Instructor-VOL (002077)

Clinical Associate

- Reserved for MSP Staff Physicians providing services at non-core UCSF sites with no teaching responsibilities
- Clinical Associate – FY (002081)

Teaching - Identifying the Academic Appointment Series

Identifying the Academic WOS Appointment Series		
	HS Clinical Professor	Volunteer Clinical Professor
Responsibilities	Teaching Patient care Creative Activity/ Service	Teaching Patient care Service (optional)
Overview Criteria	<ul style="list-style-type: none"> • Excellence in clinical teaching (role/interactions with trainees is extensive) • Professional competence • Creative activity (loosely defined; broadly applied) • University and Public Service 	<ul style="list-style-type: none"> • Excellence in clinical teaching (limited role interactions with trainees) • Professional competence • No expectation of creative activity or University and Public Service • Must maintain med staff credentials or complete an attestation form for appt/reppt
Teaching	Number of hours required should be greater than minimum hours set by the department for the Volunteer Clinical Professor series	School/Dept determines minimum number of teaching hours (typically 40-50 hours per year)
Approval Authority	Follow Academic Affairs authority process for appointment/advancement	Department Chair and/or Dean - School decides
Term of Appointment	Runs concurrently with MSP appointment. Ends when paid MSP Staff Physician appointment ends.	

Title Codes – Academic Appointments

- 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)

MSP Physician Classifications

MSP Physician - Appointment Titles

Associate (baseline appointment) Title Code 0771

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

Diplomate Title Code 0770 Associate Physician Diplomate

- Appropriate when the physician is board certified by the American Board of Medical Specialties as a specialist and is required to use that specialty in their work.
- Example: If a physician is board certified in Pediatrics but is working in Internal Medicine, the Diplomate title would not be appropriate.

Senior Physician Title Code 0768 Senior Physician Diplomate or 0769 Senior Physician (rare)

- Serves in leadership roles as chiefs or heads of clinical services or clinical centers.
- May also be authorized to act in the absence of the director of a clinical unit.

MSP Physician - Appointment Classifications

Contract

Physicians appointed with a fixed schedule

- 50% effort or greater
- Typically established for one-year terms
- Can be renewed annually with no cap on the number of renewals
- Requires executed employment agreement using the [School of Medicine template](#)
- Eligible for full UC benefits

Limited

- Physicians appointed for fixed or variable schedules
- 43% effort or less
- May be paid an hourly or by agreement rate
- Not eligible for benefits

MSP Physician Compensation

MSP Physician Compensation – 2 Core Components

(refer to the [SOM Procedure](#) for more information)

Base Pay

- Minimum pay requirement for a selected staff job code
- Retirement eligible compensation
- Updated annually when revisions to the salary program are approved by Office of the President
- Commonly referred to as REG or SPR

Non-Base Pay

- Component of total salary above the base pay rate
- Determined based on total salary offered to the physician
- Not retirement eligible
- Commonly referred to as NBP or SPN

MSP Physician Compensation – Other Pay

By Agreement Payments

- Established where standard pay rates do not feasibly address the unique characteristics of the role or specific assignments
- Common examples include: on call rate, weekend or night shift differentials
- Full shift rates for physicians who are called to work as needed

Clinical Incentive

- Annual incentive that may be established for physicians assigned to work 20% effort or more
- Must have an established incentive plan approved by the Dean's Office
- Purpose is to reward individuals who achieve specific and quantifiable performance objectives set by the department
- Incentive can be up to 20% of the physician's annual base pay, pro-rated based on effort

Pay Plans

May be individual, by specialty/service or department-wide

- Pay plans detail the compensation for an individual or group of MSP Staff physicians.
- Approval by Faculty & Academic Affairs is required.
- Pay Plans should include the following:
 - General description of the duties
 - Description of the shifts to be worked, including location, rate, shift differentials and special circumstances (e.g. overnight call, holidays)
 - Board certification requirements, if applicable
 - Information on recruitment difficulties or faculty vacancies, if applicable.
 - Salary information supporting the rates requested, which may include relation to faculty salaries or salaries for similar positions in the local market.

Hiring an MSP Physician

Identifying a Candidate



Open recruitment is not required for MSP Staff Physicians



If you need a referral source, UCSF Talent Acquisition can assist with posting a position

Submit a Recruitment case in PeopleConnect. Select the category of “New Position, Like Job” so cases route directly to Staff Shared Services.

Setting Up the Appointment – Timing Considerations

- Hiring process typically takes 3-4 months
- This allows time for:
 - Establishing the Academic appointment, which can take 2-3 months
 - Reviewing and approving all staff appointment documentation
 - Completing the staff onboarding process
 - Submitting all appointments to UCPATH to ensure timely access to UCPATH and MyTime for pay and benefits
- For urgent hiring needs, consult with your MSP HR Generalist to determine what is possible to meet department needs

Setting Up the Appointment – Detailed Steps

- Department collects required documentation (CV, OLPAF, JD/ERF, Pay Plan)
- Department collects additional documentation needed when applicable (proof of board certification, employment agreement, chair letter, faculty to MSP Physician Acknowledgement Form)
- Department submits New Hire case in PeopleConnect and attaches all required documentation
- Staff HR Generalist drafts Employment Summary letter and creates UCSF ID profile
- Staff HR Generalist forwards MSP Physician appointment paperwork to SOM Dean's Office for review and approval
- Academic Personnel Analyst ensures WOS academic appointment packet is entered into Advance
- Staff HR Generalist initiates and completes all pre-hire onboarding activities
- WOS packet is reviewed/certified in Advance by Chair (may take up 2-3 months)
- Once the appointments are approved and onboarding is complete, the Staff HR Generalist forwards the case for processing in UCPATH
- Department must ensure completion of Credentialing and Privileging prior to MSP performing clinical services

Important Points & Requirements

Must have a Staff and concurrent Academic without salary appointment.

Pay typically consists of base pay and non-base pay. Base pay is the same for all physicians in a particular job code.

Must have a California medical license.

Board certification is only required for certain title codes.

MSP Staff Physicians cannot engage in research.

Resources

Helpful Resources

- [SOM Academic Affairs – MSP Staff Physician Resources](#)
- [UCSF HR – MSP Staff Physician Appointments](#)
- [UCSF HR – MSP Physician Department Resources Box Folder](#)