CHECKLIST FOR COURTESY POST DOCTORAL ASSOCIATE (RESEARCH)

Name ___________________________________________ Department ______________________________
Title ______________________________________________ Start Date _____________ UFID# ____________
Email Address __________________________________________

☐ 1. Checklist
☐ 2. Biographical Information Sheet (only need to complete page one)
☐ 3. Volunteer Professional Liability Questionnaire (only needed if courtesy faculty is to have patient contact)
☐ 4. Current Curriculum Vitae
☐ 5. Letter of Transmittal from Chairman (to include outline of duties and state if to have patient contact)
☐ 6. Courtesy Post Doctoral (Research) Appointment Letter
☐ 7. Copy of all Medical Licenses
☐ 8. Visa Information and copy of Passport (required of Foreign Nationals)
☐ 9. Letter of funding
☐ 10. HIPAA Confidentiality Statement
☐ 11. HIPPA Training Certificate

- HIPPA Training can be accessed at the following link (Follow Directions for Non-Employees): http://privacy.health.ufl.edu/training/hipaaPrivacy/instructions.shtml
☐ 12. Race and Ethnicity Survey
☐ 13. Emergency Contact Form

INFORMATION GIVEN TO EMPLOYEE
(Given with appointment Letter only if they are to be cleared through employee health due to blood, specimen, or patient contact)- Please be sure to contact Administrative Affairs to set up an appointment.

☐ 14. Pre-Placement Medical Review Form (Given with appointment letter)
☐ 15. Training and Vaccination Form, BBP Quiz and N95 for Fit testing (Given with appointment letter)