

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)