

CHECKLIST FOR COURTESY FACULTY

Name _____ Department _____
Title _____ Start Date _____ UFID# _____
Email Address _____

1. Current Curriculum Vitae
2. Letter of Transmittal from Chairman (letter must include outline of duties the courtesy faculty will be performing and provide a statement of why this appointment is benefiting the department. Also state if the courtesy will have patient, blood or specimen contact and if they will have contact with patient records)
3. [Demographics Form](#) (attach a copy of the Social Security Card)
4. *HIPAA Training - Search for PRV800: HIPAA & General Awareness Training *

If Courtesy Faculty will have Face to Face patient contact, please provide the following:

5. [Volunteer Professional Liability Questionnaire](#)
6. Copy of all Medical Licenses
7. *[BBP Training and Vaccine Form](#) - For trainings, search for EHS850G: Bloodborne Pathogens & EHS851: Biomedical Waste Clinical Training
8. [Pre-Placement Medical Review Form](#)
9. [N95 Form for fit testing](#)
10. [PPD Form](#)

*Once Admin Affairs provides the UFID to the department, and the courtesy faculty has created a GatorLink account, the courtesy faculty will have access to my.ufl.edu to complete training. Go to the three bars at the right hand corner, select Main Menu, My Self Service, Training and Development, My Training and search training by name or course code.

**** An appointment letter will be generated by the Administrative Affairs Office once the Courtesy Faculty Checklist and supporting documentation has been received.**

For Department Use Only

Will this appointment have access to, or engage in research at the University of Florida?
See researcher and research support screening information [here](#).

Yes* No

*If "Yes," in compliance with Florida Statute 1010.35, all candidates for researcher and research support positions are required to undergo additional screening. Department will need to provide the following link and information to go through the screening process.

<https://explore.jobs.ufl.edu/cw/en-us/job/527535?lApplicationSubSourceID=>