

CHECKLIST FOR COURTESY FACULTY

Name _____ Department _____

Title _____ Start Date _____ UFID# _____

Email Address _____

1. Current Curriculum Vitae
2. Letter of Transmittal from Chairman (to include outline of duties and state if they are to have patient, blood or specimen contact and if they are to 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 training search for EHS850C: Bloodborne Pathogens & Biomedical Waste Clinical Training
8. [Pre-Placement Medical Review Form](#)
9. [N95 Form for fit testing](#)

*Once you have a UFID and created a GatorLink account, you will have access to my.ufl.edu to complete your 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 code.

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