

Title 38 Physician and Dentist Pay Case Checklist

Recipient Name:

Memorandum:

- Nature of Action proposed (i.e. recruitment, promotion, market pay adjustment, etc.).
- Position Information describing work and justification for placement in T38 including pay table and tier.
- Physician information, outlining qualifications and achievements.
- Market pay justification and rationale.
- IC Director's signature.
- IC Standing Committee's endorsement.

HHS 691 completion:

- Accurately and fully completed – all applicable boxes.
- Pay correctly determined: base (not locality) + market = total annual PDP; annual PDP + 3Rs/awards = total annual compensation.
- Correct recommending and reviewing officials:
 - ✓ Recommending Official is IC Director.
 - ✓ Compensation Panel Chair is Dr. Gottesman, DDIR.
 - ✓ Approving Official – per DOA (DDM when pay is less than EX-1, DD/NIH when pay is EX-1 or greater).

Position Description:

- OF8 PD coversheet signed by IC and approved by HR classifier.
- PD clearly describing direct patient care responsibilities or services incident to patient care.

Case attachments

- AAMC salary data referencing appropriate specialties and position titles.
- Abbreviated CV, including information on licensure, education, awards, and relevant positions, as well as a list of the ten most significant publications written and five of the most significant publications within the past 5 years indicated.
- OMA approved Organizational Chart.
- IC staffing list showing physician's position.
- 3Rs request, if applicable.

IC contact for case:

Name

Date