

Title 38 Physician and Dentist Pay Case Checklist

Individual for Proposed T5/T38 PDP Pay:

Name	IC	Specialty	IPD/EPD
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IC contact for case:

Name	Telephone	Date
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Memorandum:

- Nature of Action proposed (i.e. recruitment, promotion, conversion from T42, 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
- Advanced Rate of Pay (ARP) approved memos for all new hires, if entry above step 1 is proposed

HHS 691 completion:

- Accurately and fully completed – all applicable boxes
- Pay correctly determined: base (non-locality) + market = total annual PDP; annual PDP + 3R/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)
 - ✓ Fund Availability – IC representative who has the authority to approve the funds

Position Description:

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

Case attachments:

- AAMC salary data referencing appropriate specialty(s) 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
- OMA approved Organizational Chart
- IC staffing list showing physician's position
- Copy of current medical license and board certification
- Verification that peer review has been completed
- For Staff Clinician (HS) and Staff Clinician 2 positions:
 - include documents for NCCP's Peer Review determination per the 'Requirements for Submitting T38 PDP Cases' guidance
- 3Rs request memo and form, if applicable