

**Medical College of Georgia
School of Allied Health Sciences
Practice Plan**

SECTION I: THE PURPOSE OF THE SAHS PRACTICE PLAN

The Practice Plan of the School of Allied Health Sciences is designed to meet the following goals:

1. To provide a mechanism for faculty and credentialed staff of the SAHS to advise and recommend to the Dean of the SAHS regarding practice in their respective professions. This practice supports the professional development of the individual faculty/staff member as well as the service, education, and research missions of the institution.
2. To create an opportunity to share expertise with patients, other health care providers, students, and clients at MCG Health System and other facilities and organizations.
3. To enhance the school's ability to recruit and retain highly qualified faculty by offering a means to supplement income/benefits.
4. To provide an efficient system for the accounting, disbursement, and reporting of income generated by plan members.

SECTION II: PLAN DEFINITIONS

The SAHS encompasses thirteen different disciplines. These disciplines include Dental Hygiene, Diagnostic Medical Sonography, Health Information Management, Medical Dosimetry, Medical Illustration, Medical Technology, Occupational Therapy, Physician Assistant, Physical Therapy, Respiratory Therapy, Nuclear Medicine Technology, Radiation Therapy, and Radiography. It is recognized that a few faculty within the SAHS practice in disciplines not specifically named above. The practice of these healthcare disciplines in which the faculty member is licensed, certified, or otherwise authorized to practice (i.e. Nutrition, Athletic Training, Neuropsychology, Social Work) would also fall under the auspices of the SAHS Practice Plan.

Regulatory agencies, certifying and licensing boards and professional organizations define practice within the specific disciplines. The definition of practice that follows is broad in nature and includes practice within any of the aforementioned disciplines as well as any disciplines that are added to the SAHS through new program development.

Practice: For the purpose of this plan, practice encompasses multiple roles along the continuum of professional services including, but not limited to, clinical services, consultation, and continuing education. All professional services rendered by SAHS faculty and credentialed staff that generate supplemental income, regardless of where or when those services are delivered, are considered practice unless otherwise exempted.

This includes all clinical practice. All such activities will be pre-approved and governed by MCG either through the Practice Plan or the Outside Activity policies.

Practice activities are considered service within the tripartite mission of the institution, and as such can be included in documentation for promotion and tenure purposes.

Practice arrangements typically exchange services through a contractual agreement for some form of revenue generation. SAHS practice shall not be limited to any one geographical location or collaborating entity.

Full-time Faculty: Faculty of all ranks with a regular appointment of 1.0 FTE in the SAHS regardless of funding sources.

Part-time Faculty: Faculty of all ranks who have a commitment less than a 1.0 FTE in the SAHS.

Credentialed Staff: Professionals within the school who are appropriately licensed, registered, or otherwise credentialed to practice their discipline, but do not hold a faculty rank.

Collaborating Agency: An organization outside of the MCG SAHS that has a contractual agreement with the SAHS Practice Plan for the provision of professional services rendered by school faculty or credentialed staff.

Supplemental Income: Any income paid to faculty or credentialed staff derived from professional services in addition to the salary associated with the SAHS appointment.

Professional Income Exclusions: The following types of income derived by faculty or credentialed staff are excluded from the provisions of this plan:

- a. Stipends, income, or expense reimbursements associated with grant reviews, editorial reviews, accreditation activities or service for professional organizations.
- b. Royalties from publications.
- c. Income derived from presentations for professional organizations at the local, state and national levels.
- d. Income derived from presentations/service associated with MCG's Division of Continuing Education.
- e. Monetary awards for professional or personal achievement.
- f. Income from providing professional consultation services pursuant to a lawsuit or contemplated legal action.

g. Income derived from non-professional activities.

SECTION III: PLAN MEMBERSHIP

The following faculty and staff within the SAHS will be members of the Faculty Practice Plan:

1. All full-time faculty (calendar and academic year)
2. All full-time credentialed staff (calendar and academic year)
3. Part-time faculty and credentialed staff have the option to participate in the Plan.

Membership does not necessitate clinical practice by a member.

All members of the plan shall have one vote on issues proposed for consideration by the President of the Plan.

SECTION IV: PLAN GOVERNANCE

Governance of the Practice Plan will be administered by the Medical College of Georgia Allied Health Sciences Practice Group, Inc. as described in the Articles of Incorporation and Bylaws of that corporation. The Practice Plan will select four members to serve on the Board of Directors of the SAHS Practice Group, as stated in the SAHS Practice Group Bylaws. Board members will be elected by the members of the Practice Plan at the annual meeting of the SAHS Practice Group by a majority vote of the members present and voting.

SECTION V: PLAN OPERATING POLICIES

The SAHS Associate Dean for Business Operations will oversee the financial, personnel, and daily operations of the Faculty Practice Plan, and is the chief administrator of the Plan. As the Plan administrator, the Associate Dean conducts business on behalf of the Plan under the direction of the Practice Group's Board of Directors.

Faculty and credentialed staff will initiate discussions with their Chair regarding participation in professional services. Typically this discussion will be a component of the annual performance plan, especially for ongoing activities. The Chair will determine if the proposed professional activity comes under the policies of the Plan (either income inclusions or exclusions) or the Outside Activity policy. The Chair may allow time for professional service to be rendered during the workweek based on the needs of the Department at that time. The Chair and the individual faculty/staff member will jointly decide the percentage of work commitment that will be dedicated to Practice Plan activities. The Chair has the prerogative to change approved commitments, with thirty-day notification of faculty/staff, within and between contract periods depending on the needs of the Department. Input from the Associate Dean for Business Operations of the SAHS will be available if requested to assist in this process. The missions of the institution shall guide all decisions regarding the allocation of time for practice.

Once the Chair grants departmental approval, the department will submit a Request to Practice Form to the SAHS Associate Dean for Business Operations who evaluates the request on behalf of the Plan. This analysis will include the anticipated effects of the practice on the department, the school, the plan, and the individual faculty member in terms of career development and income potential. If the request to practice is approved, the Associate Dean will oversee the process of negotiating a contract with the collaborating agency for that faculty member. Approval is required by the Associate Dean for any exception from the Plan for income derived from professional services other than those identified in Professional Income Exclusions (section II). Members may submit a written appeal of the Associate Dean's decisions to the Dean of the SAHS.

Once a contract is agreed upon and executed, the Plan will bill the collaborating agency for pre-determined fees. The Plan will collect these fees and deposit the associated revenue into the Plan account. Disbursements will then be made from this account according to Section VI of this document, Collection and Disbursement of Funds.

The SAHS Associate Dean for Business Operations will submit an annual Practice Plan budget to the Dean of the SAHS and the BOD, as well as quarterly reports summarizing plan revenues and expenses.

All contracts will be renewed annually to coincide with the annual budget planning process. The Associate Dean for Business Operations may negotiate a contract for a new service at any time during the year. Either the SAHS Practice Plan or the collaborating agency can change the terms of a contract as needed with the proper notification of the other party as stipulated in the individual contracts.

Participation in the Plan will terminate following the cessation, for whatever reason, of a member's employment by the SAHS at the Medical College of Georgia, or upon a change in a member's status from full-time to part-time except that part-time faculty and credentialed staff are eligible to continue participation in the Plan upon request.

SECTION VI: COLLECTION AND DISBURSEMENT OF PLAN FUNDS

The plan will support contractual arrangements by billing and collecting for all professional services that generate income for the plan. All income derived from these services will be deposited in the SAHS Plan account. Disbursement of this income is as follows:

a. **Administrative Costs:** Administrative expenses will be paid from the total income collected by the plan. These costs include expenses related to billing and collection, legal fees, administrative support and office expenses. Disbursements b-d will be paid after administrative costs are paid.

b. **Deans Fund:** 7.5% of the total income collected by the plan will be deposited into the SAHS Dean's Fund to be used at the discretion of the Dean for the growth of the school.

c. **Department Fund:** 7.5% of the total collections by department will be deposited into that Department's Fund to be used at the discretion of the Chair.

d. The remaining income (collected amount for the individual faculty minus plan deductions a-c) will be available to the faculty member who generated it as supplemental income. This income will be part of the member's monthly paycheck and as such the income will be taxed. This income will also be included in the determination of contributions both by the faculty member and the MCG to retirement accounts and other benefits.

SECTION VII: MALPRACTICE INSURANCE FOR PLAN MEMBERS

Malpractice insurance is provided as a component of employment of the MCG, and applies to faculty/staff practice by members of the plan regardless of the location of that practice.

SECTION VIII: MODIFICATIONS IN ESTABLISHED PLAN

The SAHS Practice Plan may be modified by a two-thirds majority vote of the voting members of the Board of Directors as well as an affirmative vote by the majority of the membership. Modifications require the signed approval of the Dean of the SAHS as well as the President of the Medical College of Georgia to ensure compatibility with the missions of the institution.

SECTION IX: GRANDFATHER CLAUSE

At the time the Plan is implemented, existing practice activities already approved by the Dean will be "grandfathered" into the Plan. The location and specific facilities where these activities occur will not require further review or action by the Board or other administrative body. However, the department Chair and individual faculty will still determine the extent of practice in conjunction with the faculty member's annual plan.

After the Plan is in effect, a review mechanism will be in place (see Plan, Section V and Bylaws, Article VIII) regarding the location and nature of the practice activities.

1/28/04