

NIH Office of Intramural Research (OIR)

Staff Clinician-1

Appointment Checklist

Appointee's Name:

Current Position:

Institute or Center (IC):

Proposed Entrance on Duty (EOD):

Prepared by:

Administrative Officer (AO):

1. Request to Appoint Memo – Addressed to the IC Scientific Director and/or Clinical Director (*per IC policy*).
2. Full CV and Bibliography (*not mini-CV or biosketch only*) – Including examples of clinical recognition (e.g., awards, honors, and outside activities).
3. Copy of medical license or copy of credentialing by the NIH Clinical Center.
4. Minimum of three letters of recommendations.
5. Review and recommendation from the IC Title 42 Standing Committee for salary.
6. Any other reviews of the individual.
7. Branch/Lab and IC organizational chart.
8. Branch/Lab personnel staffing chart.

Additional items to consider for final Office Human Resources (OHR) processing:

1. NIH Compensation Committee (NCC) checklist, if applicable.
2. Salary history for the last four years, if applicable (*for internal candidates only*).
3. Official transcripts and, if applicable, foreign credentials evaluation by an accredited organization will be required before EOD.
4. Creditable Service for Annual Leave (CSAL) request.
5. Occupational Medical Service (OMS) documentation to Building 10, Room 6C306.
6. Division of International Services (DIS) checklist for foreign candidates.
7. Staff Clinician 1 and Staff Clinician High Scarcity (HS) appointments do not require exhaustion. If appointed on Title 5 with Title 38 Physician Dental Pay, refer to specific guidance.

8. Clinical credentialing package (Clinical Center, Office of Credentialing Services)
9. Consider additional guidance if requesting the title of [Assistant Research Physician](#), [Associate Research Physician](#), or [Senior Research Physician](#).
10. Staff Clinicians are generally appointed to a time-limited, renewable position, or in extremely rare situations, to a permanent appointment (for retention or recruitment purposes). Individuals whose salary levels are at or above Executive Schedule IV (EX-4) are placed in indefinite appointments.