

NIH Office of Intramural Research (OIR)
Staff Clinician-2 or Staff Clinician-HS (High Scarcity)

Appointment Checklist

Appointee's Name:

Current Position:

Institute or Center (IC):

Proposed Entrance on Duty (EOD):

Prepared by:

Administrative Officer (AO):

Package for Peer Review of Staff Clinician-2 or Staff Clinician-HS by the NCCP:

NOTE: *In addition to the below items, the package must contain all required in the Staff Clinician-1 check sheet in the Sourcebook that may not be noted below.*

1. Nomination Memo – From supervisory/responsible PI through Scientific Director or from Scientific Director through IC Director itemizing and addressing the four HHS-required criteria for T42(f) positions:
 - Evidence of recognition as a national or international expert in the field, such as: specific experience (e.g., board certification); invited manuscripts, presentations and/or consultations; receipt of honors and awards or other recognition for noteworthy performance of contributions to the field;
 - Evidence of original scientific or scholarly contributions of major significance in the field (e.g., grand rounds presentations);
 - Evidence of leadership in the field (e.g., attending physician or chief resident, member of institutional committee such as IRB); and
 - Special knowledge and skills of benefit to the IC or NIH (e.g., high programmatic demand at NIH for the medical specialty)
2. Full CV (including all areas in the criteria above) and Bibliography (*not mini-CV or biosketch only*)
3. Title 5 Exhaustion is required for new hires for Staff Clinician-2 (*not for Staff Clinician-HS*). Does not apply to conversion/promotion from Staff Clinician-1. Include Title 5 Exhaustion paperwork from OHR, signed by the NIH Principal Deputy Director or his designee.
4. Three letters of recommendation from referees who are not recent collaborators (*recent collaborators are coauthors on any publication within the last 5 years or on a current but yet unpublished collaboration*)
5. Recommendation from an IC Promotions Committee after a thorough evaluation of the candidate's qualifications per the above criteria.

6. Memo from the IC Title 42 Standing Committee.
7. Copy of medical license or copy of credentialing by the NIH Clinical Center.

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

1. NIH Clinical Compensation Panel (NCCP) checklist
2. Creditable Service for Annual Leave (CSAL) request
3. Division of International Services (DIS) checklist for foreign nationals
4. Occupational Medical Service (OMS) documentation to Building 10, Room 6C306
5. Clinical credentialing package (Clinical Center, Office of Credentialing Services)
6. Consider additional guidance if requesting the title of [Assistant Research Physician](#), [Associate Research Physician](#), or [Senior Research Physician](#).
7. 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.
8. Staff Clinicians 2 require the Title 5 exhaustion process to be completed to appoint using Title 42. 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.