

Manual: Regional Medical Affairs

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| Title: | PRIVILEGES | No.: AMD.4.40.10 |
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| Facility/ Program: | | <input checked="" type="checkbox"/> Vitalité Zone(s): <input type="checkbox"/> 1 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 |

PURPOSE

Standardize the process of granting (appointment) and renewing practice privileges (reappointment), thereby ensuring the availability of competent medical resources and the provision of quality care.

POLICY

1. All applications to practise within Vitalité Health Network are approved by the Board of Directors.
2. A candidate applies for privileges in a specific zone or in several zones of the Network.
3. An application for appointment or reappointment must include the following information:
 - 3.1 Valid licence from the College of Physicians and Surgeons of New Brunswick (CPSNB) or the New Brunswick Dental Society (NBDS), as applicable;
 - 3.2 Professional liability insurance from the Canadian Medical Protective Association (CMPA), the Canadian Dental Services Plan Inc. (CDSPI), or other;
 - 3.3 Medical certificate;
 - 3.4 Licensure from the Medical Council of Canada (MCC) or the United States Medical Licensing Examination (USMLE);
 - 3.5 Certification from the Royal College of Physicians and Surgeons of Canada (RCPSC), certification or statement of membership from the College of Family Physicians of Canada (CFPC);
 - 3.6 Three references for candidates coming from outside the province or one letter in good standing if a candidate is from Horizon Health Network or other zones of Vitalité Health Network;

- 3.7 Certification of special competency, continuing medical education.
4. New physicians, whether associates or locum tenens, may apply for privileges through the channels set out in the procedure, provided that their licence from the CPSNB and their insurance from the CMPA are issued before the date specified in their appointment letter:
 5. An application will be deemed incomplete if it lacks any document other than the CPSNB licence and the CMPA insurance and cannot be presented to the Credentials Committee (CC) until the required documents and signatures are received. If an application remains incomplete after 60 days, it is returned to the physician.
 6. For locums serving multiple zones, an attestation letter from the primary zone must be sent to the zone or zones requesting privileges for the locum physician in question prior to hire. This physician must have a defined licence or a CPSNB licence.

PROCEDURE

In the fall preceding privilege renewal, the Medical Director must give the Assistant Dean of the UNIVERSITÉ de Sherbrooke the list of physicians with teaching duties for consultation purposes.

The Assistant Dean must provide a reasoned opinion within 30 days of the date of the request, failing which the he or she is deemed to have forfeited the right to be consulted. Any opinion received from the Assistant Dean will be shared with the respective department heads as part of the privilege appointment or reappointment process.

1. A candidate:

1.1 Completes the required application to obtain privileges, one of the following forms:

- Appointment – Application for Privileges for initial practice privilege applications;
- Reappointment – Application for Privileges to renew or change an appointment or add practice privileges.

1.2 Submits his or her form to the primary zone.

2. The Medical Services Administrative Assistant for the zone:

2.1 Receives the application electronically and ensures that the required information is complete;

2.2 Informs the member if his or her file is incomplete and that there is a 60-day period to complete it. If the application remains incomplete after 60 days, it will be returned to the member and the Department / Division / Service Head will be informed;

- 2.3 Prepares the specific Minimum Requirements to Obtain Practice Privileges form for his department, division or service;
 - 2.4 Submits the application to obtain privileges form and the minimum requirements in question to the Department / Division / Service Head.
3. The Department / Division / Service Head:
- 3.1 Evaluates the application to ensure it is complete;
 - 3.2 If the information is complete, consults the Chair of the CC and the Medical Director to ensure that the application complies with the Regional Medical Resources Plan, in accordance with By-Law C.5.4.3., concerning:
 - i. The available resources and physical capacities of the RHA;
 - ii. The credentials and experience of the applicant for the privileges requested;
 - iii. The character, competence, and fitness to practise of the applicant;
 - iv. Such other factors as the Board may from time to time consider relevant or as set out in the by-laws' rules.
 - 3.3 Prepares a recommendation report for:
 - The Credentials Committee for approval by the CC and submission to the Local Medical Advisory Committee (LMAC) for recommendation, at the appropriate time;
 - Submission to the Medical Advisory Committee (MAC) for recommendation, at the appropriate time.
 - 3.4 For a reappointment, completes and signs the form Minimum Requirements to Obtain Practice Privileges;
 - 3.5 Gives the new member all of the department's minimum requirements;
 - 3.6 Completes the and signs the form "Reappointment – Credentializing and Granting of Privileges". Have the member sign the form if the privileges are not recommended or recommended with conditions/s.
 - 3.7 Makes a recommendation to the Credentials Committee.
4. The Credential Committee:
- 4.1 Evaluates the application in its entirety;
 - 4.2 Ensures that the application complies with the Regional Medical Resources Plan, in accordance with By-Law C.5.4.3;
 - 4.3 Makes a recommendation to the LMAC.
 - 4.4 The administrative assistant completes the "Reappointment – Credentializing and Granting of Privileges" form.

5. The LMAC:

- 5.1 Evaluates the applications in their entirety;
- 5.2 Ensures that the applications comply with the Regional Medical Resources Plan, in accordance with By-Law C.5.4.3;
- 5.3 Makes a recommendation to the LMAC;
 - 5.3.1 If the MAC recommends the partial or complete refusal or the suspension of requested privileges, the Chair of the MAC submits a recommendation to the President and CEO, Regional Chief of Staff, and member in question. The steps set out in Regional Health Authority By-Law C.5.8 must be followed
 - 5.3.2 If the physician in question is a member of the University's faculty, the Network informs the University of this in accordance with the procedures set out in the Affiliation Agreement between the Network and the Université de Sherbrooke, article 46.
- 5.4 The LMAC Medical Services Administrative Assistant completes the "Reappointment – Credentializing and Granting of Privileges" form and prepares an appointment recommendation report for the MAC.

6. The MAC:

- 6.1 Evaluates the applications in their entirety;
- 6.2 Ensures that the applications comply with the Regional Medical Resources Plan, in accordance with By-Law C.5.4.3;
- 6.3 If the MAC recommends the privileges, the Chair of the MAC signs the application to obtain privileges forms and the minimum requirements forms at the end of the meeting and submits his or her recommendations to the Board;
- 6.4 The MAC Medical Services Administrative Assistant completes the "Reappointment – Credentializing and Granting of Privileges" form and sends the appointment report to the Board in accordance with the MAC's recommendations;
 - 6.4.1 If the MAC recommends the partial or complete refusal or the suspension of requested privileges, the Chair of the MAC submits a recommendation to the President and CEO, Regional Chief of Staff, and member in question. The steps set out in Regional Health Authority By-Law C.5.8 must be followed.

- 6.4.2 If the physician in question is a member of the University's faculty, the Network informs the University of this in accordance with the procedures set out in the Affiliation Agreement between the Network and the Université de Sherbrooke, article 46.
7. The Board of Directors:
- 7.1 Evaluates the applications in their entirety;
- 7.2 Approves the applications, with this being recorded in the meeting minutes.
- 8 The President and CEO's Administrative Assistant returns the reports to the zones for the appointment letters to be prepared.
- 9 The Medical Services Administrative Assistant for the zone:
- 9.1 Completes the "Reappointment – Credentializing and Granting of Privileges" form.
- 9.2 Prepares the appointment confirmation letters;
- 9.3 Sends the letters to the Medical Affairs Regional Department Administrative Assistant.
- 10 The Vice-President of Medical Affairs' Administrative Assistant:
- 10.1 Has the letters signed by the President and CEO;
- 10.2 Makes copies and places them in the physicians' files;
- 10.3 Faxes copies to the registrar of service providers at Medicare;
- 10.4 Sends the originals to Medical Services of the zones to be given to the physicians;
- 10.5 Makes copies of the applications for appointment and sends them to the zones;
- 10.6 Places the originals in the physicians' files.
- 11 The Administrative Assistant for the zone:
- 11.1 Makes copies of the letters for the physicians' files;
- 11.2 Gives the physicians the originals;
- 11.3 Prepares and distributes copies of the appointment letters to the affected departments (e.g. Human Resources, Finance).

