

EXTERNAL PROCTOR POLICY

In cases of new technology or additional privileges for new technology, proctors shall be certified as an External Proctor through the authorization process

External Proctors, whether vendor sponsored or identified by other means, will be allowed to function **without patient contact** after having been appropriately authorized according to the authorization process. This authorization will be processed administratively by the Medical Staff Services department.

External Proctors who are not privileged through the medical staff process may serve as proctors in the following circumstances:

- the privileged practitioner has a documented record of successfully performing the privilege via another approach; and
- the privileged practitioner could reasonably expect to complete the procedure by an alternate approach without intervention by another practitioner.

External proctors may not admit, treat, examine, consult, write or give verbal orders, perform or assist (except verbally) with procedures, write in the medical record, or otherwise participate directly in the care of any patient. They shall not be members of the Medical Staff and shall not have access to any of the rights or prerogatives of membership, and shall abide by all applicable hospital and Medical Staff Bylaws, Rules and Regulations and other governance documents.

The External Proctor application form and all required documentation will be forwarded to the medical staff office at least 5 business days prior to the procedure to be proctored. The External Proctor shall complete required FPPE Evaluation Form.