

TITLE: REQUIREMENTS FOR ESTABLISHING CLINICAL PRIVILEGES

MANUAL: MEDICAL STAFF

Effective Date: 12/3/07

Approval: /s/ Anthony Kosinski, M.D.
Medical Staff President

Reviewed/Revised: 3/22/11, 4/16/13, 12/20/16

VALUES CONTEXT

Our values call us to respect the inherent dignity and worth of every individual and develop systems and structures that attend to the needs of those at risk of discrimination because of age, gender, life style, cultural or ethnic background, religious beliefs or socioeconomic status. This is especially true for those patients who are incompetent and have no one to speak for them.

I. PURPOSE/EXPECTED OUTCOME(S)

To establish a process to determine whether sufficient space, equipment, staffing, and financial resources are in place or available within a specified period of time to support each requested privilege.

II. SCOPE AND APPLICABILITY

This policy applies to the establishment of clinical privileges regardless of their origination within or outside of the Medical Staff structure and the organization.

III. POLICY

1. Prior to the establishment of a clinical privilege, the Medical Staff and the organization will assure the following:
 - That criterion has been developed defining current competence for practitioners who may request the privilege.
 - That the setting in which the privilege may or may not be performed has been determined.
 - That the privilege is within the scope of services provided by the organization.
 - That appropriate policies – where necessary – have been developed to support the privilege.
 - That the organization has the appropriate equipment and supplies to support the privilege.

- That the organization has an adequate number of qualified staff to support the privilege.
- That financial resource necessary to support the privilege have been committed.

2. New Privileges

For new privileges, a new privilege information form (attached) must be completed by the Medical Staff Department or member requesting the privilege. The form will be reviewed by the originating Medical Staff Department with the request for addition of privileges to the appropriate privilege form and a recommendation made to the Credentials Committee and Executive Committee (EC) on whether or not to include the privilege on the Department's appropriate privilege form. The Credentials Committee and EC will consider the information provided on the form, along with the other information submitted by the Department, in making its recommendation to the Board of Trustees for approval of the inclusion of the requested privileges on the appropriate privilege form. If approved for inclusion on the privilege form, the privilege may be requested through the process outlined in the Medical Staff By-Laws.

3. Existing Privileges

The Medical Staff Services Department will facilitate periodic review of existing privileges, by each Medical Staff Department, against the requirements of this policy. This will be accomplished by reviewing each Medical Staff Department's Delineation of Privileges forms (including, where applicable, each of the Sections of the Departments that have Sections). If a privilege no longer meets the requirements set forth in this policy, the Department(s) will recommend to the EC the removal of the privilege from the pertinent privilege form. Action approved by the Board will be communicated to affected members of the Medical Staff.

Attached: Information Form for Establishing a New Privilege

Petaluma Valley Hospital
INFORMATION FORM FOR ESTABLISHING A NEW PRIVILEGE

PURPOSE

This form is to assure that the organization has the essential information necessary to support the establishment of a new privilege for members of the Medical Staff. This form should accompany the request for the privilege throughout the approval process.

Medical Staff Department: _____ Date: _____

New Privilege Requested: _____

The individual / department submitting the request for the new privilege is to provide the following information.

1. Note the criteria that must be met by practitioners applying for this privilege. Criteria must address current competence, and should include relevant education, training, and experience.

2. Note the care setting(s) in which this privilege will be performed. Note if there is a care setting(s) where this privilege may not be performed.

3. Can this privilege be performed within the scope of services provided by the organization? YES NO
4. Have appropriate policies been developed to support this privilege? YES NO
5. Does the organization have the equipment and supplies necessary to support this privilege? YES NO
6. Does the organization have the appropriate number of qualified staff to support this privilege? YES NO
7. Have the necessary financial resources been committed to support this privilege? YES NO

Briefly justify the answers to questions 3 through 6 in the space provided below. Any no answer must be fully explained.

Signature of Individual Submitting Request

Title