



Policy /Procedure Document	
<b>Manual:</b>	N/A
<b>Origination Date:</b>	09/19/2019
<b>Last Review Date:</b>	09/19/2019
<b>Next Review Due:</b>	09/2024
<b>Policy Owner:</b>	Medical Staff
<b>Required Approvals:</b>	
<b>Committee:</b>	Medical Executive Committee
<b>Leadership/Board:</b>	Board of Trustees

<b>TITLE:</b>	<b>Proctoring of Medical Staff Privilege Holders by Observation</b>
<b>SCOPE:</b>	This policy applies to Clinicians who are not Medical Staff Privilege Holders who request permission to proctor Medical Staff Privilege Holders on an observation basis only. The Proctor will have no patient contact.
<b>DOCUMENT TYPE:</b>	N/A
<b>PURPOSE:</b>	To establish a systematic process for granting permission for non-Privilege Holders to proctor Practitioners credentialed by the Medical Staff.
<b>PHILOSOPHY:</b>	N/A
<b>DEFINITIONS:</b>	N/A
<b>PROCEDURE:</b>	

**Policy:**

The Medical Staff may authorize a non-Privilege Holding Clinician to observe Medical Staff Privilege Holders for the purpose of proctoring by observational means only. This situation usually occurs when the Proctor is provided by the manufacturer of a device or the sponsor of a training program or course.

The Clinician who intends to proctor will have their qualifications confirmed using the following verification process.

The Clinician must provide the following:

- Curriculum Vitae
- Device specific case volumes
- Government issued photo ID
- Required Health Documentation
- Certification by the Manufacturer (if applicable)
- Contact information of Department Chief at current clinical appointment (phone and email address)
  - Department Chief must provide reference attesting to the competency of the Clinician
- Signed Proctor Authorization, Consent and Release
- Signed Confidentiality Statement/Agreement
- Signed attestation stating that the latest HIPAA education has been reviewed

Primary source verification will be initiated and will include:

- The American Medical Association (AMA) or American Osteopathic Association (AOA) Physician Profile
- National Practitioner Data Bank (NPDB)
- Office of the Inspector General (OIG)
- System for Award Management (SAM)

Once the process is completed, the Chief of the Medical Staff Department of the Privilege Holder requesting to be proctored will review the application and recommend for or against approval.

If approved, the Proctor will be provided with an ID Badge during the proctoring period. The authorization period will be effective immediately and will expire after 60 days.

Permission to proctor may be withdrawn at any time and without notice. Loss of permission to participate in proctoring will not afford any rights or procedures that may be set forth in the Medical Staff Bylaws, Rules and Regulations, or the Related Manuals.

Reviewed Date:	Reviewed/Revised By	Summary of Changes:
09/2019		Original Document