



Policy /Procedure Document	
Manual:	N/A
Origination Date:	04/03/2000
Last Review Date:	08/22/2018
Next Review Due:	08/2023
Policy Owner:	Medical Staff
Required Approvals:	
Committee:	Medical Executive Committee
Leadership/Board:	Board of Trustees

TITLE:	DEVELOPING MINIMUM CRITERIA FOR SPECIFIC PRIVILEGES
SCOPE:	This policy is intended for all Members of the Medical Staff, Privilege Holders and Allied Health Professionals.
DOCUMENT TYPE:	N/A
PURPOSE:	No Practitioner shall be entitled to Membership or Privileges merely by meeting the established minimum requirements, but must receive approval by the Board as outlined in the Medical Staff Bylaws.
PHILOSOPHY:	N/A
DEFINITIONS:	N/A
PROCEDURE:	

1. The Medical Staff Office (MSO) receives notification of request for delineated criteria for Privileges to perform a procedure or group of procedures. *No applications for the affected Privilege(s) will be accepted until criteria have been approved.*
2. The MSO notifies the Credentials Chair, who designates responsibility for investigation of request and determination of whether or not criteria development is appropriate at Memorial Hospital. For Privileges specific to a single specialty, the Chair may designate an appropriate Department Chief to oversee the recommendation process. For Privileges that cross specialties, the Chair shall appoint members to an ad hoc Committee which shall be composed of Practitioners knowledgeable about the credentialing process and *professionally disinterested OR with no conflict of interest* regarding the procedure(s) proposed.

Those Practitioners with specific knowledge and/or interest shall be invited as guests. For Privileges that overlap specialties, a knowledgeable representative from each affected discipline will be designated.

The designated party(s) will determine if criteria should be developed based on:

- The Hospital's Mission Statement
- Newness, risk, and general acceptance of the procedure
- Hospital personnel and resource availability
- Ability to monitor and review
- Availability of Practitioners to cover
- Quality of training programs

3. If the ad hoc Committee determines that criteria should be developed, the Committee proceeds with developing proposed criteria and securing the approval(s) of the constituencies affected, prior to sending the recommendation to the Credentials Committee.

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All privileging criteria will be outlined as follows:

- Definition of Privilege
- Training requirements
- Evidence of competency
- Maintenance of Privilege requirements

This process should take no longer than 90 days, and where necessary, be acted upon by mailed, faxed, or other electronic transmission of information as outlined in the respective Department's Rules & Regulations.

4. The Credentials Committee shall consider the recommendation at the next scheduled meeting and may:
 - Reject the recommendation and return it to the ad hoc, delineating reason, for additional consideration.
 - Modify the recommendation
 - Table the recommendation for additional investigation (for no more than 35 days)
 - Approve the recommendation for consideration by the Medical Executive Committee
5. If forwarded by the Credentials Committee, the Medical Executive Committee shall consider the recommendation at the next scheduled meeting and may:
 - Reject the recommendation and return it to the Credentials Committee, delineating reason, for additional consideration.
 - Modify the recommendation
 - Table the recommendation for additional investigation (for no more than 35 days)
 - Approve the recommendation for consideration by the Board of Trustees
6. If forwarded by the Medical Executive Committee, the Board of Trustees shall consider the recommendation at the next scheduled meeting and may:
 - Reject the recommendation and return it to the Medical Executive Committee, delineating reason, for additional consideration.
 - Modify the recommendation
 - Table the recommendation for additional investigation (for no more than 35 days)
 - Approve the recommendation for implementation
7. It is acknowledged that some Privileges may represent a new or rapidly-evolving technology and therefore may require more frequent review.

The Board of Trustees shall be informed of any issues that may be perceived as contentious or controversial via the Medical Staff Officers.

Reviewed Date:	Reviewed/Revised By	Summary of Changes:
04/03/2000		Original Document
04/2015	Michael Blakesley, MD	Capitalization
04/2018	Michael Blakesley, MD	Minor edits