



Policy /Procedure Document	
Manual:	N/A
Origination Date:	10/22/2009
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:	Proctoring for Non-Medical Staff Members
SCOPE:	This policy applies to non-Medical Staff Members who request permission to receive proctoring by a Medical Staff sponsor in order to learn new procedures or technology. .
DOCUMENT TYPE:	N/A
PURPOSE:	To establish a systematic process for granting permission for non-Medical Staff Members to receive proctoring by a Medical Staff sponsor.
PHILOSOPHY:	N/A
DEFINITIONS:	N/A
PROCEDURE:	

Policy:

The Medical Staff may authorize, on a time-limited basis, a non-Member, non-Privilege Holding Practitioner, who may otherwise qualify for Medical Staff Membership and/or Clinical Privileges, to receive proctoring by Medical Staff Practitioners in order to learn new procedures or techniques.

Prior to receiving any proctoring, the Practitioner who wishes to receive proctoring will have their qualifications confirmed using the verification process and criteria set forth in the Temporary Privileges section of the Bylaws. Current competence or relevant training or experience will be verified as appropriate and a \$100 fee will be assessed.

The Medical Staff sponsor must sign an attestation acknowledging their responsibility to at all times oversee the proctored Practitioner and the patient care rendered. No patient care activities may be performed without the immediate presence and direct supervision of the sponsoring Medical Staff Practitioner.

Proctors must provide informed consent to the patient as well as inform the patient of the presence of a proctored Practitioner who may perform a portion of the procedure. Additionally, proctors must provide performance reports to the Quality Management Department within 24 hours after each procedure or other episode of observation. Failure to provide the required timely report following each procedure will result in cessation of the proctoring authorization. Both the Medical Staff sponsor and the proctored Practitioner are responsible to ensure these reports are submitted as required.

Permission to proctor or receive proctoring may be withdrawn at any time and without notice.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

Reviewed Date:	Reviewed/Revised By	Summary of Changes:
10/22/2009		Original Document
04/06/2015	Michael Blakesley, MD	No changes made
04/2018	Michael Blakesley, MD	Minor edits