

Department Head Reappointment Guide

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Processes completed by C&P prior to reappointment being sent for review:

- Reappointment forms reviewed for completeness & issues
- Current Licence & Insurance coverage verified – Please note that this is not always updated on the Reappointment Application form but will show up as verified under the “Profile” tab.
- Physicians with Obstetrics privileges: Copies of current NRP and either MORE OB Log Book, ALARM, ALSO or MESP (Midwives) requested and attached as required by PRH Perinatal Committee Policy.
- If new privileges are requested with requirements noted in the privilege dictionary for specific certifications/education, they are requested and attached.
- The following will be noted in the comments, and flagged if appropriate:
 - Reappointment Application Form:
 - Yes to Licence restrictions (flagged) – Restrictions will be noted
 - Yes to any of the questions on the declaration (flagged) – Will also be noted whether this is new or if it was previously reported and, if so, whether we have documentation in the QA file
 - Professional Review Checklist:
 - Yes to being involved in a Critical Incident Review (flagged)
 - Privilege Dictionaries:
 - Additional privileges requested
 - Currently held privileges which were not requested
 - Current conditions on privileges
 - Out-of-Province Locum/Temporary physician who only gets CMPA coverage for BC when working here

Department Head & Chief of Staff responsibilities when reviewing reappointments:

- Review notes from C&P (If questions are noted, please ensure the answer is in your recommendation)
- Review reappointment forms and documentation
- Application Form:
 - Review any flagged items
 - CME: Please note that C&P does not review CME as this is verified through the Colleges for renewal of licencing
 - Certifications: Please note that C&P does not have the capacity to review currency/request updated copies of certifications unless specifically required by hospital policy. It is up to each department to determine required certifications and confirm they are current during reappointment if they are not submitted with the reappointment forms
- Confirmation of Site form: Lists the Primary and Additional sites where they hold privileges
- Privilege Dictionaries:
 - Are they qualified for the privileges requested
 - Are the privileges requested appropriate for the site – Privileges for procedures not performed at the site should not be approved
 - Do they meet the requirements noted in the dictionary for renewal of privileges
- Professional Review Checklist:
 - Review responses regarding personal development and responsibilities
- Meet with department members for annual review:
 - Part of the annual review process is a meeting with each Active/Provisional member of the department to discuss any identified issues, criteria for procedural privilege renewal, the member’s personal/professional development and their participation within the Department/Hospital.
- Enter your recommendation in Committee Manager:
 - Please ensure you make notation of any privileges you are not approving or which require conditions. In the case of privileges not approved, please also note whether this has been discussed with the department member and whether they have agreed to withdraw their request for these privileges.

If you have any questions about this process, please direct them to your Chief of Staff or Executive Medical Director. If they are unable to provide an answer, please contact the Senior Medical Director, IH Credentialing & Privileging.