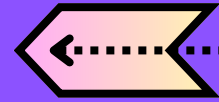
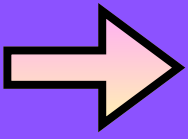




# CREDENTIALING & PRIVILEGING PROCESS



## What is it?

- Process of granting medical staff (physicians, midwives, dentists, and nurse practitioners) the authority to practice in a Health Authority facility (not required for private community-based practitioners who are not affiliated with a facility).
- Governed by Health Authority's Bylaws and Rules.
  - Bylaws mandated by the Hospital Act, its regulations, and the Health Authorities Acts.
  - Bylaws set terms of services and patient care for medical staff in a Health Authority.

## Who does it?

- A Health Authority's Credentialing and Privileging Department oversees the administering of new applications for privileges, reappointments, and privilege changes for medical staff.
- Department Heads, Chiefs of Staff, and other leaders participate in reviewing applications.

**Credentialing informs Privileging**

### Credentialing is...

...the process of screening and verifying qualifications, experience, training, and professional attributes of medical staff to confirm their competence and suitability to provide safe, high-quality healthcare services within specific organizational environments.

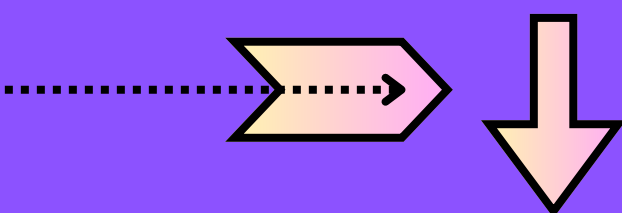
Credentialing process begins upon receipt of an application for appointment/privileges to the Medical Staff at a Health Authority facility.

### Privileging is...

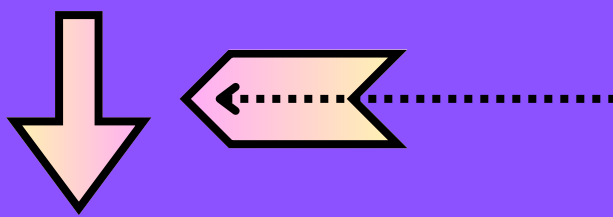
...the process of obtaining a permit to practice medicine, dentistry, midwifery, or nursing as a nurse practitioner in a Health Authority facility. Privileges describe and define the scope and limits of a practitioner's permit to practice.

### Provincial Privileging Dictionaries:

- Used in the credentialing and privileging process.
- Outline clinical activities within each medical staff discipline and the associated qualifications required to perform those activities.
- Contain context-specific and core privileges, as well as current experience thresholds.



## How It Starts...



Prior to practicing in a health authority facility, each physician, midwife, dentist and nurse practitioner must first:

- apply for *membership* to the medical staff (request an “Appointment”),
- complete the credentialing process, and
- be authorized specific clinical privileges that define the scope and content of services the practitioner is allowed to provide.

Criteria for membership is established by the Health Authority’s Board of Directors and detailed in Medical Staff Bylaws and Rules.

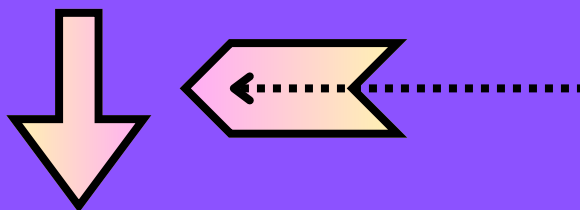
### The Appointment

- An initial Appointment occurs when a medical professional is granted membership and privileges to practice within a specific health authority or hospital.
- Appointment does not constitute employment.
- **Department Head’s role when reviewing new applications may include:**
  - Approving an application for privileges to be sent to a new member requesting to join their department.
  - Reviewing the requesting member’s completed application package.
  - Completing verbal reference checks.
  - Using best judgement in making a recommendation for privileges based on the information received.

### The Reappointment

- Process of renewal of an existing medical staff member’s membership and privileges after an initial appointment.
- Every two years: Active, Provisional, Associate, and Consulting categories.
- Every year: Locum and Temporary categories.
- **Department Head’s role when reviewing reappointments may include:**
  - Checking for up-to-date license and insurance.
  - Using best judgement to reconcile applicant’s documents with requested privileging dictionary to make a recommendation.
  - Completing a personal interview with each member to determine...
    - Satisfaction with professional development and CME opportunities.
    - Interest in leadership for department succession planning or other professional plan for the next 1, 3, 5-10 years.

## How It Works...



The provincial credentialing and privileging system (also known as **Cactus**) is the secure on online system used for the appointment and reappointment of medical staff in B.C.

- **Committee Manager** function within Cactus facilitates credentialing and privileging reviews, electronically organizing and displaying relevant provider credentials data for review by Department Head.
- Committee Manager account set up for Department Head by site’s Credentialing & Privileging (C&P) assistant.
- **Chain of approval:**
  - Department Head
  - Credentials Committee (or another relevant committee)
  - Local, Regional and Health Authority medical advisory committees
  - Board of Directors who have ultimate authority to appoint/reappoint medical staff as well as cancel, suspend or restrict appointments.