

 <p>Queensland Government Queensland Health</p>	<p>Bundaberg Health Service District</p> <p>Policy & Procedure Document</p>	<p>QHEPS No.</p>
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Title:	Credentials and Clinical Privileges for Medical Officers	
Manual Name & No:	No. 3 – Human Resource Management	
Section:	Section 2 – Recruitment, Selection, Appointment and Employment	
Policy Number: <small>Manual/Section/Number</small>	3.2.C1	
Applicable to: All BHSD and FCHSD Medical Staff	<p>Description:</p> <p>Guidelines for review of medical staff credentials and appropriate clinical privileges.</p>	
Effective Date: 01 January 2003		
Last Review Date: New Policy		
Next Review Date: 01 January 2007		
Initiator: Dr. Darren Keating		
<p>Authorised:</p> <p style="text-align: center;">_____ Original signed by Peter Leck District Manager</p>		
<p>Ratified:</p> <p style="text-align: center;">_____ Original signed by Cathy Fritz Human Resource Manager</p> <p style="text-align: center;"><i>Originals kept in the District Quality and Decision Support Unit</i></p>	<p>Definitions:</p> <p>Credentials: represents the formal qualifications, training, experience and clinical competence of the medical practitioner. Documentary evidence of credentials could include University Degrees, Fellowships of Professional Colleges or Associations, Registration by Medical Boards, Certificates of Service, Certificates of completion of specific courses, periods of verifiable formal instruction or supervised training, information contained in confidential professional referee reports and medical indemnity history and status.</p> <p>Clinical Privileges: equates to a medical practitioner being granted permission to provide specified medical services within specific health care facilities. Privileges granted to one health care facility are not automatically transferable to another facility. Likewise, the extent of privileges granted may vary from one facility to another, dependent on resources and role delineation between facilities.</p>	
Replaces: New Policy		
<p>References:</p> <p>The Prince Charles Hospital Health Service District Procedure Manual, PROPCH000136v2.</p> <p>Credentials & Clinical Privileges, Guidelines for Medical Practitioners July 2002.</p> <p>Queensland Health Policy - <u>Credentials & Clinical Privileges for Medical Practitioners</u></p>		

Policy Statement

To ensure that all medical practitioners utilising the Bundaberg and Fraser Coast Health Service District facilities practice high quality care, the granting of clinical privileges is only to those practitioners who are appropriately qualified, trained and experienced to undertake clinical care. The two Health Services have combined in order to make the process more impartial for those being considered for credentials and clinical privileges and in anticipation of some clinicians being able to practice across the two health service districts.

CRITERIA TO BE USED IN EVALUATING CLINICAL PRIVILEGES

The Applicant

Possession of (or eligibility to obtain) professional registration with the Medical Board of Queensland;
Qualifications and training appropriate to the privileges applied for;
Clinical experience and competence in the appropriate field of expertise;
Professional "good standing" including professional indemnity status, specialty College support, professional referee comments and peer recommendations;
Commitment to past and continuing professional education and quality assurance activities;
Physical and mental fitness to practice.

The Health Care Facility

Facilities, equipment and financial resources available;
Availability of necessary support services;
Role delineation of the facility

DURATION OF PRIVILEGES AND TIMING OF REVIEW

Privileges granted will be subject to three (3) yearly review, excepting-

At time of initial appointment, a one (1) year probationary review will be undertaken
Privileges will be automatically withdrawn on termination of appointment or should appointee cease to be legally entitled to practice.

A review of clinical privileges granted will be undertaken at the request of the Director General, District Manager, Director of Medical Services or Department Director. Such review is not a mechanism for dealing with disciplinary or other administrative matters and should only be used when concerns are expressed about clinical competence.

An appointee may also request review or extension of existing privileges at any time.

RIGHT OF APPEAL

A practitioner, whose request for privileges has been denied, withheld or granted in different form to that requested, should be advised in writing and provided with the rationale for the Committee's recommendation. The practitioner should also be advised of the right to appeal against the decision. Such appeal should be made to the District manager within 28 days of receipt of notification of Committee recommendation.

The appellant is required to submit reasons as to why privileges should be reconsidered, addressing any issues of deficiency raised by the Credentials and Privileges Committee.

The District Manager shall request the Credentials and Privileges Committee reconvene within 28 days of appeal being received. Credentials and Privileges Committee shall also invite representation from the relevant District's Professional medical committee and from the relevant specialty college.

Should the reconsidered recommendation not be acceptable to the appellant, then that individual has the right to further appeal the decision. At which point, the District Manager should refer the matter to the Chief Health Officer who shall convene a Privileges Appeals Tribunal.