

## Expedited Appointment and Reappointment Process Policy – SAMPLE

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<b>Policy #:</b>						<b>Page 1 of 3</b>
<b>Policy Title:</b>	Expedited Appointment and Reappointment Process Policy					
<b>Policy Category:</b>						
<b>Distributed By:</b>						
<b>Effective Date:</b>		<b>Supersedes Policy:</b>				
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<b>Date Revised:</b>						
<b>Related Policies:</b>						

### Policy Statement

It is the policy of the governing body of [insert name of hospital] to delegate authority to render determinations regarding expedited initial appointment, reappointment, and renewal or modification of clinical privilege decisions to a subcommittee of the governing body, as necessary, between regularly scheduled governing body meetings.

### Purpose/Objective

- To expedite the appointment, reappointment, and renewal or modification of clinical privileges decisions for applicants who meet specific criteria.
- To comply with medical staff bylaws regarding privileging requirements for education, training, and competence in the expedited process.

### Procedure

- The governing body delegates to a committee of the governing body the authority to render determinations regarding initial appointment, reappointment, and renewal or modification of clinical privileges, as necessary, between regularly scheduled governing body meetings.
  - The committee consists of at least two voting members of the governing body.
  - One member shall act in the capacity of chairperson.
  - The chief executive officer or their designee serves as a voting (or nonvoting) member of the committee (*optional*).
  - The committee meets as often as necessary, as determined by the committee chairperson (*optional*).
- An applicant is automatically ineligible for the expedited process if at the time of appointment either of the following items exist:
  - The applicant submits an incomplete application (see below).
  - The Medical Staff Executive Committee (MSEC) makes a final recommendation that is adverse or with limitations.
- The following are evaluated on a case-by-case basis, but the presence of any of these circumstances typically exempts an applicant from the expedited process:
  - There is a current challenge or a previously successful challenge to licensure or registration.

## Expedited Appointment and Reappointment Process Policy – SAMPLE

- The applicant has received an involuntary termination of medical staff membership at another organization.
- The applicant has experienced involuntary limitation, reduction, denial, or loss of clinical privileges.
- The hospital has noted an unusual pattern or excessive number of professional liability actions resulting in a final judgment adverse to the applicant.
- The applicant's appointment or reappointment application is complete when all credentialing information required by the medical staff bylaws and rules and regulations is present in the applicant's credential file, including:
  - Information regarding education, training, and competence related to the privileges requested.
  - Information regarding past and pending challenges to licensure, including voluntary and involuntary relinquishment.
  - Information regarding past and pending challenges to medical staff membership or privileges at any organization, including voluntary and involuntary relinquishment.
  - Information regarding involvement in professional liability actions, including past and pending malpractice claims.
  - Information regarding the applicant's health status related to their ability to perform professional and medical staff duties.<sup>1</sup>

### Process

- The department chair and credentials committee reviews the completed and verified application.
- The report with recommendations from the department chair and the credentials committee is forwarded to the MSEC for review and recommendation.
- The MSEC reviews the completed application, findings, and recommendations. The MSEC formulates a recommendation for consideration by the subcommittee of the governing body.
- The subcommittee of the governing body (pursuant to delegated authority by the governing body) grants the applicant appointment, reappointment, or renewal or modification of clinical privileges as recommended.
- The governing body's subcommittee makes an informational report to the full governing body at its next regular meeting. If the committee's decision is adverse to the applicant, the matter is referred back to the MSEC for further evaluation.
- If the MSEC issues an adverse recommendation, the applicant is not eligible for the expedited process (see above).<sup>1</sup>

### References

- The Joint Commission. *Accreditation Requirements – Hospital Program*, Standard MS .06.01.11. The Joint Commission, Joint Commission Resources, Oakbrook Terrace, IL. Published July 1, 2021. Accessed June 1, 2022.

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### Policy Approved by

_____	_____
Name/Title	Date
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Name/Title	Date
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Name/Title	Date

### Policy Review and Revision

Date	Revision Required		Responsible Staff Name and Title
	Yes ____	No ____	
	Yes ____	No ____	
	Yes ____	No ____	
	Yes ____	No ____	
	Yes ____	No ____	
	Yes ____	No ____	

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3

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