

Focused Professional Practice Evaluation Checklist - SAMPLE

Date:	Initials:	New Appointees:
		New appointee FPPE letter sent to new appointee
		New appointee FPPE letter copied to department chair/chief
		New appointee FPPE status letter sent to department chair/chief
		New appointee FPPE status letter copied to VPMA/chief of staff
		New appointee FPPE completion letter sent to department chair/chief
		New appointee FPPE completion letter copied to VPMA/chief of staff
		All final FPPE documents placed in new appointee's file
		New Privileges for existing Appointees:
		New privilege FPPE letter sent to appointee
		New privilege FPPE letter copied to department chair/chief
		New privilege FPPE request for information (RFI) letter sent to department chair/chief
		New privilege FPPE worksheet sent to department chair/chief
		New privilege FPPE RFI letter copied to VPMA/chief of staff
		New privilege FPPE status letter sent to department chair/chief
		New privilege FPPE status letter copied to VPMA/chief of staff
		New privilege FPPE completion letter sent to department chair/chief
		New privilege FPPE completion letter copied to VPMA/chief of staff
		All final FPPE documents placed in practitioner's file
		Presented to Committees:
		Completed FPPE and recommendation to Peer Review Committee
		Completed FPPE and recommendation to Credentials Committee
		Completed FPPE and recommendation to the governing body

SAMPLE - Focused Professional Practice Evaluation Checklist

Initials _____ Printed Name _____ Signature _____
[Dept. Chief/Chair]

Initials _____ Printed Name _____ Signature _____
[VPMA/Chief of Staff]

Initials _____ Printed Name _____ Signature _____
[Peer Review Committee designee]

Initials _____ Printed Name _____ Signature _____
[Credentials Committee designee]

Initials _____ Printed Name _____ Signature _____
[Governing Body designee]

STATEMENT OF CONFIDENTIALITY: [Consult with counsel regarding the wording of an appropriate statement of confidentiality for insertion on each page of this document.]

This document is a work product of Coverys' Risk Management Department. This information is intended to provide general guidelines for risk management. It is not intended and should not be construed as legal or medical advice. Your organization should add to and modify this tool to address the compliance standards and regulations applicable in your state or organization.

The links included in this document are being provided as a convenience and for informational purposes only; they are not intended and should not be construed as legal or medical advice. Coverys Risk Management bears no responsibility for the accuracy, legality or content of the external site or for that of subsequent links. Contact the external site for answers to questions regarding its content.

Updated: