

## 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
		<b>New Privileges for existing Appointees:</b>
		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
		<b>Presented to Committees:</b>
		Completed FPPE and recommendation to Peer Review Committee
		Completed FPPE and recommendation to Credentials Committee
		Completed FPPE and recommendation to the governing body

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## 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.]

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