



Policy: Medical Staff Reappointment

POLICY STATEMENT: Reappointment Requirement. Each member of the Medical Staff will undergo reappointment and review by the Credentials Committee annually or biennially, not to exceed two (2) years. All Active, Courtesy, and Affiliate Medical Staff members may be eligible for a two-year appointment until age sixty-nine (69) at which time an annual review will be required. The Board of Governors may reappoint members to terms of less than two year's duration, based in part on recommendation from the Medical Staff Executive Committee, in response to patient safety issues, quality issues and/or other review. An ongoing professional evaluation will be factored into the decision to maintain, revise or revoke existing privileges.

1. Criteria for Reappointment

Reappointment will be based upon the Medical Staff member's current licensure, professional liability coverage, health status, participation in continuing education, maintenance of timely, accurate, legible and complete medical records; National Practitioner Data Bank Report; and outcomes of care as demonstrated by reviews and evaluations conducted by committees. Other information reviewed during the reappointment process includes but is not limited to:

- a. voluntary or involuntary relinquishment of medical licensure and/or narcotic registration (state/federal);
- b. voluntary or involuntary termination of medical staff membership at other institutions,
- c. voluntary or involuntary limitation, reduction or loss of clinical privileges;
- d. professional liability judgments or settlements within the last two (2) years with specific details, and
- e. listing of procedures performed during the past two years from all institutional affiliations, if available.

2. Reappointment Application Process

Each member of the Medical Staff will be provided a reappointment application and delineated clinical privileges form, which must be completed and returned to the Medical Staff Office by a specified date. The applicant may request an increase or decrease in his privileges at reappointment or at any regular meeting of the Credentials Committee. Requests for additional privileges must be accompanied by appropriate course content and certificate of completion. If there is no change in clinical privileges, the physician may so indicate on the application form.

3. Failure to Reapply

Medical Staff members who have failed to submit the required reappointment application and/or required information prior to their reappointment date, will be notified of the delinquency. Failure to return the reappointment application and/or required information after appropriate notification will result in suspension of clinical privileges until the application can be processed and be presented to the Medical Executive Committee. If a Medical Staff member's suspension of clinical privileges for failure to return the reappointment application and/or required information exceeds 30 day, it will be assumed that he does not wish to seek reappointment, and automatic termination of Medical Staff appointment and clinical privileges will result.

When a member of the Medical Staff has been inactive for a period of time or has been on a leave of absence, the Credentials Committee will request an update to the member's file which may include completion of a new application form and/or privilege delineation form. This information will be included as part of the reassessment/reappraisal procedure.

4. **Departmental Chief Responsibility**

A Departmental Chief or his designee will review all reappointment data and requested privileges for respective department members and recommend to the Credentials Committee reappointment, Staff category, and specific privileges for each applicant. A peer recommendation may be obtained when a sub-specialty exists. If there are no peers on the Medical Staff who are knowledgeable about the applicant, a recommendation may be obtained from peers at another hospital. The Medical Staff President, or his designee, will perform reappointment reviews for Department Chiefs.

5. **Credentials Committee Review**

After the reappointment application and all information is received and reviewed by the respective Departmental Chief, the Credentials Committee will consider the reappointment application and Chief recommendation at their next regularly scheduled meeting.

Health Status

The Credentials Committee may require certification of the health status of a Medical Staff member by an attending physician or, if appropriate, by a physician selected by the Credentials Committee. Physicians with known health problems will be required to submit a letter from their attending physician, which will be reviewed by the Credentials Committee. Failure to provide such information in a timely manner may result in recommendation for denial of Medical Staff reappointment and/or privileges. When deemed necessary, an interview with the Committee or its representative may also be required.

Personal Interviews

After review of the health status and reports from the attending physician(s), a Medical Staff member who has attained the age of sixty nine (69) years at the time of making application for reappointment, may be scheduled for a personal interview with the Medical Health Committee or its designee. The purpose of this personal interview will be for the Committee to better assess the member's ability to continue the privileges which he had been granted in the prior year. After attaining the age of sixty nine (69) years, a Medical Staff member may be required to meet annually with the Physician Wellness Committee. Following a report from the Physician Wellness Committee, the Credentials Committee will make recommendation to the Executive Committee that the Medical Staff member's privileges be renewed, reduced, or increased. The committee may also recommend other stipulations in the performance of any and/or all clinical privileges.

As a part of the reappointment process, or for purposes of information and/or clarification, the respective Departmental Chief, Credentials Committee Chairman, or Credentials Committee as a whole, may request an interview with any Medical Staff member applying for reappointment.

6. **Executive Committee Review**

The Credentials Committee's recommendations regarding reappointment of the Medical Staff, including Staff category, departmental assignment(s) and any increase/decrease in privileges will be presented to the Executive Committee. The Executive Committee will then consider and act upon the recommendations of the Credentials Committee at its next regularly scheduled meeting.

7. **Board of Governors Review**

The Executive Committee will make recommendations to the Board of Governors regarding the reappointment and privileges of each member. ¹ In the event that the timeframe in which the Board is scheduled to meet would result in a delay in reappointment of Medical Staff members, the Board of Governors may delegate to a subcommittee consisting of the CEO/Managing Director, the President of the Medical Staff, and the Chief Medical Officer the authority to render determinations regarding reappointment, and renewal or modification of clinical privileges. An application for reappointment/renewal of privileges will not be considered for this expedited process if any of the following has occurred since the time of the applicant's last reappointment: (1) The applicant submits an incomplete application; (2) The Medical Staff Executive Committee makes a final recommendation that is adverse or with limitation; (3) There is a current challenge or a previously successful challenge to licensure or registration; (4) The applicant has received an involuntary termination of medical staff membership at another organization; (5) The applicant has received an involuntary limitation, reduction, denial, or loss of clinical privileges; or (6) There has been a final judgment adverse to the applicant in a professional liability action. The full Board of Governors shall consider and, if appropriate, ratify all positive committee decisions at its next regularly scheduled meeting. If the subcommittee's decision is adverse to the applicant, the matter is referred back to the Medical Staff Executive Committee for consideration.

The CEO/Managing Director will transmit the decision of the Board of Governors concerning reappointment to the Medical Staff member.