

MEDICAL STAFF PROCEDURE

SUBJECT: APPLICATION PROCESS

DEPARTMENT: MEDICAL STAFF SUPPORT

DATE ISSUED: 1/94 **REVIEWED/REVISED:** 1/95,1/96, 1/98, 1/99, 1/00, 1/01,
1/02, 1/03, 1/06

PURPOSE:

The Medical Staff will develop, adopt and enforce frameworks for screening potential applicants for medical staff membership and will be accountable to the Board of Trustees.

PRE-APPLICATION

A. BASIC PRE-APPLICATION

The Preapplication process will be utilized to screen potential applicants for medical staff membership against established basic membership criteria to determine if the applicant meets required criteria and fulfills a need within the hospital to provide patient care services independently in the hospital. During the basic pre-application process a potential applicant will be informed of:

1. Application fees, processing time frames, etc.
2. Categories of medical staff membership, which are available, and the specific functions permitted in each category.
3. Services, which can be accommodated at the facility in terms of equipment, trained personnel, hospital licensure, etc.
4. Special requirements regarding exclusive contract services
5. Medical Staff criteria for granting specific privileges within the potential applicant's specialty.
6. Basic requirements for initial approval and continuing membership to include;
 - a. Requirement for health status verification;
 - b. Eligibility to take appropriate board examinations in primary area of specialty; (1/90)
 - c. Requirement to pass said board examinations;
 - d. Requirement to maintain Professional Liability Coverage in the amount of \$250,000 per claim/\$750,000 aggregate;
 - e. Requirement regarding emergency department coverage and the specific procedure for coverage within the potential applicant's specialty.

The preapplication process will be carried out as outlined in Sections B and C below. The process, including all required interviews, must be carried out completely prior to an application being granted. If, after all interviews, it is determined that a potential applicant meets basic qualifications and needs of the hospital, and application will be extended. If it is determined that the potential applicant does not meet the basic qualifications/needs of the

hospital, or provides a service which cannot be accommodated by the hospital, the potential applicant will be informed.

A request for application for admission to membership to the Medical Staff of Winter Haven Hospital, Inc. will be received and considered except for practitioners in specialties or subspecialties (categories) which have been closed to membership by the Board of Trustees of Winter Haven Hospital, Inc.

If a request is made for privileges in a category that is closed, the requestor shall be advised that the hospital is not considering applications in that category at that time and that the request for application will be placed in suspension along with other request in the same category, in order that all such request will be later considered at such time that the closed category is opened for additional membership. Potential applicants for privileges in opened categories shall be informed of the specified number of physicians to be admitted to that category, if there has been a determination by the Board of Trustees that there shall be a limited number of physicians in that category.

B. **CREDENTIALS COMMITTEE INTERVIEW**

The potential applicant shall be required to arrange for a personal interview with the Credential Committee. The Credentials Committee meets on a regular monthly basis, therefore, scheduling may take up to 30 days.

Before the interview, the applicant must provide the following information:

1. Statement of not more than 200 words stating the individual's reason for wishing to practice at Winter Haven Hospital and a statement of the privileges the individual would be requesting. This should identify intended use of hospital to include current utilization practices, intended use of facilities, and projected volume of utilization.
2. Certified copy of diploma from recognized medical, dental or osteopathic school.
3. Copy of valid Florida license (or evidence applicant has made application and has successfully passed National Boards or National Flex Exam) licensure must be verified by Primary Source before application can be extended.
4. Copy of DEA certificate
5. Certified copy of Board Certification **or** letter from director of specialty training program stating that applicant has completed all training required to take examination.
6. Curriculum vitae, (chronological listing of activities since high school) (All hospital affiliations and dates must be listed.
7. Copy of ECFMG certificate, **if applicable**
8. Statement of malpractice insurance coverage, and release for the hospital to obtain information from applicant's closed claim record.
9. Photograph of potential applicant, also a (State or Federal Photo ID) must be presented at the time of the interview.
10. List of surgical cases performed during the residency program or during the past year for surgical specialties.
11. Procedural listing for criteria specific privileges as outlined in the privilege delineation form.

12. Aggregate comparative data (if available) New JCAHO Standards requires hospitals to obtain aggregate comparative data, comparing applicant to their peers)
13. The applicant should complete the delineation of privilege form included in the preapplication packet selecting what privileges to be requesting at Winter Haven Hospital.
14. Statement of health status from the potential applicant & most recent Chief of Staff.
15. Four Letters of Reference
 - One of the four references must be from the applicant's current Chief of Staff. If the applicant currently has no hospital privileges, this reference must be the most recent Chief of Staff or the Chief of Staff during the residency program.
 - If the applicant currently has privileges at more than one institution, the applicant will be asked to designate his primary facility, and the reference information will be required from that Chief of Staff.
 - One of the four references must be from the applicant's Chief of Service/Department Chairman during training with verification of dates and clinical reference (Highest Level of Training).
 - Two other references can be from other peers (physician) who have knowledge of applicant's education, training and competency.

*****It is very important that accurate and complete information be provided to the Medical Staff Support office for all references including name of person to contact including their title, facility affiliated with, complete address with zip code, telephone number and a fax number. The Medical Staff office will also send these references an evaluation form which provides more information on competence, basic medical knowledge, technical skill and ability to work with others, etc. Attached will be a list of privileges being requested.*****

16. List of all malpractice cases and disposition (Past and Present)
17. Listing of all State Licenses and numbers (Active and inactive)
18. List of any and all disciplinary action taken by an agency, hospital, or employer.
19. List of any complaints made and any and all action taken against any State Licensure, to include letters of reprimand, letters of guidance, suspension, revocation, etc.
20. Telephone number, social security number, place and date of birth –(must have for AMA Query)
21. List with complete addresses of any and all malpractice carriers for the past 10 years.

C. SECTION/PEER REVIEW COMMITTEE INTERVIEW

If the Credentials Committee determines that the request is appropriate, the candidate **may** be also required to appear for a personal interview before the appropriate Section(s) or their Peer Review Committee (as designated via the Section Chairman). When possible all attempts will be made to hold all interviews on the same day to accommodate out of state candidates. Physicians seeking an application for part-time Emergency Medicine privileges will be an exception to the Section/Peer Review Committee rule. A candidate for part-time Emergency Medicine privileges shall be required to have a personal interview with the Chairman of the ED Section or Chairman of ED Peer Review Committee. All documentation must be provided prior to this interview as delineated above. If the candidate is approved at this

interview, an application will be extended and the applicant will be provided with a copy of the Bylaws.

Applicant **may be required** to have an interview by the Surgical, Medicine, Pediatric, Diagnostic Services, or Emergency Services Section. In the categories listed below, two interviews may be required:

4. A potential applicant for OB/GYN privileges **may be** required to have an interview with the OB/GYN Section (Peer Review Committee) **and** the Pediatric Section, prior to an application being extended.
5. A potential applicant for Medicine privileges to include the treatment of patients under the age of 16 years (pediatric patients) **may be** required to have an interview with the Medicine Section **and** the Pediatric Section, prior to an application being extended.
6. A potential applicant for Psychiatric privileges **may be** required to have an interview with the Psychiatric Subsection **and** the Medicine Section prior to an application being extended.
7. A potential applicant for Psychology privileges **may be** required to have an interview with the Psychology Division **and** the Medicine Section prior to an application being extended.
8. A potential applicant seeking Anesthesiology Privileges **may be** required have an interview with the Anesthesiology Subsection and the Surgical Section prior to an application being extended.
9. A potential applicant seeking Emergency Medicine privileges **may be** required to have an interview with the Emergency Services Section prior to an application being extended. Emergency Services Section will be notified in advance and the preapplication file will be available in the Medical Staff Support office for review. A member of the Peer Review Committee will be assigned to review the preapplication file prior to the meeting and present his/her finding to the Committee.
10. A potential applicant seeking Podiatric privileges **may be** required to have an interview with the Podiatry Subsection prior to an application being extended. The Chairman of Podiatry Subsection will be notified in advance and the pre-application file will be available in the Medical Staff Support office for review.

All applicants hereunto subsection inception must have complete at least six years of post-graduate training to be considered for surgical privileges. The applicant must have completed at least two years of CPME approved (PSR-24) surgical residency training and be eligible for qualification for the American Board of Podiatric Surgery. ABPS board certification is expected to be attained within their required time frame.

A. **BURDEN ON THE APPLICANT**

Each individual practitioner who applies for medical staff membership has the burden of providing evidence that demonstrates, in the sole discretion of the hospital, that he/she meets the hospital's established criteria for membership and privileges. To fulfill this responsibility, the applicant has the burden of producing any information requested by the Medical Staff Support office of Winter Haven Hospital that is reasonably necessary, in the sole discretion of the hospital, to evaluate whether the applicant meets the criteria for medical staff membership and privileges.

B. CREDENTIALS COMMITTEE REVIEW OF COMPLETED APPLICATION

The Credentials Committee will review the completed application and formulate a recommendation regarding approval for medical staff membership. Privileges shall be recommended based on recommendations presented by the respective Section Chairperson. On the recommendation of the Credentials Committee the Subcommittee of the Board of Trustees shall be empowered to grant temporary privileges. The appointment to the Special Temporary Attending Staff, upon approval of the CEO, should not exceed 120 consecutive days while the applicant is waiting full Governing Board appointment to the Associate Staff.

The Credentials committee will meet in regular session on a monthly basis. An application may be presented to the Credentials Committee after all required information has been obtained, all discrepancies have been addressed to the satisfaction of the reviewing physician, and a recommendation for delineation of privileges has been formulated by the Section Chairperson or their designee.

C. SECTION APPROVAL OF RECOMMENDATION:

The appropriate Medical Staff Section/Sections shall review and approve the recommendation of the Medical Executive Committee.

D. EXECUTIVE COMMITTEE APPROVAL OF RECOMMENDATION:

Upon receipt of the recommendation of the Credentials Committee and the appropriate Section(s) and only when there is a completed credential file, the Medical Executive Committee at its next meeting shall consider and recommend to the Subcommittee of the Board of Trustees that temporary privileges be granted.

E. PATIENT SERVICES COMMITTEE APPROVAL OF RECOMMENDATION:

The Subcommittee of the Board of Trustees shall first submit the matter to the Patient Services Committee of the Board for its recommendations and report to the Board of Trustees.

F. BOARD OF TRUSTEES APPROVAL:

The Board of Trustees, at its next regular meeting after receipt of the final report and recommendation of the Medical Executive Committee and Subcommittee of the Board of Trustees on any initial application for membership, shall consider same and accept the recommendation of the Medical Executive Committee and Subcommittee of the Board or refer it back for further consideration, stating the reason for such action, and set a time limit within which a report back shall be made.

REFERENCE:

JCAHO Standard MS.1.20

JCAHO Standard MS.4.100

Medical Staff Bylaws, Article II, Section 1, Qualifications and Applications

Medical Staff Bylaws, Article II, Section 2, Procedure for Appointments