

REVIEW CRITERIA REFERENCE CARD – MEDICAL STAFF REVIEW

Tel: (604) 829-2633 Fax: (604) 297-9902 Email: reappointment@phsa.ca

USE THIS TO RECORD UNFAVOURABLE NOTES FOR YOU TO TRANSFER LATER INTO COMMITTEE MANAGER

Leaders are responsible for conducting an interview for all of their Provisional and Active members of Medical Staff. It is preferable that you have a physically-distanced conversation, video conference or phone call. Interviews do not need to coincide with your review of the completed Reappointment applications, so we invite you to start these as soon as possible.

Simply review the criteria below during your interview and **if you consider the member unfavourable in any of the criteria, please make note, as this will need to be included in your formal review to be added to Committee Manager.**

| CRITERIA |
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| Quality of patient care |
| Medical knowledge and clinical competence |
| Compliance with bylaws, rules, policies |
| Professional and ethical conduct |
| Ability to work and interact collegially with others |
| Manage their practice and career effectively |
| Participation on Committees |
| Regular attendance and participation in hospital-wide patient safety and quality improvement initiatives & Committees |
| Attendance at departmental meetings (<i>70% requirement for Active category</i>) |
| Participation in the academic mandate of institution |
| Medical Record Compliance / Quality, including medication reconciliation protocols |
| On track with continuing medical education requirements |
| Medical Staff conduct Issues, College complaints, both disciplinary and non-disciplinary (<i>if applicable</i>) |
| Functions consistent with Department-specific criteria (<i>i.e. UBC CV, course requirements, certification, etc.</i>) |
| Critical Incidents (<i>if applicable</i>) |
| Updated Copy of CV held with Dept / Program within Last Five (5) Years |
| Participation in surgical safety checklists for OR procedures (<i>if applicable</i>) |
| REVIEW |
| Appointment is consistent with the Medical Staff Resource Plan |
| A 3-5 year career plan is in place and has been reviewed, including current personal retirement plans (<i>where applicable</i>) |
| Is there any privilege requested by the medical staff member on the Clinical Privileges form for which s/he does not possess the necessary specialty, skills and experience to perform appropriately? |
| Does the information contained in this Annual Review indicate any cause for further attention / assistance to meet expectations? |