

MEDICAL STAFF IN-DEPTH REVIEW SUMMARY & RECOMMENDATION



Medical Staff Member

Dept/Div or Cancer Ctr

Local NP Dept Head

Date of IDR Meeting

The complexity of a medical staff member's practice merits assessment from a broad range of activities to truly encompass their daily work and provide the richest feedback for their professional practice development. Some of the activities/components for the In-Depth Review are listed below.

Medical leaders are responsible for conducting a quality performance review and completing a face-to-face meeting with the medical staff member to discuss the results of the In-Depth Review. By completing and signing this form, both parties are providing a confirmation for the MSPD Office of the completion of the In-Depth Review process, while the content of the discussion continues to remain private between the Medical Leaders and the Medical Staff Member.

In-Depth Review Components Reviewed by the Leader and the Staff Member

(Please check all the applicable components)

☐ Multisource Feedback Summary Report (mandatory)

- ☐ Current Curriculum Vitae and other reflection tool
- ☐ Direct observation of procedural and assessment skills
- ☐ Consult with members of affiliated organizations and regulatory bodies
- ☐ Clinical documentation, including assessment of quality, accuracy, and timeliness of reports
- ☐ MOCOMP and CME additional training

☐ Other In-Depth Review component:

☐ Professional Practice Development Plan (mandatory)

- ☐ Complications and Mortality Review
- ☐ Utilization / Quality Assurance Information, e.g. Physician Practice Profile
- ☐ Procedural privilege evaluation, including frequency of procedures practiced
- ☐ Research/teaching/administrative activities and contributions
- ☐ Input from patients

Medical Leader(s) Recommendations (please select one only)

☒ Provisional Staff:

Recommend promotion from Provisional to Active Category

☒ Provisional Staff:

Maintain Provisional status & review performance in 6 months

☒ Active Staff:

Maintain current Active Category

☒ Provisional or Active Staff:

Recommend Comprehensive Review¹

Comments:

Next Step

Next IDR will be scheduled according to Medical Staff Bylaws

Re-submit recommendation form in 6-months, after a follow-up review

Next IDR will be scheduled according to Medical Staff Bylaws

Initiate Comprehensive Review process¹

Please complete page 2 and sign

¹ Where serious concerns arise from the medical staff member's In-Depth Review, the Senior Medical Administrator will be informed and a decision made in conjunction with the Medical Leader/Head of Department to form a Review Committee (PHSA Medical Staff Rules, Article 2.3)

IDR Summary (to be completed by IDR Leader)

The In-Depth Review (IDR) should be a collaborative conversation where the Medical Staff Member and Medical Leader(s) consider strengths, opportunities for improvement, and Medical Leaders' expectations.

Instructions for IDR Leader:

Please summarize the evaluation and the IDR conversation with the candidate; you may want to consider the following points:

- Clinical skills/performance
- Clinical documentation
- Interpersonal relationships (with colleagues, referring physicians, residents and staff)
- Research/teaching/scholarship achievements
- Administrative performance/special contributions

If more space is needed, please add pages OR you can provide IDR summary in your own format.

By signing below the candidate confirms that they have read, understood and are in agreement with the IDR meeting summary.

		Medical Affairs Office to Obtain					
		NP Member	Local NP Dept Head	Medical Div Head	Medical Dept Head	PHSA NP Department Head	Senior Medical Administrator
Signature: Print name: Date:							

Please send the following to the MSPD office:

1. The completed and signed Professional Development Plan
2. The completed and signed IDR Recommendation Form

You can return the electronically via PDF forms:

By Email: medstaff.practicedev@phsa.ca | By Fax: (604) 297-9902

By Post: (print and send via inter-hospital mail in a sealed envelope marked 'confidential') to:

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 Suite 200 - 1333 West Broadway
 Vancouver, BC V6H 1G9