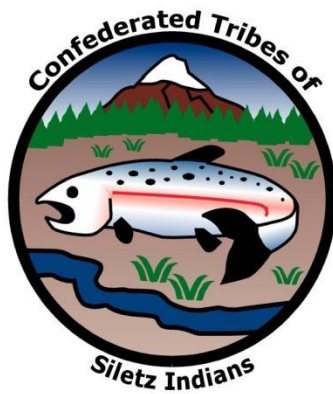


# **SILETZ COMMUNITY HEALTH CLINIC POLICY**



## **CREDENTIALING**

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| Date Revised                          | 11/06/99; 06/10/05; 05/02/09; 02/04/12; 05/21/21 |

**PART 19**  
**Appointment and Privilege**

**I. PURPOSE**

To establish the elements of credentials review for appointment and privileging of current and prospective members of the Active, Temporary, and Visiting staff.

**II. POSITIONS REQUIRING APPOINTMENT AND PRIVILEGING**

The positions that require appointment and privileging are:

- A. Dental Hygienist
- B. Dentist
- C. Massage Therapist
- D. Medical Social Worker
- E. Mental Health Specialist
- F. Mental Health Therapist
- G. Nurse Practitioner
- H. Optometrist
- I. Pharmacist
- J. Physician
- K. Physician Assistant
- L. Psychiatry

**III. INITIAL APPOINTMENT AND PRIVILEGES**

- A. The Executive Committee reviews applications and requests for privileges to assure that practitioners are qualified and competent, and can deliver quality health services consistent with those of the medical, dental, optometry, and behavioral health community at large. This responsibility includes the initial review and verification of an applicant's credentials to determine eligibility for appointment and privileging. The applicant's training, prior experience, and current competence are considered.

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- B. The Executive Committee grants the temporary appointment and privileges up to 90 days. The applicant is prohibited from providing health care services to a patient until the appointment.
- C. The Executive Committee recommends to the Siletz Tribal Council a one-year appointment and privileges if the peer evaluation is satisfactory.

**IV. REQUIRED ELEMENTS FOR REVIEW OF THE INTIAL APPLICATION**

A. The credentials review must, at a minimum, address the following areas noting the special considerations in each.

1. Professional Education

Diploma from a professional school accredited by a nationally recognized accrediting body, appropriate for the professional discipline. An exception is the foreign graduate who must possess a diploma as a graduate of a professional school and documentation of having successfully completed appropriate certifying requirements applicable to the profession.

2. Post-Graduate Training

Internships, residencies, fellowships, preceptorships, post-graduate education, or other organized professional training.

3. License or Certificate

Active and unrestricted license or certificate to practice independently in a professional field.

4. Drug Enforcement Administration Registration (DEA)

Active and unrestricted DEA registration if required by the professional discipline.

5. Board Certification

Certification of training in a program accredited by a nationally recognized accrediting body if required by the professional discipline.

6. Other Certifications

a. Basic Life Support (BLS)

BLS is required at time of appointment if required by the job description.

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- b. Additional certification includes:
  - i. Advanced Cardiovascular Life Support (ACLS)
  - ii. Cardiopulmonary Resuscitation (CPR)
  - iii. Pediatric Advanced Life Support (PALS)

7. Work History

Work history from date of entry into a medical or professional school to the present, to include an explanation of gaps greater than two months.

8. Hospital and Other Health Care Facility Affiliations

9. Hospital or Medical Staff Membership

10. Membership in Professional Societies

11. Professional Liability Insurance

Current professional liability insurance if the credentialed staff is employed by a third party and the third party has a contractual relationship with the clinic.

12. Continuing Professional Education

13. Professional References

Three references from persons who can attest to the applicant's clinical, professional, and ethical performance. At least one reference must be from the chief of the department or service, or supervisor, where the applicant last furnished professional services

14. Health Status

a. Physical, Behavioral Health, and Chemical Dependency

Applicants must be physically and mentally capable of carrying out the functions enumerated in the privileges.

b. Tuberculosis Screening

Applicants are required to submit documents showing that tuberculosis screening was conducted or to request testing by the clinic after employment commences.

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c. Hepatitis B Vaccination

Hepatitis B vaccination is not required; however, it is offered free of charge by the clinic.

- 15. Attestation Questions
- 16. National Practitioner Data Bank Review
- 17. Fraud, Waste, and Abuse

Applications must be eligible to participate in federal programs such as Medicare and Medicaid.

**V. REAPPOINTMENT AND PRIVILEGES**

The credentialed staff shall apply for reappointment and privileges every three years, at which time the Executive Committee will review the application and privileges and make a recommendation for reappointment to the Siletz Tribal Council. Approval is made by resolution of the Tribal Council.

**VI. REQUIRED ELEMENTS FOR REVIEW OF THE REAPPOINTMENT APPLICATION**

A. The credentials review must, at a minimum, address the following areas noting the special considerations in each.

- 1. License or Certificate
 

Active and unrestricted license or certificate to practice independently in a professional field.
- 2. Drug Enforcement Administration Registration (DEA)
 

Active and unrestricted DEA registration if required by the professional discipline.
- 3. Basic Life Support (BLS)
 

BLS is required at time of reappointment if required by the job description.
- 4. Continuing Education
- 5. Professional Liability Insurance

Current professional liability insurance if the credentialed staff is employed by a third party and the third party has a contractual relationship with the clinic.

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6. Peer Evaluation
7. Attestation Questions
8. National Practitioner Data Bank Review
9. Fraud, Waste, and Abuse

Applications must be eligible to participate in federal programs such as Medicare and Medicaid.

## **VII. VERIFICATION**

- A. Information obtained from an applicant is verified so there is a reasonable level of assurance that the information contained in the application is accurate and complete.
- B. For all applicants, primary verification of the following is required:
  1. License or certificate
  2. Drug Enforcement Administration Registration (DEA)
  3. Professional education
  4. Board certification
- C. For physicians and physician assistants, additional items are subject to primary verification:
  1. Current and historic NPI information
  2. Current and historical post-graduate medical training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME)
  3. ECFMG Certification
- D. All applicants are checked through the National Practitioner Data Bank. This entity collects information and maintains reports on the following:
  1. Medical malpractice payments
  2. Federal and state licensure and certification actions
  3. Adverse clinical privileges actions
  4. Adverse professional society membership actions

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5. Negative actions of findings by private accreditation organizations and peer review organizations
6. Health care-related criminal convictions and civil judgments
7. Exclusions from participation in a federal or state health care program (including Medicare and Medicaid exclusions)
8. Other adjudicated actions of decisions

### **VIII. SUITABILITY FOR APPOINTMENT AND PRIVILEGE**

- A. Suitability for appointment and privileging is based upon, but is not limited to, the following:
  1. Professional liability claims.
  2. Professional liability judgments.
  3. Pending professional liability claims.
  4. Denial or cancellation of professional insurance.
  5. DEA, narcotics registration, and state license action.
  6. Adverse action reports.
  7. Action related to privileges at a hospital or health care related facility or organization.
  8. Action related to hospital or medical staff membership.
  9. Action related to membership in a professional society.
  10. Action related to a medical organization or health insurance plan membership.
  11. Conviction of a criminal offense (other than minor traffic violations).
  12. Medicare or Medicaid sanction.
  13. Physical, behavioral health, or chemical dependency problems.
  14. Continuing health problems.



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**IX. MONITORING**

- A. The currency of date-sensitive credentialing and privileging information is monitored and documented on an ongoing basis.
- B. The information that is monitored includes:
  - 1. License and certificates
  - 2. Drug Enforcement Administration Registration (DEA)
  - 3. Board certificates
  - 4. Professional liability information if applicable
- C. The monitoring occurs monthly and at time of expiration, initial appointment, and reappointment.

**X. CREDENTIALS FILES**

- A. Storage and Maintenance

The credentials files are separate from employment or contract files. Information may be procured from employment or contractual files during application processing and review.

- B. Access, Safeguard, and Retention
  - 1. Access to the credentials files is limited to authorized personnel for use in the performance of official duties. The records are confidential and secured at all times. The Administrative/QI Coordinator oversees the maintenance of and access to the files.
  - 2. The credentials files are retained for at least five years from the last day of employment.
  - 3. Records of unsuccessful applicants for appointment and privileging are retained for three years.