

<b>Manual</b>	Medical Staff	<b>Effective Date</b>	04/27/2006
<b>Policy #</b>	MS 100	<b>Date Revised</b>	12/31/2008
<b>Responsible Person</b>	Director, Medical Staff Services	<b>Next Scheduled Review</b>	12/31/2020

**PURPOSE**

To define the steps for uniformly processing requests for temporary privileges for a licensed independent practitioner.

To assure that the granting of the temporary privileges is based on the meaningful review of the individual’s qualifications and current competence.

To assure that temporary privileges are only utilized when clinically appropriate.

**POLICY**

Temporary clinical privileges may be granted by the Governing Body or delegate for a limited period of time on the recommendation of the Division Chief, Service Chief, or Chief of Staff, or designee.

A Non-Medical Staff practitioner must request privileges from the applicable Service Chief, who will determine both the appropriateness of issuing temporary privileges and the professional competency of the requesting practitioner.

The Service Chief, Division Chief, or their designees must then notify Medical Staff Administration (“MSSD”) (or Administrator-on-call during off-hours) of their decision to recommend temporary privileges.

The processing fee of \$245 payable to the UC Regents will be assessed and must be received prior to the effective date of the temporary privileges.

**PROCEDURE**

**TEMPORARY PRIVILEGES PENDING APPOINTMENT**

1. The request and justification to grant temporary privileges for a practitioner must be in writing from the Clinical Service Chief.
2. Once an applicant’s file is complete and has received a positive recommendation by the Service Chief, the practitioner is eligible for temporary privileges pending appointment and will be forwarded to the Governing Body delegate for review and approval.

**TEMPORARY PRIVILEGES REQUESTED TO FULFILL AN IMPORTANT PATIENT CARE NEED - DURING BUSINESS HOURS (8 a.m. – 5 p.m.)**

1. The practitioner requesting temporary privileges should contact the appropriate Clinical Service Chief, Division Chief or designee to evaluate the request. Upon approval by the Clinical Service

- Chief, the MSSD will forward the Temporary Privilege Application to the practitioner for completion and signature.
2. Upon receipt of the completed and signed application, the MSSD will begin primary source verification on the following credentials:
    - Current license
    - Current DEA
    - Current professional liability coverage
    - Reference from a facility where the practitioner holds active medical staff privileges
    - Reference from a colleague who is familiar with their work
    - NPDB Query/OIG/GSA
  3. After completing primary source verification, the MSSD will forward the temporary privilege application file to the Service Chief, Division Chief, or their designee for their recommendation and signature.
  4. Upon receipt of the signed favorable recommendation of the Service Chief, the MSSD will obtain the approval of the Governing Body delegate; the practitioner and Service will be advised of the approval; and the appropriate computer databases and the intranet privilege site will be updated.
  5. GCRC Admissions. A request for temporary privileges must be submitted by the Service Chief and Principal Investigator of the grant. Clinical research admissions shall be to the GCRC only. The researcher shall be under and follow the Rules and Regulations of the GCRC as well as the Medical Staff. At the time of the request the researcher must identify a medical staff member with active medical privileges who will cover in the event of a medical condition not within the scope of his/her practice.

**TEMPORARY PRIVILEGES REQUESTED TO FULFILL AN IMPORTANT PATIENT CARE NEED - DURING NON-BUSINESS HOURS (5 p.m. – 8 a.m.; weekends, holidays)**

1. Temporary privileges will only be granted during non-business hours if there is no one on the medical staff available who is qualified and credentialed to provide the required specialty services.
2. If a required medical staff member with appropriate privileges is not available, the following process should be followed for obtaining privileges to fulfill an important patient care need:
  - a. The practitioner requesting temporary privileges must contact the appropriate Service Chief, Division Chief, or their designee to evaluate the request.
  - b. The Service Chief, Division Chief or their designee will notify the Administrator-on-call via the Nursing Supervisor of the request for temporary privileges.
  - c. The Administrator-on-call will make a determination with regard to the request; will verify current licensure, either by checking on line at <http://www.medbd.ca.gov/>, or by requesting that the nursing office verify the information, and will also obtain the following additional credentialing information:

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1. the name and phone number of the physician being granted temporary privileges;
  2. the practitioner's license number;
  3. the practitioner's DEA number;
  4. the professional liability carrier name and policy number;
  5. the name of the patient being treated; and
  6. the procedure/treatment to be performed
- d. The Administrator-on-call or their designee will notify the MSSD that temporary privileges have been requested by the Clinical Service Chief, Division Chair, or their designee and are being granted.
- e. The Administrator-on-call, will notify Admissions and/or the Operating Room that temporary privileges have been granted. Units within the house that have questions should contact Admissions.
- f. The MSSD will follow-up the next business day to assure all appropriate documentation is on file.
3. These temporary privileges will be valid for no longer than 5 days from the initial approval date to allow time for the MSSD to complete the primary source verification and to obtain the appropriate recommendations and signatures. If no concerns are noted, the temporary privileges will be extended for an additional 25 days.

Approval:

Medical Staff Executive Committee: 12/31/2008/reviewed no revisions 12/31/2017

Governing Body: 12/31/2008/reviewed with no revisions 12/31/2017