

MEDICAL STAFF SERVICES

RECIPROCAL PROCTORING

MS 120

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| Manual | Medical Staff | <i>Effective Date</i> | 02/1996 |
| Policy # | MS 120 | <i>Review</i> | 2008, 2010, 2014 |
| | | <i>Responsible Person</i> | Manager, Medical Staff Services |

POLICY

- I. Philosophy and Definition
 - A. To facilitate the timely completion of the proctoring of an individual and eliminate the redundancy of requiring an individual to be proctored for the same procedure and/or to care for the same types of patients and diagnoses at multiple hospitals, reciprocal proctoring is an alternative that may apply in specific instances to applicants with a temporary appointment, Provisional members and to Active staff who have requested new privileges.
 - B. Reciprocal proctoring is defined as that proctoring that is performed at another hospital that has been deemed acceptable for meeting the proctoring requirements at Santa Monica – UCLA Medical Center (SM-UCLA). The Department Chair must attest to the completion of proctored cases and the clinical competence of the individual being proctored.

- II. Eligibility for Reciprocal Proctoring
 - A. Physicians, dentists, and podiatrists (1) with applications pending who hold a current temporary appointment with delineated clinical privileges; (2) who are members of the Provisional Attending Staff undergoing initial proctoring; (3) who are members in good standing not in the provisional category, being granted new privileges for procedures requiring proctoring; are eligible for reciprocal proctoring.

Medical Staff members undergoing proctoring who have alleged quality of care or competency issues or concerns, or who are under ad hoc committee review, may utilize reciprocal proctoring only with the direct approval of the Executive Medical Board. If approved, additional conditions or restrictions may be imposed.

- III. Eligibility to Perform Reciprocal Proctoring
 - A. The proctor should not be an associate or office partner of the individual being proctored unless the assigned proctor is unavailable and other options for obtaining a non- associate proctor have been exhausted.

III. Eligible Hospitals

- A. Only hospitals that are currently accredited by the Joint Commission on the Accreditation of Healthcare Organizations are eligible for consideration.
- B. The Executive Medical Board shall approved or disapprove the hospitals at which reciprocal proctoring may take place.
- C. Hospitals currently approved: St. John's Hospital Health Center, Ronald Reagan-UCLA Medical Center, Resnick Neuropsychiatric Hospital..

IV. Mechanisms

- A. At least 50% of the proctored cases must be performed/treated at SM-UCLA (see individual department rules and regulations for numbers of proctored cases allowed under reciprocal proctoring).
- B. All pre-established and approved types and numbers of cases to be proctored shall be enforced.
- C. Each clinical department may exclude individual procedures/treatments from reciprocal proctoring at its discretion.
- D. Copies of the actual proctoring forms or a letter attesting to the clinical competence and completion of proctoring from the clinical service chief from the other hospital must be provided to the Medical Staff Office at SM-UCLA for Department Chair's review.
 - 1. The individual being proctored is responsible for requesting a letter of clinical competence and completion of proctoring be sent by one hospital and assuring that it is received by the other hospital.
 - 2. The Medical Staff Office at SM-UCLA will not copy or release completed proctoring forms to the individual being proctored except as is required by law.
 - 3. Representatives of SM-UCLA will request and expect that proctoring forms completed at this hospital will not be recopied or provided to the individual being proctored by the receiving hospital except as is required by law.
 - 4. The proctoring report or letter of clinical competence must indicate an evaluation of all aspects of the management of the case being proctored that are pertinent to evaluating the skills required for that privilege.

POLICY OWNER

Debbie Benewick, Manager, Medical Staff Services

APPROVAL

Executive Medical Board: 02/1996

Governing Body: 02/1996

Review History

11/2008

11/2010

04/2014