



RECIPROCAL PROCTORING

MS 120

<i>Manual</i>	Medical Staff	<i>Effective Date</i>	02/28/1996
<i>Policy #</i>	MS 120	<i>Date Revised</i>	03/28/2017
<i>Responsible Person</i>	Director, Medical Staff Administration	<i>Next Scheduled Review</i>	03/28/2023

PURPOSE

To facilitate the timely completion of proctoring by a practitioner and eliminate the redundancy of requiring a practitioner 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 temporary privileges, Provisional members, and to Active Staff who have requested new privileges.

DEFINITION

Reciprocal proctoring is defined as proctoring that is performed at another hospital that has been deemed acceptable for meeting the proctoring requirements at Santa Monica-UCLA Medical Center & Orthopaedic Hospital. The Department Chair must attest to the completion of proctored cases and the clinical competence of the individual being proctored.

ELIGIBILITY FOR RECIPROCAL PROCTORING

Physicians, dentists, and podiatrists (1) with applications pending, who hold current temporary privileges; or (2) who are members of the Provisional Staff undergoing initial proctoring; or (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 Medical Staff Executive Committee. If approved, additional conditions or restrictions may be imposed.

ELIGIBILITY TO PERFORM PROCTORING

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.

ELIGIBLE HOSPITALS

Only hospitals that are currently accredited by the Joint Commission are eligible for consideration.

The Medical Staff Executive Committee shall approve or disapprove the hospitals at which reciprocal proctoring may take place.

Hospitals currently approved: Ronald Reagan UCLA Medical Center
Resnick Neuropsychiatric Hospital at UCLA
St. John's Hospital Health Center

PROCEDURE

- A. At least 50% of the proctored cases must be performed/treated at Santa Monica-UCLA Medical Center & Orthopaedic Hospital.
- B. All pre-established and approved types and numbers of cases to be proctored shall be enforced.
- C. Each 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 appropriate Department Chair at Santa Monica-UCLA Medical Center for review.
 - 1. The practitioner being proctored is responsible for requesting a letter of clinical competence and completion of proctoring from one hospital and assuring that it is received by the other hospital.
 - 2. Copies of the proctoring forms will not be released to the practitioner being proctored except as is required by law. Proctoring forms completed at Santa Monica-UCLA Medical Center & Orthopaedic Hospital will not be recopied or provided to the practitioner being proctored by the receiving hospital except as is required by law.
 - 3. 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.

APPROVED

Medical Staff Executive Committee 3/28/2014, reviewed with no revisions 3/28/2020

Governing Body 3/28/2014, reviewed with no revisions 3/28/2020