

<i>Manual</i>	Medical Staff	<i>Effective Date</i>	02/28/2007
<i>Policy #</i>	MS 116	<i>Date Revised</i>	12/31/2008
<i>Responsible Person</i>	Director, Medical Staff Administration	<i>Next Scheduled Review</i>	12/31/2020

PURPOSE

Essential information, such as resources, equipment, and types of personnel necessary to support privileges is gathered in the process of granting, renewing, or revising clinical privileges.

POLICY

Prior to granting of a privilege, the resources necessary to support the requested privilege are determined to be currently available, or available within a specified time frame.

PROCEDURES

Annual

1. In preparation for the Annual FY Budget Process, the current Privilege Delineation Form of each Clinical Service will be reviewed by the applicable Division Chief/Service Chief, Hospital Director of the Service, and Nursing Administration to determine if it requires revision (addition/deletion) to support the patient care provided by the Service.
2. The review will encompass data gathered specific to budget, capital equipment, facilities, support personnel, and nursing/tech staffing and will be the result of communication with and decision making by all participants.
3. Prior to the Medical Staff Annual Meeting, the revised Privilege Delineation Form will be submitted to the Credentials and the Medical Staff Executive Committee for review and recommendation
 - a) If there are no revisions to the Privilege Delineation Form, the Form and an accompanying statement regarding the availability of resources to support the privileges will be submitted for review and acceptance.
 - b) If there are deletions to the Privilege Delineation Form, the Form with the red-lined privilege(s) will be submitted for review and acceptance.
4. If there are additions to the Privilege Delineation Form, the Service Chief will follow “Medical Staff Policy and Procedure: Introduction of a New Privilege” and submit the required documentation to the Credentials Committee for review and recommendation.

Ongoing

1. Throughout the year, the Service Chief will determine if new technology necessitates the addition of new privileges to the Clinical Service's Privilege Delineation Form. When this determination is made "Medical Staff Policy and Procedure: Introduction of a New Privilege" is followed, assuring that the review encompass data gathered specific to budget, capital equipment, facilities, support personnel, and nursing/tech staffing and will be the result of communication with and decision making by all participants.

APPROVALS

Medical Staff Executive Committee: 12/31/2008/Reviewed w/no revisions 12/31/2017
Governing Body: 12/31/2008/Reviewed w/no revisions 12/31/2017