

Credentialing / Medical Appointments Committee

Terms of Reference

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1. Membership and Meetings

Committee coordinator and members shall be appointed by the Governing Body.

Committee membership will remain active indefinitely unless the list of members is amended by the Governing Body.

The Credentialing / Medical Appointments Committee shall consist of the functions/names as per the attached list of members.

Meetings will be held as required upon appointment and re-appointment of Medical Staff, normally once a year.

2. Functions

The committee is involved in coordinating and reviewing credentials, investigations and recommendations:

- Review and evaluate the qualifications of each applicant for initial appointment, reappointment, or modification of appointment and for clinical privileges
- Submit a report that includes recommendations with respect to appointment, Staff category, department and service affiliation, clinical privileges, etc.
- Investigate, review and report on matters, including the clinical or ethical conduct of any practitioner, assigned or referred to it by:
 - The Board of Directors
 - The Medical Committee

3. Manner of Action

- Reports shall be submitted to the Governing Body as to the recommendations with respect to appointments and possible investigations.
- Each member of the committee should submit to the medical director after a credentialing process, a completed standardized form outlining his/hers comments regarding every candidate considered.

Approved:

Date:

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- The Governing Board is the final arbiter for the appointment of medical staff to the hospital and the delineation of clinical responsibilities.

4. Minutes

- Minutes of all meetings shall be prepared and shall include a record of attendance.
- Copies of such minutes shall be signed by the attendees
- A permanent file of the minutes of each meeting shall be maintained.

Note:

It is recommended that members are included from the following services: Governing Body / Executive Management Team, Medical Director, Medical Committee President/VP, Representatives of medical departments, representation from independent organizations (e.g.: academic bodies)

Approved:

Date: