

REVIEW CRITERIA REFERENCE CARD – MEDICAL STAFF REVIEW

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USE THIS TO RECORD UNFAVOURABLE NOTES FOR YOU TO TRANSFER LATER INTO COMMITTEE MANAGER

Leaders are responsible for conducting an interview with all of their Provisional and Active members. This can be in-person, via video conference or phone call. Interviews **must** occur prior to review of the Medical Staff Reappointment applications, which will commence **April 2025**, so we invite you to start these as soon as possible.

Simply review the criteria below during your interview and **if you consider the member unfavourable in any of the criteria, please make note, as this will need to be included in your formal review to be added to Committee Manager.**

CRITERIA
Quality of patient care
Medical knowledge and clinical competence
Compliance with bylaws, rules, policies
Professional and ethical conduct
Ability to work and interact collegially with others
Manage their practice and career effectively
Participation on Committees
Regular attendance and participation in hospital-wide patient safety and quality improvement initiatives & Committees
Attendance at departmental meetings <i>(70% requirement for Active category)</i>
Participation in the academic mandate of institution
Medical Record Compliance / Quality, including medication reconciliation protocols
On track with continuing medical education requirements
Medical Staff conduct Issues, College complaints, both disciplinary and non-disciplinary <i>(if applicable)</i>
Functions consistent with Department-specific criteria <i>(i.e. UBC CV, course requirements, certification, etc).</i>
Critical Incidents <i>(if applicable)</i>
Updated Copy of CV held with Dept / Program within Last Five (5) Years
Participation in surgical safety checklists for OR procedures <i>(if applicable)</i>
REVIEW
Appointment is consistent with the Medical Staff Resource Plan
A 3-5 year career plan is in place and has been reviewed, including current personal retirement plans <i>(where applicable)</i>
Does the information contained in this Annual Review indicate any cause for further attention / assistance to meet expectations?