

**NORTH COUNTRY COMMUNITY MENTAL HEALTH
NORTHERN AFFILIATION
ADMINISTRATIVE MANUAL**

CHAPTER: Affiliation, Chapter Two-Policy Statements
PROCEDURE NAME: Privileging
PROCEDURE NUMBER: 2006

PURPOSE

To establish a consistent process for the initial and subsequent privileging of clinical staff across the Northern Affiliation and its provider network.

APPLICATION

All North Affiliation comprehensive provider physicians either employed or contracted; All Northern Affiliation comprehensive provider licensed independent professionals; All Northern Affiliation comprehensive provider clinical staff providing Emergency Services

PROCEDURE

Physicians providing Adult and or Child Psychiatry services and Licensed Psychologists employed or contracted will complete an Application for Privileging documenting, licensure certification or registration, relevant training, current competencies and the ability to perform clinical responsibilities. They must complete the Credentialing Process along with the request for privileging.

Peers with similar degrees must review applications for clinical privilege. Staff must apply for clinical privilege within their first 30 days of employment/contract. The staff's supervisor and the designated peer must review and approve or deny the application and forward to the Executive Director for final approval within 90 days of the date of application.

If it is anticipated that a privilege is going to be denied, the applicant will be informed of such and given the opportunity to withdraw their request for that privilege. If they choose to pursue the privilege and it is denied, a written recommendation for the denial with the specific reasons and recommended remedial action will be completed by the supervisor and forwarded to the Executive Director.

Applications for Privileging will be reviewed and signed by the designated supervisor and forwarded to the Clinical Services Committee. The Committee will review the application, supplemental material and recommendations of the supervisor and peer reviewer. If complete and acceptable the committee will recommend granting of privileges to the Executive Director.

The Executive Director will review and make recommendation to the Board. The award or denial clinical privilege is provided in writing to the applicant and the immediate supervisor with a copy of all materials placed in the staff's privileging file. If a privilege is denied, specific reasons for the denial will be stated along with the recommended remedial action.

Provisional clinical privileging within the individual's scope of practice will be awarded to each new employee or contractor until the application is approved and credentials are verified. Provisional privileging at date of hire may not exceed 90 days.

Re-Application For Clinical Privilege

Clinical privilege will be granted for a period not to exceed two years. At least 60 days prior to the expiration of clinical privileges, staff will reapply for privilege(s). Human Resources will notify staff and send copies of the application. In addition to verifying the accuracy of information on the application, staff will provide any additional documentation (advance degrees, certificates, etc.) which have been obtained since last being granted privileges.

Suspension/Revocation/Reduction In Level Of Privileging

The Executive Director or his/her designee, upon recommendation from the staff's supervisor and supported by a peer reviewer, may suspend, revoke, or reduce the level of clinical privileges for a staff found to have performed their duties in a manner contrary to the code of ethics of their profession or of the agency

Any staff member having clinical privilege suspended, revoked, or having their level of privileging reduced may appeal the decision as outlined below in the Appeals section of this policy.

The process will encompass a review of the staff's work performance record and a recommendation for re-privileging by the Medical Director or Executive Director in the case of the Medical Director.

Appeals Process:

If the Executive Director should make an adverse privileging determination (denial of privilege, revocation or suspension, or reduction in the level of approval), the applicant may, within 10 days of receiving written notification of the adverse action, request in writing, an appeals hearing with the Board Personnel Committee. This hearing must be held within 30 days of receipt of the request.

At the appeals hearing, the applicant may present any additional documentation or testimony by other privileged staff to support their position.

The Board Personnel Committee will notify the applicant, the Executive Director and the Medical Director of their decision within 5 days. This response will be placed in the applicant's privileging file along with any new documentation presented. This re-determination will be considered final.

Upon denial of clinical privilege, the applicant can reapply for privilege when he/she believes they have satisfactorily met all requirements outlined in the remedial action plan prepared by the Board Personnel Committee

REFERENCE: Joint Commission Standards: LD 1.8.3, 2.5, 2.16, HR 3, HR 4.1.

REVISED: March 31, 2004

APPROVED:

