

New Privileges/Procedure Policy

POLICY: It is the policy of SBUH that requests for new clinical privileges/procedures will only be processed once it has been determined that the resources necessary to support the requested privilege are currently available, that the particular service will be offered to patients at SBUH, and that appropriate criteria has been developed to determine competency in performing this procedure.

PURPOSE: To provide a mechanism and define the processes for approving new privileges/procedures, or approving privileges/procedures for a service when the procedure has traditionally been exercised only by practitioners in another speciality/service.

SCOPE: Hospital Wide

KEY WORDS: Privileges Credentialing New technology

FORMS: NEW PRIVILEGE / PROCEDURE FORM

POLICY CROSS REFERENCE: N/A

DEFINITION: A new privilege/procedure is defined as any privilege/procedure that:

1. Involves a new clinical application of existing technology
2. Involves significant use of new technology
3. Will be performed by practitioners of a medical specialty or medical staff department other than the specialty or department that has traditionally been granted clinical privileges for the procedure or service.
4. Has never been performed at SBUH

PROCEDURE:

Determination of Resources Form

Completed by the requestor and submitted to the respective Chief of Service

Chief of Service reviews information and attests to the availability of these resources

Submit form to the Medical Staff Office for review and recommendation by the Medical Board and final approval by Governing body

Required Training/Skills

Completed by requestor and submitted for recommendation to:

Division Chief, if applicable, Departmental credentials committee Chief of Service.

Submit form to the Medical Staff Office for review and recommendation by the Hospital Credentials Committee, Medical Board and final approval by Governing Body.

RELEVANT STATUTE: Determination of Organizational Resource Availability JCAHO MS.4.00

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.

Rationale for MS.4.00

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

Elements of Performance for MS.4.00

1. There is a process to determine whether sufficient space, equipment, staffing, and financial resources are in place or available within a specified time frame to support each requested privilege.
2. The organization consistently determines the resources needed for each requested privilege.

**NEW PRIVILEGE / PROCEDURE FORM
DETERMINATION OF RESOURCES**

DESCRIPTION: Describe the program / procedure / privilege:

SPACE:

Procedure will be performed in: OR ASC Inpatient Unit Outpatient areas Other _____

Space is currently: Available Renovation will be required - Approximate cost \$_____

EQUIPMENT:

Requires equipment purchase: No Yes Delineate equipment needed and cost

STAFFING/PERSONNEL:

Additional staff is required: No Yes Delineate type of staff, FTE, salary source and salary

FINANCIAL RESOURCES:

Are financial resources required? No Yes Delineate financial resources required, source of resources, and approximate cost

TIME FRAME:

What time frame is needed to implement this new procedure/program/privilege?

If this requires credentialing/privileging for a new procedure, pls complete the REQUIRED TRAINING/SKILLS form.

Submitted by: _____
Name Date

I have reviewed the Determination of Resources and recommend approval:

Chief of Service Date

