

Credentialing and Privileging Checklist (2002)

General	YES	NO
1. Are procedures in place for appointment and reappointment of health care providers?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are job descriptions available for all positions?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a written credentialing and privileging process?	<input type="checkbox"/>	<input type="checkbox"/>
4. Can the procedural steps to appointments, reappointments, credentialing, and privileging be tracked in credentials files?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do criteria for determining an applicant's ability to provide patient care services include at least:		
a. Current licensure?	<input type="checkbox"/>	<input type="checkbox"/>
b. Relevant education, training, and/or experience?	<input type="checkbox"/>	<input type="checkbox"/>
c. Current competence?	<input type="checkbox"/>	<input type="checkbox"/>
d. Ability to perform requested privileges?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are peer recommendations from appropriate disciplines documented in the credentials files and used for rationale in recommending appointment and reappointment, for granting, renewing, or revising of clinical privileges?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are health care provider roles (requiring licensure, certification, credentialing, or privileging) acknowledged and implemented both for non-direct care and for direct care?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are health care provider roles (requiring licensure, certification, credentialing, or privileging) acknowledged and implemented both for independently functioning and for supervised professionals?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are all required documents for credentialing of professional health care staff and for their currently granted privileges kept on file for review or audit?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is all information pertaining to credentialing and privileging kept confidential and maintained in secure archives?	<input type="checkbox"/>	<input type="checkbox"/>
11. Is your process of credentialing and privileging rotated/staggered among health care staff in order to avoid potentially simultaneous loss of currency of all?	<input type="checkbox"/>	<input type="checkbox"/>
 Credentialing		
1. Does each credentials file for licensed health care providers demonstrate that criteria have been uniformly applied and verified from primary sources?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is current licensure confirmed with the primary source or by viewing the applicants' current license at the time of reappointment and renewal or revision of clinical privileges and is appropriate written documentation of this confirmation kept on file?	<input type="checkbox"/>	<input type="checkbox"/>

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| 3. Does your organization obtain letters from authoritative sources regarding the applicant's actual clinical performance, satisfactory discharge of professional obligations as a health care provider, and acceptable ethical demeanor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. With respect to the position to be filled, do referral letters for applicants address possession of required health care skills and demonstrated acceptable outcomes of similar health care situations managed by the applicant? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is competency continually assessed, maintained, demonstrated, and improved? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. At the time of reappointment, does your organization assess the individual's performance, clinical judgment, and technical skills? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are the evaluation and approval/non-approval documented in each individual's credentials file? | <input type="checkbox"/> | <input type="checkbox"/> |

Privileging

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| 1. Does your organization base granted privileges on consideration of the procedures and types of care the organization can provide? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does your organization evaluate each applicant's ability to perform in the area in which he or she is seeking privileges? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are the statements about the applicant's ability to perform requested privileges confirmed: | | |
| a. (For <u>new applicants</u>) by the director of a training program, chief of services or chief of staff at a hospital where the applicant holds privileges, or a currently licensed physician designated by the organization? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. (For <u>reappointment applicants</u>) by the countersignature of the applicant's statement by an individual having the authority to do so? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do job descriptions of supervised health care providers delineate their clinical privileges? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are privileges granted according to and in consonance with documented/demonstrated training/certification/licensure and job description? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Does your organization reappraise clinical privileges at least every two years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do your organization's criteria for renewal or revision of clinical privileges include procedure outcomes and other results of performance-improvement activities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is specialty certification considered in your privileging process? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does your organization have a policy and procedure for handling privileging appeals? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are health care providers given an opportunity for a fair hearing and review in cases of adverse decisions on an application for reappointment or action to discontinue privileges? | <input type="checkbox"/> | <input type="checkbox"/> |