

Purpose: The purpose of credentialing and defining scope of practice is to ensure safe practice for medical practitioners (practitioners) and their patients.

This means:

- Patients receive quality care from hospital staff and other practitioners
- Practitioners understand hospital procedures and follow best practice
- Practitioners are protected by clear and defined processes
- Hospital facilities and support services match the practitioner’s scope of practice.

Credentialing is the formal process used to verify the qualifications, experience, professional standing and other relevant professional attributes of practitioners, for the purpose of forming a view about a practitioner’s competence, performance and professional suitability to provide safe, high-quality healthcare services.

Defining the Scope of Practice follows on from the first step in the credentialing process, and defines the extent of a practitioner’s permitted clinical practice at Churchill Private Hospital Trust based on the individual’s credentials, competence, performance and professional suitability. The capability of Churchill Private Hospital Trust to support the practitioner’s scope of clinical practise is considered as part of the process.

Scope: Any medical practitioner registered with the Medical Council of New Zealand, holding a current practising certificate, or any other registered health practitioner with a current practising certificate, is welcome to apply for temporary or permanent credentialing with Churchill Private Hospital Trust.

Membership of the Churchill Credentialing Committee (CCC) The core members of the credentialing committee are the 4 appointed trustees of the Churchill Private Hospital Trust. The Chair of the Board of Trustees is also the Chair of the Credentialing Committee. Should relevant clinical expertise not be represented on the committee, then the committee may co-opt specialists with relevant clinical expertise as required. The committee may also co-opt a consumer representative as required. Any consumer participation will be in accordance with the Trust’s Consumer Participation Policy.

Roles and Responsibilities: **Board of Trustees (Board)** Maintains overall responsibility for credentialing of medical practitioners. Ensures credentialing policies and procedures are followed and documented.

Churchill Credentialing Committee (CCC) Delegated authority from the Board of Trustees to review and make decisions

regarding all credentialing and re-credentialing applications.

General Manager

Delegated authority from the Board of Trustees for general oversight of the credentialing and re-credentialing process

Receive applications from new and existing candidates

Ensure correctness of information provided

Arrange referee interviews and/or confirmation of credentialed status with NMH

Advance applications to the CCC for review

Grant temporary credentialing

Grant special purpose credentialing

Receive and manager appeals

Maintain a current register of credentialed practitioners

Credentialed Practitioners

The practitioner is required to maintain appropriate professional registration, a current annual practising certificate and professional indemnity insurance as a condition of their credentialed status.

Definitions:

Credentialing Defines the clinical activities (either all, part or an extension of the regulatory scope of practise) to be undertaken by a practitioner. This decision is based on each individual's registration, education, training, experience and competence.

Scope of Practise Refers to the practitioner's permitted clinical practise as determined by the regulatory authority for the particular profession, and subject to any conditions for the time being imposed by the responsible authority.

NMH Nelson Marlborough Health (or Nelson Marlborough District Health Board)

Medical Practitioners "Practitioner" Refers to a suitably qualified medical consultant, surgeon, anaesthetist or other specialist registered with the Medical Council of New Zealand, or any other registered health practitioner.

SMO Senior Medical Officers

Board / Board of Trustees Board of Trustees of Churchill Private Hospital Trust

Trust Churchill Private Hospital Trust

NMH Credentialed SMO's:

Where NMH credentialed SMO's undertake private work, information verifying credential status is shared between NMH and Churchill. The arrangement does not replace the credentialing process of each organisation but it does supplement it. Where NMH has previously been approached about a practitioners credentialed status, they will immediately notify Churchill if that practitioner has been suspended or terminated, or their scope

of practise has been modified.

Policy:

All Practitioners providing surgical, anaesthetic or other medical procedures at Churchill Hospital and Specialist Centre are required to be credentialed within an agreed scope of practise.

Only Practitioners who have current credentials within an agreed scope of practise will have access to Churchill Private Hospital Trust facilities.

As Churchill Private Hospital Trust leases theatre facilities from NMH, any SMO credentialed with NMH can request that their credentials are endorsed by the Churchill Credentialing Committee (CCC). The CCC will consider the application and should they endorse the NMH credentialed status the SMO will be deemed to be credentialed by Churchill Private Hospital Trust.

Applying for Credentialed Status including Scope of Practise

- The full application process is outlined in Appendix 1.
- All applications forms are submitted with accompanying documents to the General Manager.
- In receiving an application, Churchill Private Hospital Trust has no obligation to:
 - consider any application;
 - grant credentials; or
 - give reasons for any decisions made in relation to any application.
- The General Manager may grant temporary credentialing after verbal references and consultation with a medical specialist on the CCC.
- The CCC considers application forms (may request further information) and accompanying documentation and makes a decision.

Appeals Process

A practitioner whose credentialed status is denied, terminated or limited has the right to appeal the decision. The process is outlined in Appendix 1.

Term of credentialing and re-credentialing

Practitioners can be credentialed for a maximum of five years, or one year if a practitioner is aged 70 and over. Practitioners undergo a re-credentialing process that includes verification of changes since the previous declaration at the end of each credentialing period. All practitioners must also undergo re-credentialing at age 65.

Where the practitioner has a physical or mental condition which may impair their performance or behaviour, credentials will be deemed to have lapsed and the practitioner must re-apply and, as part of this process, provide medical evidence of the practitioner's fitness to return to practice.

Temporary Credentialed Status

The General Manager may grant a practitioner temporary credentials, and a temporary scope of practice, at any stage after the practitioner has applied for credentialing and before the CCC has made a decision on the application. The process is outlined in Appendix 1.

Special Purpose Credentialing

Credentialed practitioners who require the services of a professional assistant or visiting expert shall advise the General Manager who will ensure a special purpose credentialing application process is completed.

Maintaining Credentialed Status

Credentialed practitioners are required to provide evidence of the following on an annual basis and at any time on request:

- An appropriate vocational registration with the Medical Council;
- Proof of a current annual practising certificate;
- Professional indemnity insurance with an insurer and for an amount acceptable to Churchill Private Hospital Trust;
- Registration with an appropriate medical or surgical college or specialist association; and
- A declaration that the practitioner has made all relevant disclosures regarding their status, practicing rights and competency.

Resignation, Suspension or Termination of Credentialed Status

Any practitioner may resign their credentialed status by giving notice in writing to the General Manager.

Churchill Private Hospital Trust may suspend or terminate a practitioner's ability to practise in our hospital by suspending or terminating the practitioner's credentialed status. Suspensions or terminations may be temporary or permanent. Any suspension or termination shall be given in writing by the CCC and shall be to the practitioners' recorded address for notices.

Modifying Scope of Practise

The CCC may modify a credentialed practitioner's right to perform particular procedure/s by reducing the range of service, procedures or techniques within the practitioner's scope.

Such a step might be taken due to:

- Changes in the hospital's ability to support the practice
- Changes in the service needs of Churchill Private Hospital Trust
- Concerns about the practitioner's performance and or behaviour.

The CCC may at any time introduce additional restrictions or conditions depending on circumstances.

At any time, a credentialed practitioner can choose to modify or extend his or her scope of practice by completing the process outlined in Appendices 1 – 3)

Advising External Parties

The General Manager shall advise the Medical Council of New Zealand, ACC and any other organisation it is contractually obligated to do so of:

- The name of any specialist to whom it has granted credentials;
- Any changes to, or restrictions on, the specialist's scope of practice with

the Trust.

Standards:

Health and Disability (Core) Standard NZS8134.1:2008 criterion 2.7.2

The Australian Council on Healthcare Standards (ACHS) 2016 EQulP6 criterion 3.1.3

References

Churchill Private Hospital Trust Policies

Health Practitioners Competence Assurance Act. 2003.

Medical Council of New Zealand. <http://www.mcnz.org.nz/>

Nelson Marlborough Health Policy – Credentialing of Senior Medical and Dental Practitioners (05/05/2017)

New Zealand Society of Anaesthetists. <http://www.anaesthesia.org.nz/>

Royal Australasian College of Surgeons. <http://www.surgeons.org>

Acknowledgements

Special acknowledgment is extended to the Southern Cross Hospital network, for giving their credentialing and defining scope of practice guide to all members of the NZPSHA, with permission to utilise the material.

The contributions from medical colleges, professional organisations and individual medical practitioners

Claro Law, Auckland New Zealand

Chapman Tripp Barristers and Solicitors New Zealand.