

# Credentialing & Privileging

## Categories of Privileges Quick Reference Guide



Privileges	Active	Provisional	Temporary	Locum Tenens	Consulting	Associate	Honorary	Scientific & Research
Admit and Discharge Patients	✓	✓	✓	✓	No	No	No	No
Act as Attending Provider	✓	✓	✓	✓	No	No	No	No
Visit Patients	✓	✓	✓	✓	✓	✓	No	No
Review Charts	✓	✓	✓	✓	✓	✓	No	No
Write Progress Notes	✓	✓	✓	✓	✓	✓	No	No
Write Orders	✓	✓	✓	✓	✓	No	No	No
Order Diagnostic Tests	✓	✓	✓	✓	✓	✓	No	No
Order PT/OT for Outpatients	✓	✓	✓	✓	✓	✓	No	No
Conduct Surgery	✓	✓	✓	✓	✓	No	No	No
Assist at Surgery	✓	✓	✓	✓	✓	✓	No	No
Assigned to a Primary Department	✓	✓	✓	✓	✓	✓	No	✓
Vote and Hold Office	✓	No	No	No	No	No	No	No
Participate in the organizational and service responsibilities, including on-call	✓	✓	✓	✓	May be required	No	No	No
Attend Medical Staff and Department Meetings	Required to attend at least 70% of primary dept/div meetings	Required to attend at least 70% of primary dept/div meetings	No	No	Not eligible for appointment to medical staff committees	Not eligible for appointment to medical staff committees	No	No
Participate in administrative and educational activities of the medical staff	Expected to attend educational activities	Expected to attend educational activities	Expected to attend educational activities	Expected to attend educational activities	Encouraged but not required	Encouraged but not required	No	Serve on committees which they have been appointed.
Required to Pay Annual Dues	✓	✓	No	No	No	✓	No	No

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Medical Staff Category	Additional Considerations
Active	<ul style="list-style-type: none"> <li>• <b>The standard and most general category of privileging that supports the broadest scope of medical practice</b></li> <li>• <b>Comes with organizational responsibilities – attending meetings, participating in call, etc.</b></li> <li>• Must satisfactorily complete at least six months as a Provisional staff member prior to becoming Active</li> <li>• Medical Leaders (Department, Division, Section Heads, Medical Leads, and Medical Directors) must hold active status</li> <li>• Reappointment occurs every 2 years</li> </ul>
Provisional	<ul style="list-style-type: none"> <li>• <b>The initial category of privileging for medical staff seeking Active status</b></li> <li>• Needs to be recruited through a standard process, including issuance of a letter of offer (exceptions: Family Practice, BC Cancer, Family Practice Obstetrics)</li> <li>• Between 6 and 18 months will undergo review prior to category change from Provisional to Active appointment</li> <li>• Continuous membership in the provisional staff category cannot exceed two years</li> </ul>
Temporary	<ul style="list-style-type: none"> <li>• <b>Fills a time-limited service need</b></li> <li>• <b>Typical reasons for Temporary appointments include: critical workforce gaps, unfilled vacancies, pre-recruitment site visits, casual team support to manage workload fluctuation</b></li> <li>• Supports a broad scope of medical practice, equivalent to Active</li> <li>• Start and end date specified</li> <li>• Duration not to exceed 12 months at a time and should match anticipated service requirements</li> <li>• Renewal may be considered</li> <li>• Not eligible for Leaves of Absence or Locum coverage</li> <li>• Appointment conveys no preferential status in seeking future appointments</li> </ul>

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Locum Tenens	<ul style="list-style-type: none"> <li>• <b>Replaces a member of the Active, Provisional, or Consulting medical staff during a period of absence</b></li> <li>• Appointed for a specific period of time not to exceed 12 months</li> <li>• Each period of active Locum coverage must be approved in advance</li> <li>• When the approved period of coverage concludes, Locum Tenens staff cannot exercise their privileges</li> <li>• Requests for Locum Tenens staff for a period of less than 48 hours will only be approved in urgent circumstances</li> <li>• Privileges must not exceed those of the medical staff member being replaced</li> <li>• Not eligible for Locum coverage</li> <li>• Appointment conveys no preferential status in seeking future appointments</li> </ul>
Consulting	<ul style="list-style-type: none"> <li>• <b>Members of the medical staff who treat patients in a consulting capacity upon request by the MRP</b></li> <li>• Have special training or qualifications in a particular discipline</li> <li>• Must hold privileges where patient who is being consulted on is admitted</li> </ul>
Associate	<ul style="list-style-type: none"> <li>• <b>Members may utilize diagnostic facilities, assist in the operating room and/or undertake other duties specifically assigned to them</b></li> <li>• <b>May not normally admit patients or write orders unless this is specifically identified as part of their assigned duties</b></li> <li>• Additional duties must be assigned by the Department Head and approved by the Medical Director</li> <li>• Used to enable outpatient ordering by community based providers</li> <li>• Surgical assists generally assigned Associate privileges</li> </ul>
Honorary	<ul style="list-style-type: none"> <li>• <b>Used to honour individuals with outstanding reputations or prominent physicians, dentists or midwives who do not hold another appointment</b></li> <li>• Granted access to the library, an Island Health email, and able to hold an access card and Employee ID</li> </ul>
Scientific & Research	<ul style="list-style-type: none"> <li>• <b>Qualified researchers or educators who carry out teaching, research and other duties assigned to them by the head of the department to which they have been appointed</b></li> <li>• Must be appropriately licensed by the relevant professional College</li> <li>• Access to patient information limited to that required for research and/or teaching role</li> </ul>

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### Appendix A: Article 6 – Categories of Medical Staff per 2017 Bylaws

#### 6.1 Provisional Medical Staff

- 6.1.1 The initial appointment of all applicants applying to the active staff membership category will be to the provisional staff, unless specifically exempted from that requirement by the Board. This category may also apply to members of the medical staff who are under review.
- 6.1.2 Members of the provisional staff are assigned to a primary department and may admit, attend, investigate, diagnose, and treat patients within the limits of that member’s privileges.
- 6.1.3 Members of the provisional staff must satisfactorily complete a prescribed orientation program.
- 6.1.4 Members of the provisional staff may be considered for appointment to the active staff after the completion of six months provisional staff membership, on recommendation of their Department Head.
- 6.1.5 Members of the provisional staff are not eligible to hold office or vote at medical staff and departmental meetings.
- 6.1.6 Unless specifically exempted by the Vancouver Island Health Authority, members of the provisional staff are required to participate in fulfilling the organizational and service responsibilities, including on-call responsibilities, of the Department to which the member is assigned, as determined by the Vancouver Island Health Authority and described in Medical Staff Rules.
- 6.1.7 Members of the provisional staff are required to participate in administrative and educational activities of the medical staff and are required to attend at least 70 percent of primary departmental/ divisional meetings.
- 6.1.8 Continuous membership in the provisional staff category cannot exceed two years.

#### 6.2 Active Medical Staff

- 6.2.1 Members of the active staff must satisfactorily complete the required period on the provisional staff, unless exempted from that requirement by the Board of Directors.
- 6.2.2 Members of the active staff are assigned to a primary department and may admit, attend, investigate, diagnose and treat patients within the limits of that member’s privileges.
- 6.2.3 Members of the active staff are eligible to hold office and vote at medical staff and departmental meetings.
- 6.2.4 Unless specifically exempted by the Vancouver Island Health Authority, members of the active staff are required to participate in fulfilling the organizational and service responsibilities, including on-call responsibilities, of the Department to which the member is assigned, as determined by the Vancouver Island Health Authority and described in Medical Staff Rules.
- 6.2.5 Members of the active staff are required to participate in administrative and educational activities of the medical staff and are required to attend at least 70 percent of primary departmental/divisional meetings.

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### 6.3 Associate Medical Staff

- 6.3.1 Members of the associate staff may utilize diagnostic facilities, assist in the operating room and/or undertake other duties specifically assigned to them, but must not perform surgical or investigational procedures for which additional privileges are required.
- 6.3.2 Members of the associate staff may not normally admit patients or write orders, unless this is specifically identified as part of their assigned duties.
- 6.3.3 Members of the associate staff are assigned to a primary department.
- 6.3.4 Members of the associate staff are not eligible to hold office or eligible to vote at medical staff or departmental meetings but are encouraged to participate in administrative and educational activities of medical staff.

### 6.4 Consulting Staff

- 6.4.1 Members of the consulting staff include physicians, dentists, midwives and nurse practitioners with special training or other qualifications in a particular discipline who have been recommended by the HAMAC to be of special advantage to the facilities and programs operated by the Vancouver Island Health Authority.
- 6.4.2 Members of the consulting staff shall be assigned to the relevant department(s).
- 6.4.3 Members of the consulting staff may not admit patients, but may write orders and treat patients in a consulting capacity.
- 6.4.4 Unless specifically exempted by the Vancouver Island Health Authority, members of the consulting staff may be required to participate in fulfilling the organizational and service responsibilities, including on-call responsibilities, of the Department to which the member is assigned, as determined by the Vancouver Island Health Authority and described in Medical Staff Rules.
- 6.4.5 Members of the consulting staff are not required to attend departmental meetings, but are encouraged to participate in administrative and educational activities of the medical staff.
- 6.4.6 Members of the consulting staff are not eligible for appointment to medical staff committees and are not eligible to vote at medical staff or departmental meetings.

### 6.5 Temporary Staff

- 6.5.1 Members of the temporary staff are appointed for a specified period not to exceed twelve months for the purpose of filling a temporary service need.
- 6.5.2 Renewal of privileges may be considered upon review.
- 6.5.3 Members of the temporary staff are assigned to a primary department in accordance with their qualifications.
- 6.5.4 Members of temporary staff are expected to attend educational activities.
- 6.5.5 Unless specifically exempted by the Vancouver Island Health Authority, members of the temporary staff are required to participate in fulfilling the organizational and service responsibilities, including on-call responsibilities, of the Department to which the member is assigned, as determined by the Vancouver Island Health Authority and described in Medical Staff Rules.

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6.5.6 Members of the temporary staff are not eligible for appointment to medical staff committees and are not eligible to vote at medical staff or departmental meetings.

### 6.6 Locum Tenens Staff

- 6.6.1 Members of the locum tenens staff are appointed for a specified period not to exceed twelve months for the purpose of replacing a member of active, provisional, or consulting staff category during an absence.
- 6.6.2 Renewal of privileges may be considered upon review.
- 6.6.3 Privileges of locum tenens staff are to be commensurate with training and experience but must not exceed the privileges of the staff member replaced.
- 6.6.4 Members of locum tenens staff are expected to attend educational activities.
- 6.6.5 Members of the locum tenens staff are not eligible for appointment to medical staff committees and are not eligible to vote at medical staff or departmental meetings.
- 6.6.6 Members of the locum tenens staff are appointed to a medical staff department in accordance with their qualifications.
- 6.6.7 Unless specifically exempted by the Vancouver Island Health Authority, members of the locum tenens staff are required to participate in fulfilling the organizational and service responsibilities, including on-call responsibilities, of the Department to which the member is assigned, as determined by the Vancouver Island Health Authority and described in Medical Staff Rules.

### 6.7 Scientific and Research Staff

- 6.7.1 The scientific staff consists of qualified researchers or educators who, in recognition of their training, experience and ability have been granted this appointment.
- 6.7.2 Members of the scientific staff carry out those duties, including teaching and research, assigned to them by the head of the department to which they have been appointed.
- 6.7.3 Members of the scientific staff must not admit patients, write orders, vote, or be officers of the medical staff.
- 6.7.4 Members of the scientific staff shall serve on those committees to which they have been appointed.

### 6.8 Honorary Staff

- 6.8.1 Membership includes medical staff members the Board of Directors wishes to honour who are not active in the facilities and programs operated by the Vancouver Island Health Authority, and may include individuals with outstanding reputations or prominent physicians, dentists or midwives who have retired.
- 6.8.2 Members of the honorary staff may not admit or treat patients.
- 6.8.3 Members of honorary staff do not have assigned duties or responsibilities and do not have voting rights at department or medical staff meetings.
- 6.8.4 Members of the honorary staff are not subject to regular review.

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