

<b>Purpose:</b>	To support Medical Staff Departments to utilize Temporary appointments to meet their workforce needs in a manner consistent with Island Health’s Medical Staff Rules and Bylaws.
<b>Rules and Bylaws:</b>	This process is consistent with the Medical Staff Bylaws and Rules, specifically: <ul style="list-style-type: none"> <li>• <a href="#">Medical Staff Bylaws</a>: Articles 6.5 &amp; 4.1.4, and</li> <li>• <a href="#">Medical Staff Rules</a>: Section 1.5.9</li> </ul>
<b>Outcomes:</b>	<ul style="list-style-type: none"> <li>• Medical Leaders understand appropriate use of Temporary privileges.</li> <li>• Standard processes are in place for application, approval, extension, and renewal of Temporary appointments.</li> <li>• Temporary appointments increase workforce flexibility within Medical Staff Departments to respond to time-limited or emergent needs.</li> </ul>

## 1.0 Definition

The Medical Staff Bylaws and Rules provide a definition of Temporary Privileges and include specific provisions that govern their use.

**Definition of Temporary Privileges:** a permit to practice in the facilities and programs operated by Island Health that is granted to a member of the Medical Staff for a specified period of time in order to meet a specific service need.

### As per Medical Staff Bylaws:

*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, 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.*

*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.*

### As per Medical Staff Rules:

*1.5.9.2: Appointment to the Temporary staff conveys no preferential status or privilege in seeking a future Appointment to any category of the Medical Staff.*

## 2.0 Use of the Temporary Category

As described in the Medical Staff Rules and Bylaws, members of the Temporary medical staff are assigned to a primary Department and support a broad scope of medical practice based on their qualifications and the needs of the department.

In contrast to Active or Provisional appointments, Temporary privileges are granted for a specific period of time and for a defined purpose. Temporary members do not participate in medical staff administration and cannot hold leadership roles or vote in Medical Staff committees or meetings.

Examples of appropriate uses of the Temporary category include:

- **Critical Workforce Gaps:** Addressing critical, time-limited workforce gaps resulting from sudden and/or unplanned absences.
- **Unfilled Vacancies:** Ensuring service continuity in the event of an unfilled vacancy.
- **Site Visits:** Supporting work undertaken as part of a pre-recruitment site visit.
- **Skills Assessment:** Enabling pre-recruitment skills assessment.
- **Casual Support:** Casual team support to manage periodic fluctuations in workload.
- **Increased Workforce Trial:** Trialing an increased workforce to determine whether a permanent need exists.
- **Individual Preference:** Responding to an individual medical staff member preference to not have an Active appointment or fulfill the full responsibilities of a permanent member.
- **Professional Development:** Enabling clinical professional development opportunities.

The following should be noted in the consideration and management of Temporary appointments:

- Temporary appointments convey no preferential status to individuals seeking future appointments.
- Temporary medical staff appointments are eligible for an LOA, when the expiry date of these time-limited privileges exceed the approved end date of the LOA.
- Temporary medical staff appointments are not eligible for an LOA, when the expiry date of these time-limited privileges is before the approved end date of the LOA and will expire on the start date of the LOA.

### 3.0 Temporary vs Locum Appointments

The Medical Staff Rules and Bylaws provide two time-limited appointment categories: Temporary and Locum. It is important to distinguish between the two.

#### Temporary Appointments:

- A Temporary appointment is time limited and fills a gap in service as defined in Section 2.0 above.
- Temporary medical staff members may function as Locum providers as part of their Temporary assignment.
- In certain circumstances, Temporary appointments may be used in the absence of another appropriate category.

#### Locum Appointments:

- A Locum appointment is indicated if a provider is intended to carry out the duties of a specific host for a set period of time.
- The Locum's scope may not exceed that of the host.
- Locum may not fulfill broader functions of the Temporary category as part of their Locum assignment.

If a department wishes a provider to act as a Locum AND fulfill other duties associated with the Temporary category, Temporary privileges should be granted.

## 4.0 Application Process Guidelines

### 4.1 New Applications

Requests for Temporary privileges may come from a variety of sources. Once a request is received, the following steps are undertaken by the Credentialing Office in consultation with the Department or Division Head:

- Appropriateness of the Temporary category is confirmed and the indication (outlined in Section 2.0) is documented.
- Start and end dates are identified with a maximum appointment duration of 12 months.
- Authorization to initiate the application process with the provider is granted.
- The provider completes the application form and supplies supporting documents.
- The Department and Division Head review and make a recommendation on the completed application.
- The application is reviewed by the Medical Director for Credentialing and Privileging, endorsed through the HAMAC committee structure, and presented to the Board for decision.

### 4.2 Extensions and Renewals

Temporary appointments may be extended or renewed provided all requirements are met. These are defined as follows:

**Extensions:** Extensions to Temporary appointments may be granted where the total period does not exceed 12 months.

**Renewals:** Renewal of a Temporary appointment may be granted if the cumulative period will exceed 12 months.

The application process to renew or extend a Temporary appointment will include confirmation of the reason for the appointment to confirm that Temporary continues to be the appropriate category of privileging.

### 4.3 Expiring Temporary Appointments

Temporary appointments cease to be in effect on their noted expiry date. An updated list of current Temporary appointments will be made available to all Medical Staff Departments on a monthly basis.

Division Heads will also receive direct notice each month of any Temporary appointments in their areas of responsibility that are expiring within the next two months.

### 4.4 Reviews

Collective Reviews provide a means to evaluate and document a provider's performance during the Temporary appointment. They are recommended for all extensions and renewals but may be waived at the discretion of the Division or Department Head with the approval of the Medical Director for Credentialing and Privileging.

If a Collective Review is waived, a reason must be provided and recorded by the Credentialing Office. Common reasons for waiving a Collective Review include:

- **Recent Review Completed:** a positive Collective Review has been completed within the past 12 months;
- **Reviewed Through Another Appointment:** the provider is subject to review through another appointment and a further Collective Review would be duplicative or unlikely to add value;
- **Insufficient Experience with Provider:** Has not worked enough to be meaningfully evaluated;
- **Well Known/Low Risk Provider:** A regular, well known contributor to the Department with no identified performance concerns;
- **Urgent Need:** the provider is urgently needed and there is insufficient time to complete a meaningful review; and
- **Other:** specific rationale to be provided by the Department.

## 4.4 Reviews Continued

In the event that a Collective Review has not been undertaken on a Temporary appointment for a cumulative period of two years, the provider will be subject to review by the Department in a manner consistent with the reappointment process.

Collective Reviews may be completed in the absence of a plan to renew or extend a Temporary appointment. This is recommended if there is a need to document information that should be considered in any subsequent applications to the health authority.

## 4.5 Provider Notifications

At the time of their Temporary appointment, Providers will be clearly informed of the date on which their privileges expire. On a monthly basis, all Providers with Temporary privileges expiring within the next month will be notified.