

Purpose:

To support Medical Leaders to complete the temporary privileging table.

Outcomes:

To ensure a standardized process to document and manage temporary medical staff appointments, including extensions, renewals, reviews, and appropriate indication.

Introduction

Medical Leaders will receive the below table populated with members in their department/division whose temporary privileges are near expiry. Medical Leaders must complete the blue section of the table and return to the Credentialing Office.

Credentialing Office Use									Medical Leader Inputs Required				
Last Name	First Name	Department	Division	Site	Start Date	Expiry Date	Date of Last Review	PDF of Last Review	Extend, Renew, or Expire?	If Extend or Renew, How Many Months?	Will a Review be Done?	If No Review, Provide Reason	Indication
					Click or tap to enter a date.	Click or tap to enter a date.	Click or tap to enter a date.		Choose an item.	Choose an item.	Choose an item.	Choose an item.	Choose an item.

Indications for Temporary Category

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.

Extensions and Renewals

Temporary appointments may be extended or renewed provided all requirements are met.

- **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.

Reviews

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 with 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.