What is Medical Staff Reappointment?

Reappointment is the formal review process through which Island Health ensures that all medical staff maintain the appropriate appointment and privileges. As outlined in the Medical Staff Bylaws (4.4), this review occurs annually or as otherwise directed by the Board of Directors. Currently in Island Health, appointments are reviewed every two years.

Why It's Important

Reappointment confirms that medical staff continue to meet the necessary clinical standards. It supports patient safety, aligns privileges with current practice, verifies active licensure and liability coverage, and ensures up-to-date alignment with regulatory and organizational requirements.

What to Expect

- **Alphabetical Process**: Reappointments are being conducted by last name. **Last names beginning with S – Z will be sent their applications on September 15, 2025**.

- **Email Notification**: You'll be notified via email when your Reappointment process begins.

  - **Is your contact information up to date**? Please use the **Provider Address Form** to update your contact information. Completed forms can be sent to **Credentialing-Data-Entry@islandhealth.ca**

- **Online Submission**: You will complete and submit your Reappointment package via **AppCentral**, the online system used across BC Health Authorities.

- **NEW: Streamlined Application Package:** In keeping with previous practice, you will be required to complete a BC Reappointment Application, a Confirmation of Sites form, and a Code of Conduct Declaration. *Our new process will require that you complete a new Privileging Dictionary only if you are requesting changes to your privileges or if there have been significant updates to the dictionary since your last application. COPC release forms will be included only when indicated.*

- **Collaborative Review**: Your appointment, site(s), and privileges will be reviewed by medical staff leadership.

- **Who's Included**: All Island Health medical staff are included, except those who only hold assignments in time-limited categories such as Locum and Temporary.
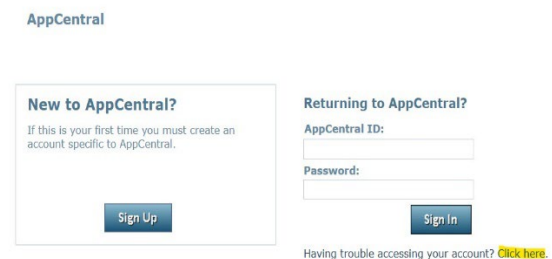
You'll receive detailed instructions and timelines when it's your turn to participate in the process. Should you have any questions or concerns throughout the Reappointment application process, please do not hesitate to reach out to your Departmental leader.

Incomplete Reappointment

Your Reappointment invitation includes a deadline. If your completed application is not submitted by this date it may be considered as a **withdrawal of privileges**, requiring a new application and potentially causing a gap in coverage.

AppCentral

- Forgot your password? Use the link on the AppCentral login page.
- More help? Visit the **AppCentral FAQ**.
- Technical support: **Support@bcmqi.ca**

Privileging Dictionaries

The **Provincial Privileging Dictionaries** are designed to support consistency in the oversight of medical staff credentialing and privileging. Learn how to complete a Privileging Dictionary **here**. You will receive a privilege dictionary for each discipline in which you hold privileges.

How is my data protected?

Provincial Health Services Authority (PHSA)—as the licensee—has sole proprietary rights to the data in the provincial system, which is stored in the Kamloops Data Centre. Access to PHSA's data in the AppCentral (Cactus software) system is governed through an information-sharing agreement with the province's health authorities. Strict policies and procedures oversee use and disclosure of said data and these are fully in compliance with provincial privacy legislation.

What happens to my Reappointment application once it has been submitted?

Once your Reappointment Application package is successfully completed, the **Reappointment Team** will forward it to the Division Head and Department Head for review and approval. After this step, your application will be sent to MPCC, HAMAC, and finally the Board of Directors. You will receive email notification once the process has been finalized.