

<b>Purpose:</b>	Required credentials and privileges for Family Physician’s to work in Family Medicine (FM) sites within Island Health’s Department of Primary Care (PC)
<b>Scope:</b>	<ul style="list-style-type: none"> <li>Guidelines for Credentialing and Privileging Family Physicians who work in Family Medicine in Urban and Rural setting.</li> <li>This includes Inpatient Most Responsible Practitioner (MRP), Long Term Care (LTC) MRP, Rural Emergency, Out Patient Ordering and Surgical Assists by FP’s.</li> </ul>
<b>Outcomes:</b>	Ensuring minimum required qualifications of Family Physician’s to work in Family Medicine within the Department of Primary Care in order to maintain a high quality of patient care
<b>Developed by:</b>	Department of Primary Care
<b>Approved:</b>	Island Health – Health Authority Medical Advisory Committee –2021
<b>Last updated:</b>	June 30, 2022- CM

### 1.0 Introduction

This guideline describes privileging requirements for Family Physician’s work in the Department of Primary Care in Island Health Hospital Act sites. Island Health Family Medicine is practiced in:

- Tertiary Hospitals;
- Community Acute Care Hospitals;
- Rural Acute Care Hospitals;
- Rural Urgent Care Centres;
- Rural Health Centres; and
- Long Term Care Centres.
- Community primary care centres e.g. UPCC’s not in scope

**Credentialing and Privileging is required at the following sites:**

- Geo 1** - Cormorant Island Health Centre, Gold River Health Centre, Kyuquot Health Centre, NIH Campbell River and District, NIH Comox Valley, Port Alice Health Centre, Port Hardy Hospital, Port McNeill Hospital, Sointula Health Centre, Tahsis Health Centre.
- Geo 2** - Dufferin Place (LTC), Eagle Park Health Care Facility (LTC), Nanaimo Regional General Hospital, Oceanside Health Centre (Urgent Care, Medical Day Care, Primary Care), Tofino General Hospital, Trillium Lodge (LTC), West Coast General Hospital, Westhaven (LTC), CISC - Central Island Surgical Centre
- Geo 3** - Cairnsmore Place (LTC), Chemainus Health Care Centre, Chemainus Health Care Centre (LTC), Cowichan District Hospital, Lady Minto/Gulf Islands Hospital, Ladysmith Community Health Centre, Saanich Peninsula Hospital (LTC), Saanich Peninsula Hospital.
- Geo 4** - Aberdeen Hospital, Glengarry Hospital, Gorge Road Hospital (LTC), Gorge Road Hospital (Skyview rehabilitation unit), Priory Hospital (LTC), Royal Jubilee Hospital/Victoria General Hospital, Queen Alexandra Centre for Children’s Health, South Island Surgical Centre (SISC).

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Island Health uses provincial privileging dictionaries for Primary Care privileging. The Family Practice dictionary, Emergency Medicine dictionary and all other dictionaries can be found on the BCMQI website.

Link to BCMQI website for the 2019 [Family Practice Dictionary](#).

Link to BCMQI website for the 2018 [Emergency Medicine Dictionary](#).

Link to BCMQI website for [All Privileging Dictionaries](#).

### **Pain Management Privileges**

Basic Pain Management is available for all Family Physicians. The department of primary care will not approve requests for Intermediate and Advanced pain management procedures except for exceptional circumstances for duly qualified practitioners.

### **Administration of Sedation and Analgesia – Outside of Emergency Situations**

Requests for Administration of Sedation and Analgesia – Outside of Emergency Situations will not be approved by the Department of Primary Care, except for exceptional circumstances for duly qualified practitioners.

Context Specific privileges: Administration of Sedation & Analgesia – Outside of Emergency Situations is to provide sedation for patients who are going through a procedure such as closed reductions, colonoscopy, bronchoscopy, dental procedures, etc. It requires competency in managing cardiovascular and neurologic complications during and after procedure. Practitioners do not need this non-core privilege to provide palliative sedation. Island Health adopted the provincial guideline on refractory symptoms and palliative sedation, <https://intranet.viha.ca/departments/eol/Documents/bc-symptom-guidelines-interactive.pdf#page=295>. This guideline includes a strong recommendation that consultation with a palliative physician be sought prior to initiating palliative sedation.

### **Other Related Privileges**

Some dictionaries and non-core privileges that are not part of the Primary Care Dictionary are Specialized Palliative Care, Clinical Practitioner in Oncology, Hospital Medicine, Medical Assistance in Dying, Family Practice Anesthesia, Family Practice Obstetrics, Surgical Assist and Family Practice Enhanced Surgical Skills.

If Family Practice Obstetrics privileges are requested this must go through the Maternity Care & Pediatrics Department and providers will NOT automatically be given Family Practice privileges on the Primary Care privilege dictionary. Providers must apply separately for Family Practice.

Addictions Medicine, Psychiatric Hospitalists and Proceduralists are also credentialed and privileged through Primary Care, but do not have their own specific dictionary at this time.

Addictions Medicine (AMCS program) at RJH/VGH and other sites have privileges granted as Consulting/Non Admitting. Pre-approval from the Medical Director for Addictions is required.

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### Physician Certification to Work in Primary Care

The Family Physician (FP) must have certification through one of the following streams:

- Canadian College of Family Physicians (CCFP).
- Canadian College of Family Physicians (CCFP) with a certificate of added Competence.
- Possession of credentials acceptable to both the College of Physicians and Surgeons of British Columbia and the governing body of the Health Authority and its Affiliate(s).

### Island Health MAY Require Additional Certification Depending on the Facility and the Type of Work

- Current ACLS certificates must be up to date within 2 years and ATLS (or equivalent courses like CARE) within last 4 years
- PALS (or equivalent, APLS) - once
- NRP encouraged where appropriate
- If a physician holds CCFP-EM, then ACLS /ATLS (or equivalent) is not required.
- Cultural Safety and Humility training.
- All FP's are encouraged to complete Island Health onboarding.

### Certificate Grace Period

- A 12-month grace period can be granted for physicians to obtain necessary certifications or certificate renewals as determined by the Division Head.

### Methadone Prescribing as per the BC College, updated June, 2020

- Island Health follows the BC College of Physician & Surgeons practice standard
- If a provider has section 56(1) exemption and have prescribed within the last three years, they are okay to have the privilege without any additional training. Otherwise:
  - For Methadone prescription for analgesia:
    - Registrants who do not currently have a section 56(1) exemption, or have not prescribed in more than three years, must obtain relevant education and training by completing the Methadone for Pain in Palliative Care online course (<http://www.methadone4pain.ca/>), and have read the College's [Methadone for Analgesia Guidelines](#).
    - For Methadone prescription for substance use disorder:
      - Registrants who do not currently have a section 56(1) exemption, or have not prescribed in more than three years, must obtain relevant education and training through the BC Centre on Substance Use (<https://ubccpd.ca/course/provincial-opioid-addiction-treatment-support-program>).

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### 2.0 Privileging Requirements for Long Term Care (LTC) Facilities

**Geo 2** - Dufferin Place, Eagle Park Health Care Facility, Trillium Lodge, Westhaven.

**Geo 3** - Cairnsmore Place, Chemainus Health Care Centre, Saanich Peninsula Hospital.

**Geo 4** - Aberdeen Hospital, Glengarry Hospital, Gorge Road Hospital<sup>1</sup>, Priory Hospital.

The Department of Primary Care oversees Family Physician’s work in these facilities.

Medical Staff category status of Provisional or Active are given when the practitioner is the Most Responsible Practitioner (MRP) for their patients and has arranged 24/7 on call coverage (e.g. on-call roster) for their patients. LTC Physicians request Core privileges: Full-admitting privileges – Family Medicine.

Family Practice Requirements for Long Term Care Facilities:

- CCFP or equivalent. Division Head to determine acceptable equivalencies.
- Documentation in support of any requested non-core procedures.
- CMPA Code 35 or higher (73, 78, 79, 82) or code 27 if only working in LTC is required.

Privileging dictionary required to work in Long Term Care Facilities:

- Family Medicine Privileging Dictionary.

Physicians who carry Medical Staff category status of Provisional or Active in these facilities are also required to hold Medical Staff category status of Associate at a local hospital in order to facilitate ordering outpatient treatments.

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<sup>1</sup> Please see 9.0 miscellaneous items.

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### 3.0 Privileging Requirements for Rural Health Centres

**Geo 1** - Sointula Health Centre (SHC);  
Gold River Health Centre (GRHC);  
Kyuquot Health Centre (KYU);  
Port Alice Health Centre (PAH);  
Tahsis Health Centre (THC).

The Department of Primary Care oversees Family Physician’s work in these facilities.

Medical Staff category status of Provisional or Active are given when the practitioner is the Most Responsible Practitioner (MRP) for their patients and has arranged 24/7 on call coverage (e.g. on-call roster) for their patients.

Family Practice Requirements for Rural Health Centres:

- CCFP or equivalent. Division Head to determine acceptable equivalencies.
- Current ACLS certificates must be up to date within 2 years and ATLS (or equivalent courses like CARE) within last 4 years
- PALS (or equivalent, APLS) - once
- Documentation in support of any requested non-core procedures.
- CMPA Code 73 (same cost as 35) or higher (78, 79, 82) is required.

Privileging dictionary required to work in Rural Health Centres:

- Family Medicine Privileging Dictionary.

Physicians who carry Medical Staff category status of Provisional or Active in these facilities are also required to hold Medical Staff category status of Associate at the North Island Hospitals at Campbell River and Comox Valley sites in order to facilitate ordering outpatient treatments.

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### 4.0 Privileging Requirements for Rural Urgent Care Centres

**Geo 1** - Cormorant Island Health Centre (CIHC).

**Geo 3** - Ladysmith Community Health Centre (LCHC);  
Chemainus Health Care Centre (CHCC).

The Department of Primary Care oversees Family Physician’s work in emergency, primary care services and medical day care clinic work.

Medical Staff category status of Provisional or Active is given when the practitioner is the Most Responsible Practitioner (MRP) for their patients and has arranged 24/7 on call coverage (e.g. on-call roster) for their patients.

#### Family Practice Requirements for Cormorant Island Health Centre:

- Emergency Medicine experience in the past 24 months with an average equal to or exceeding 400 clinical patient care hours per year or as per assessment by the Division Head.
- CCFP or equivalent. Division Head to determine acceptable equivalencies.
- Current ACLS certificates must be up to date within 2 years and ATLS (or equivalent courses like CARE) within last 4 years
- PALS (or equivalent, APLS) - once
- Documentation in support of any requested non-core procedures.
- CMPA Code 73 (same cost as 35) or higher (78, 79, 82) is required.

Physicians who carry Medical Staff category status of Provisional or Active at Cormorant Island Health Centre are also required to hold Medical Staff category status of Associate at the North Island Hospitals at Campbell River and Comox Valley in order to facilitate ordering outpatient treatments.

#### Family Practice Requirements for Ladysmith Community Health Centre (LCHC) and Chemainus Health Care Centre (CHCC):

**Ladysmith Community Health Centre and Chemainus Health Centre are credentialed and privileged as one campus two sites.**

- CCFP EM designation with current practice/residency completion; OR
- CCFP or equivalent. Division Head to determine acceptable equivalencies.
- Current ACLS certificates must be up to date within 2 years and ATLS (or equivalent courses like CARE) within last 4 years
- PALS (or equivalent, APLS) - once
- Documentation in support of any requested non-core procedures.
- CMPA Code 73 (same cost as 35) or higher (78, 79, 82) is required.

#### Privileging dictionary required to work in Rural Urgent Care Centres:

- Family Medicine Privileging Dictionary,
- Emergency Medicine Privileging Dictionary.

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Physicians who carry Medical Staff category status of Provisional or Active at Ladysmith Community Health Centre and Chemainus Health Care Centre are also required to hold Medical Staff category status of Associate at Cowichan District Hospital in order to facilitate ordering outpatient treatments.

Family Physicians who carry Active, Provisional, Temporary and Locum staff status at Cowichan District Hospital Emergency can request same staff category and family medicine admitting privileges at Ladysmith and Chemainus in their initial application. Family Physicians who carry Active, Provisional, Temporary and Locum staff status at Cowichan District Hospital Department of Primary Care can request same staff category and family medicine admitting privileges if they fulfill the credentialing requirements for these two sites.

### 5.0 Privileging Requirements for Oceanside Health Centre (OHC)

The Department of Primary Care oversees Family Physician’s work in emergency, primary care services and medical day care clinic work.

Medical Staff category status of Provisional or Active is given when the practitioner is the Most Responsible Practitioner (MRP) for their patients.

#### OHC - Urgent Care

Family Practice Requirements for OHC-Urgent Care:

- Emergency Medicine experience in the past 24 months with an average equal to or exceeding 400 clinical patient care hours per year or as per assessment by the Division Head.
- CCFP or equivalent. Division Head to determine acceptable equivalencies.
- Current ACLS certificates must be up to date within 2 years and ATLS (or equivalent courses like CARE) within last 4 years
- PALS (or equivalent, APLS) - once
- Documentation in support of any requested non-core procedures.
- CMPA Code 73 (same cost as 35) or higher (78, 79, 82) is required.

Privileging dictionary required to work in OHC-Urgent Care:

- Family Medicine Privileging Dictionary,
- Emergency Medicine Privileging Dictionary.

#### OHC - Primary Care Clinic and the OHC-Medical Day Care

Family Practice Requirements for OHC-Primary Care and OHC-Medical Day Care clinics:

- CCFP or equivalent. Division Head to determine acceptable equivalencies.
- Documentation in support of any requested non-core procedures.
- CMPA Code 35 or higher (73, 78, 79, 82) is required.

Privileging dictionary required to work in OHC-Primary Care and OHC-Medical Day Care clinics:

- Family Medicine Privileging Dictionary.

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Date Last Reviewed/Revised:	06/30/2022 11:54:00 AM

### 6.0 Privileging Requirements for Rural Acute Care Hospitals

**Geo 1** - Port Hardy Hospital (PHH);  
Port McNeill Hospital (PMH).

**Geo 2** - Tofino General Hospital (TGH).

**Geo 3** - Lady Minto/Gulf Islands Hospital (LMGH).

The Department of Primary Care oversees Family Physician’s work in the inpatient hospital and emergency services work.

Medical Staff category status of Provisional or Active is given when the practitioner is the Most Responsible Practitioner (MRP) for their patients and has arranged 24/7 on call coverage (e.g. on-call roster) for their patients.

Family Practice requirements for Rural Acute Care Hospitals:

- Emergency Medicine experience in the past 24 months with an average equal to or exceeding 400 clinical patient care hours per year or as per assessment by the Division Head.
- CCFP or equivalent. Division Head to determine acceptable equivalencies.
- Current ACLS certificates must be up to date within 2 years and ATLS (or equivalent courses like CARE) within last 4 years
- PALS (or equivalent, APLS) – once.
- Current NRP once.
- Documentation in support of any requested non-core procedures.
- CMPA Code 73 (same cost as 35) or higher (78, 79, 82) is required.
- CCFP-EM can perform in-patient MRP work in a Rural Acute Care hospital, if they can demonstrate equivalent currency in Family Medicine practice as determined by the Division Head.

Privileging dictionary required to work in Rural Acute Care Hospitals:

- Family Medicine Privileging Dictionary,
- Emergency Medicine Privileging Dictionary.

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### 7.0 Privileging Requirements for Community Acute Care Hospitals

**Geo 1** - NIH, Campbell River and District (CRG);  
NIH, Comox Valley (CVH).

**Geo 2** - West Coast General Hospital (WCGH).

**Geo 3** - Cowichan District Hospital (CDH);  
Saanich Peninsula Hospital (SPH).

The Department of Primary Care oversees Family Physician’s work in the inpatient hospital work at these sites and also oversees the Emergency Department Fast Track Clinic at the Saanich Peninsula Hospital.

Emergency services work at these sites is overseen through the Department of Emergency & Critical Care. Requirements for working in the Emergency department at Community Acute Care Hospitals is identified in the Emergency Medicine Credentialing Guideline (EM-001).

Medical Staff category status of Provisional or Active are given when the practitioner is the Most Responsible Practitioner (MRP) for their patients and has arranged 24/7 on call coverage (e.g. on-call roster) for their patients and may participate in the Doctor of the Day program (where applicable).

Family Practice requirements for Community Acute Care Hospitals:

- CCFP or equivalent. Division Head to determine acceptable equivalencies.
- Documentation in support of any requested non-core procedures.
- CMPA Code 35 or higher (73, 78, 79, 82) is required.

Additional Family Practice requirements of the Emergency Fast Track Clinic at the Saanich Peninsula Hospital:

- CMPA code 73 or higher (78, 79, 82) is required.

Privileging dictionary required to work in Community Acute Care Hospitals:

- Family Medicine Privileging Dictionary.

#### Saanich Peninsula Hospital Doctor of the Day Program

In the SPH Doctor of the Day Program - Temporary medical staff category status is provided for the participants of the Doctor of the Day program until they are established in community and then they can be moved to Medical Staff category status of Provisional. SPH Family Physicians in the DOD/in-patient MRP are allowed to participate in Emergency Fast Track.

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### 8.0 Privileging Requirements for Tertiary Hospitals

**Geo 2** - Nanaimo Regional General Hospital (NRGH).

**Geo 4** - Royal Jubilee Hospital/Victoria General Hospital (RJH/VGH); Queen Alexandra Centre for Children’s Health (QAC), Gorge Road Hospital

The Department of Primary Care oversees Family Physician’s work in the inpatient hospital work done by Family Physicians who are MRP/Consulting and Associate.

The Division of Hospitalist Medicine in the Department of Medicine oversees in- hospital MSP work at NRGH and RJH/VGH.

The Department of Emergency & Critical Care oversees emergency services work. Requirements for working in Emergency at tertiary hospitals are identified in the Emergency Medicine Credentialing Guideline (EM-001).

Medical Staff category status of Provisional or Active is given when the practitioner is the Most Responsible Practitioner (MRP) for their patients and has arranged 24/7 on call coverage (e.g. on-call roster) for their patients.

Family Practice requirements for Tertiary Hospitals:

- CCFP or equivalent. Division Head to determine acceptable equivalencies.
- Documentation in support of any requested non-core procedures.
- CMPA Code 35 or higher (73, 78, 79, 82) is required.

Privileging dictionary required to work in Tertiary Hospitals:

- Family Medicine Privileging Dictionary.

#### Nanaimo Regional General Hospital Doctor of the Day Program

In the NRGH Family Doctor of the Day Program (FDOD) – participants of the FDOD are provided Medical Staff category status of Provisional or Active at NRGH. They are also required to hold Medical Staff category status of Associate at OHC for outpatient ordering.

The OHC privileges for Medical Staff category of Temporary or Locum Tenens members of the FDOD are determined case-by-case basis.

#### Royal Jubilee Hospital and Queen Alexandra Centre for Children’s Health – Psychiatry Hospitalists

The Department of Primary Care oversees Family Physicians working as hospitalists in the Psychiatry department. These providers take care of the patients’ non-psychiatric medical problems. The MRP for the Psychiatric Service is always the Psychiatrist. FP MRP physicians are granted Consulting privileges.

At Queen Alexandra Centre (QAC), Family physicians attending to the medical needs of the admitted pediatric psychiatric patients are granted consulting staff and family medicine non-admitting privileges. The Psychiatrist is the MRP.

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Date Last Reviewed/Revised:	06/30/2022 11:54:00 AM

### 9.0 Miscellaneous Items

**Outpatient Ordering** - Any Family Practice physician, who does not already hold Family Practice privileges, seeking outpatient-ordering privileges (i.e. blood transfusion, IV iron, antibiotics, etc.) **Only** at a specific site:

- Needs to be credentialed and privileged,
- Will be processed in the Associate medical staff category,
- Request Non-Admitting privileges from the Family Practice Privileging Dictionary.

**Ambulatory Care Outpatient Ordering** – The Physician needs to be available or have arranged coverage when sending patients to Ambulatory Care for outpatient ordering in case complications arise.

**Refer and Follow** - Refer and Follow in the privileging dictionary is **not** provided by Island Health. Family physicians, who would like to refer patients for treatment or visit their patients in hospital, need to have Non-Admitting privileges in the Medical Staff category status of Associate.

**Surgical Assist at Acute Care Hospitals and outpatient facilities**- If a Family Physician holds Family Practice privileges for that particular facility, **Island Health requires completion of the Surgical Assist privileging dictionary for tracking purposes.** At the surgical centres, the Family Physician will hold Associate privileges only and requires the surgical assist privilege dictionary.

**Urgent & Primary Care Centres (UPCC)** – Island Health does not provide credentialing and privileging at UPCC's and other community based primary care clinics. Physicians may obtain Medical Staff category status of Associate non-admitting privileges at their local hospital.

**Skyview Low Intensity Rehabilitation Unit at Gorge Road Hospital** – As Gorge Road Hospital is a hospital act site, any and all units in this hospital will require credentialing and privileging. The credentialing requirement is same as any inpatient MRP service.

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### 10.0 Island Health Facilities

#### Geo 1

- CIHC – Cormorant Island Health Centre
- GRHC – Gold River Health Centre
- KYU – Kyuquot Health Centre
- CRG – NIH, Campbell River and District
- CVH – NIH, Comox Valley
- PAH – Port Alice Health Centre
- PHH – Port Hardy Hospital
- PMH – Port McNeill Hospital
- SHC – Sointula Health Centre
- THC – Tahsis Health Centre

#### Geo 2

- DPRC – Dufferin Place (LTC)
- EPLTC – Eagle Park Health Care Facility (LTC)
- NRGH – Nanaimo Regional General Hospital
- OHC – Oceanside Health Centre (Urgent Care, Medical Day Care, and Primary Care)
- TGH – Tofino General Hospital
- TLLTC – Trillium Lodge (LTC)
- WCGH – West Coast General Hospital
- WRC – Westhaven (LTC)
- CISC - Central Island Surgical Centre

#### Geo 3

- CPRC – Cairnsmore Place (LTC)
- CHCC – Chemainus Health Care Centre and Chemainus Health Care Centre (LTC)
- CDH – Cowichan District Hospital
- LMGH – Lady Minto/Gulf Islands Hospital
- LCHC – Ladysmith Community Health Centre
- SPH – Saanich Peninsula Hospital and Saanich Peninsula Hospital (LTC)

#### Geo 4

- ABER – Aberdeen Hospital
- GLEN – Glengarry Hospital
- GRH – Gorge Road Hospital (LTC/ Bridgeview / UPCC/Skyview Rehabilitation Unit)
- PRIO – Priory Hospital (LTC)
- RJH/VGH – Royal Jubilee Hospital/Victoria General Hospital
- QAC - Queen Alexandria Centre for Children’s Health
- SISC South Island Surgical Centre

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Date Last Reviewed/Revised:	06/30/2022 11:54:00 AM

## 11.0 Definitions

- ACLS – Advanced Cardiovascular Life Support
- APLS – Advanced Paediatric Life Support
- ATLS – Advanced Trauma Life Support
- CARE – Cardiac Education
- CCFP – Canadian College of Family Physicians
- CMPA – Canadian Medical Protective Association
- ECCM – Emergency & Critical Care Medicine
- ED – Emergency Department
- EM – Emergency Medicine
- FM – Family Medicine
- FP – Family Physician
- IH – Island Health
- LTC – Long Term Care
- MRP – Most Responsible Practitioner
- NALS – Neonatal Advanced Life Support
- PALS – Pediatric Advanced Life Support
- PC – Primary Care
- UPCC – Urgent and Primary Care Centres

## 12.0 Related Island Health Standards

- Orientation to Island Health.
- Violence Training

## 13.0 References

- [College of Family Physicians of Canada](#)
- [CMPA Codes](#)
- [VIHA Locum Tenens Policy](#)
- [MRP Policy](#)
- [Rural Locum Program](#)
- [methadone4pain.ca/](http://methadone4pain.ca/)

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Date Last Reviewed/Revised:	06/30/2022 11:54:00 AM

### 14.0 Resources

- [https://www.health.gov.bc.ca/library/publications/year/misc/rural\\_programs.pdf](https://www.health.gov.bc.ca/library/publications/year/misc/rural_programs.pdf)
- <https://www.cfpc.ca/EligibilityandApplication/>
- <https://rccbc.ca/>
- <https://www2.gov.bc.ca/gov/content/health/practitioner-professional-resources/physician-compensation/rural-practice-programs>
- [https://www2.gov.bc.ca/assets/gov/health/practitioner-pro/rgplp\\_policy.pdf](https://www2.gov.bc.ca/assets/gov/health/practitioner-pro/rgplp_policy.pdf)
- [https://rccbc.ca/wp-content/uploads/2019/07/RSA-communities\\_2019.pdf](https://rccbc.ca/wp-content/uploads/2019/07/RSA-communities_2019.pdf)
- <https://intranet.viha.ca/pnp/pnpdocs/locum-tenens.pdf>
- <https://intranet.viha.ca/pnp/pnpdocs/most-responsible-practitioner-mrp.pdf>
- <http://www.methadone4pain.ca/>
- <https://ubccpd.ca/course/provincial-opioid-addiction-treatment-support-program>
- <https://www.cpsbc.ca/files/pdf/DP-Methadone-for-Analgesia-Guidelines.pdf>

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Date Last Reviewed/Revised:	06/30/2022 11:54:00 AM