

Date: \_\_\_\_\_ Physician's Name: \_\_\_\_\_ (Please Print)

CoC: \_\_\_\_\_ Dept./Division: \_\_\_\_\_

**STANDARD CHECKLIST FOR REAPPOINTMENT MEETING**
  
 Indicate that each item has been reviewed by placing a ✓ in the appropriate box.

Discussed

- Annual Meeting with Department Member Held
- Previous Letters of Recommendation & Follow-up Reviewed
- Updated Copy of CV Forwarded to Medical Affairs Within Last Five (5) Years
- Copy of Professional College CME Requirements
- Participation in the following Hospital Wide Patient Safety and Quality Improvement Initiatives:
  - Prescriber Identification and Safe Prescribing Practices Policy
  - Hand Hygiene Policy
  - Procedural Site Marking and Timeout Process (for all procedures regardless of their performance location)
  - Surgical Checklist Policy for Operating Room procedures
  - DVT Prophylaxis Assessment and Treatment Plan for all patients as provided in the DVT Prophylaxis Policy
- Fluoroscopy equipment used in practice Yes  No 
  - VCH fluoroscopy is required if using Fluoroscopy equipment. Course Completed: Yes  No
- Infection Control Module Completed for Reappointment 2013/14 Yes  No
- Regular Attendance at Morbidity & Mortality Rounds: (Opportunity for Case Review)
- Critical Incidents: Discussed/Reviewed, if any
- Medical Legal Cases: Advise & Review if any
  - Concluded Lawsuit With Finding Against the Applicant
  - Lawsuits Settled With Some Monetary Payment
  - Legal Cases/Claims Outstanding \*
- Physician Conduct Issues: Review if any
- Three to Five Year Career Planning
  - Planned Absences from Work
  - Current Personal Retirement Plans
- Department Manpower Planning
- B.C. College of Physicians & Surgeons:
  - Suspensions
  - Advisory
  - Currently Under Investigation
- Voluntary undertakings to CPSBC or any other licensing body to restrict an area of your practice 
  - None  See attached document
- Coroner's Recommendations: Review, if any
- WorkSafe BC Coverage 
  - Independently covered
  - WorkSafe BC has refused coverage

Criteria	Favourable	Unfavourable	Not Applicable
Participation on Committees			
Attendance at Departmental Meetings			
Participation in the Academic Mandate of Institution			
Participation in Clinical, Quality Improvement			
Participation in Clinical Teaching and if Applicable Research Activities of the Department			
Medical Record Compliance / Quality			
Practice Consistent with Department Specific Criteria			
Quality of Patient Care			
Medical Knowledge & Clinical Competence			
Compliance with Bylaws, Rules, Policies			
Physician / Patient Relationships			
Professional and Ethical Conduct			
Ability to Work Collegially With Others			
Issues Identified (if any):			
Appointment is Consistent with the Medical Staff Resource Plan.			
Is there any privilege being requested by the medical staff member for which s/he does not possess the necessary skills and experience to perform appropriately?			
Does the information contained in this Annual Review indicate any cause for further review?			

**Recommendations/Action Items:**

- Re-appointment/Restriction/Suspension: (specify)

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- Documentation of any new recommendations impacting the appointment (*attach to this form*)

Signature: \_\_\_\_\_  
Dept / Div Head

Signature: \_\_\_\_\_  
Dept / Div Member

\* All of the information obtained under the Appointment/Re-appointment process is protected under Section 46 of the Hospital Act and cannot be compelled for production. Information under this Section must be used appropriately. The Dept. Head may ask for an explanation and then exercise discretion as to whether any significant issues of safety and competency to practice exist. In the absence of this, the matter is not pursued.