

Credentialing and Privileging Flow Chart

This document is a general guide for medical staff and medical staff leaders. The process to bring a practitioner on to medical staff is the same for all categories of medical staff (e.g. Provisional, Locum Tenens, Temporary, etc.). Further details are outlined in the Medical Staff Bylaws and Rules. Please contact staff in the [FHA Credentials Office](#) if you have questions relating to the Credentialing and Privileging Process. **All timeframes are estimates and some applications may take longer to process.**

Practitioner Recruitment

4-6 weeks

1 Search and Selection:
Required for all permanent, full and part-time vacancies

Locum/Temporary Staff:
Completion of a request form may be required. (No Search and Selection)

Before a practitioner can be invited to join the medical staff, Leaders are required to complete an Impact Analysis (refer to IA Form) for all **permanent** vacancies (not including consulting and associate category positions). Once approved, leaders may proceed with a Search and Selection process as outlined in the Medical Staff Rules to identify the best candidate. Search and Selection requires a minimum of 4 weeks.

Locum and Temporary Staff positions must be requested by the Head of Department (local) and approved by the Regional Department Head. Some departments require that Locum / Temporary request forms be used to capture this approval.

Credentialing and Privileging

6-8 weeks



The process for application requires a **minimum of 6 weeks** to complete, however, more lead time is preferred as the process requires communication with other agencies and approval at various levels within FHA.

An application consists of:

- Application Form
- Addendum
- Requested FHA Sites
- Privilege dictionary
- A recent photo
- CV
- Diplomas
- Certificates
- Proof of BC Licensure
- Malpractice Coverage
- Immunization Status
- Orientation modules
- References (x3)
- CPCs

A Credentialing Coordinator will track the progress of the application as it is completed.

5 Credentials Coordinator forwards application to Leaders

Once a Credentialing Coordinator has verified that the application is complete, the application is forwarded to local and regional leaders for review and sign-off.

6 Leaders review and recommend application

Review and recommendation is required by:

- the Head of Department (local) from primary site
- the Regional Department Head
- (the Regional Division Heads are informed)

HAMAC and Board Approval

6-16 weeks

7 Report and Review by HAMAC

As outlined in the bylaws, new appointments, privilege change requests and renewals must be reviewed by HAMAC and recommended to the Board. If a member's start date is prior to the next Board cycle, a member may be 'Interim' appointed until the Board can ratify the appointment

8 Report and Review by the Board

As outlined in the bylaws, appointment to the medical staff requires Board approval. The Board meets every two months.

9 Board Appointment confirmed

If approved, the applicant will be provided with a letter of appointment following the Board's meeting.