

This document outlines the general process, and is intended as a guide for medical staff and medical leaders. The same process is followed for all members of the Medical Staff, regardless of category unless specified.

Reappointment Process Initiation

Lead Time: 8-12 weeks

1 Primary Leader reviews list provided by Medical Affairs. Temporary & Locum members receive expiry notice via letter.

2 Providers receive email notice with instructions that Reappointment is launched using AppCentral, and a personalized link.

A standard reappointment package consists of:

- Confirmation of Sites Form
- Reappointment Form (Standardized across BC)
- Specialty Specific Privilege Dictionary(s)
 - Safety Module Recertification:
 - Hand Hygiene Basics – PICNet
 - Safe Medication Order Writing
 - *PALS Certification (Emergency members only)
 - *NRP & FHS (Obstetrics & Pediatrics members only)
 - *Mental Health Act (Mental Health members only)
 - *Fluoroscopy: Practical Radiation Protection (as required)
- Updated Work Permit, or Citizenship Status Documentation (if applicable)

Reappointment Process

Processing Time: 2-6 weeks

Med Affairs preps process and schedule

Med Affairs sends staff lists to Leaders

Instructions and link sent to Providers

Provider completes documents and modules

Med Affairs reviews submission

3 Medical Affairs reviews submitted items, verifies information and prepares for Leader Review.

Completion of Learning Hub modules is required to consider reappointment application complete. BC Licensure & malpractice coverage are confirmed directly with the institutions by Medical Affairs staff.

Leader Approval Process

2-4 weeks

Local Department Head

Primary Department Head

Returned to Medical Affairs

Medical Leaders review the package, including requested privileges, and meet with the member (*in person where possible*). If the member is eligible to move from Provisional to Active, this is noted on the review checklist.

4 Leaders review and recommend

Members file and requested privileges are updated, and information is entered into committee review process.

Committee Review Process

Up to 10 weeks

HAMAC Review

Board of Directors Approval

Med Affairs completes file

Board Letter Distributed

As per the Bylaws, each application for reappointment is reviewed by the HAMAC, who makes a recommendation to the Fraser Health Board of Directors.

5 Recommendation reviewed by Board of Directors

As outlined in the Medical Staff Bylaws, the Board receives and considers the recommendations from the HAMAC at one of their meetings, held 5 times per year.

6 Board Appointment confirmed

Medical Staff member is provided a confirmation letter via email, following the Board decision.

The [FHA Medical Staff Bylaws & Rules](#) are available on the [FHA Medical Staff website](#). Please contact [FHA Medical Affairs](#) if you have questions regarding the Reappointment process. *Application review and approval times may vary due to complexity, or require additional documentation.*