

Privileging and credentialing checklist

1. Referral

To be referred to the Management/Credentials Committee as required:

- Application for privileges
- Review of credentials
- Review of registration and insurance where relevant

2. Approval

Consideration to be given by the Management/Credentials Committee for:

- Delineation of clinical privileges
- Communication of those privileges to appropriate staff

3. Follow-up

Initial review and on an annual basis:

- Review of key performance indicators (KPIs) and current registration
- Communication of information to practitioner
- Discussion and re-appointment, e.g. for 3 years

4. Ongoing review

- Issues or concerns to be brought to the Management/Credentials Committee
- Review to be conducted as outlined in the national guidelines