System Credentials Committee CHARTER

Title
System Credentials

Purpose
Provide review, consideration, and recommendations for appointment/reappointment to Medical Staff and clinical privileges at BHS facilities. Provide review, consideration, and recommendation for appointment/reappointment to the Allied Health Professional Staff and clinical privileges/scope of practice at BHS facilities.

Ownership
X System

Department

BHP

System Link
X Bylaws/Governance

Clinical Informatics

Clinical Quality

Medical Education

Population Health

Scope of Governance
All Medical Staff and Allied Health Professional Staff

Reports to
Executive Committee, the CEO, and the Board of Directors of the appropriate BHS facility (BMH, BHOH, BPC)

Frequency of Report
At least quarterly, (usually meeting monthly)

Type of Duties
X Advisory

Decision

X Performance

Representation

Duties

ADVISORY Duties
(ex: providing expert review, gathering expert opinion, making recommendations)
1. Provide written report of findings and recommendations
2. Review, as requested, all information regarding current clinical competence and behavior of current Appointees to Medical Staff, provide written report of findings and recommendations
3. Review, consider, and make recommendations for eligibility criteria for clinical privileges (see Bylaws, Section 9.A.7-8)
4. Review, consider, and make recommendations for allied health professionals, according to Allied Health Professionals Policy

PERFORMANCE Duties
(ex: monitoring, evaluating, developing, and implementing actions)
5. Review credentials of applicants
6. Thoroughly review applications
7. Interview applicants as necessary

Leadership
Medical Leader: Dr. Kevin Greer
Administrative Partner: Jason Perry

Chair Qualifications
All Chairs must be active members of the Medical Staff. (Bylaws, 6.A.1.)

(Committees may decide additional qualifications as they create their Charters.)

Chair Terms
All non-departmental committee chairs have an initial term of two years. Chairs are eligible to serve successive terms as long as he/she meets all other qualifications of the position. (Bylaws, 6.A.1)

Chair Selection Process
The President of the Medical Staff, in consultation with the CEO, appoints all non-departmental committee chairs, and submits this recommendation to the Board of Directors for approval (Bylaws, 6.A.1)

Chair Responsibilities
The Systems Credential Chair must be available to meet with the CEO and the BHS Board of Directors (or its designated committee), on all recommendations made by the System Credentials Committee.
Chair Responsibilities common to all system committees:
1. Identify areas of risk
2. Identify important aspects of quality care and indicators used to monitor the care
3. Develop and implement the committee monitoring and evaluation process
4. Assure committee participation in that evaluation process and report findings to the appropriate department
5. Provide input concerning credentials issues as requested by department chair
6. Accept any other duties as assigned by the department chair
7. At least once annually, present a report to the BHS Medical Executive Committee of actions taken by the Committee (Bylaws, 6.A.2)

Membership Composition
The Systems Credentials Committee shall be composed of seven (7) Active Medical Staff appointees. At least one from each of the following: BMG, BPC, and BMH. Particular consideration given to Past President, past BHS MEC members, past Department Chairs, and past Credentials Committee members. (Bylaws 7.C.1.a)

Member Terms
Five-year terms. May serve additional terms. (Bylaws 7.C.1.b.) Terms are staggered so no more than two (2) expire each year.

Member Selection Process
BHS Board of Directors shall appoint, and may remove, committee members. (Bylaws 7.C.1.b)

Member Responsibilities
(Each committee may specify member responsibilities as they create their charter. Bylaws are silent.)

Frequency of Meetings
At least quarterly (usually meeting monthly)

Meeting Practices
Notice of meeting must occur 5 days in advance (Bylaws, 4.E.1)
Committee Chairs may rule definitively on all matters of procedure (Bylaws, 4.E.3)

Decision Processes
Must have at least 3 members present for a quorum and the representative from the entity that is being voted on must be present for voting. (Bylaws 7.C.3.b)

Voting
The following Bylaw procedures apply:
1. No fewer than 3 members voting
2. Voting may occur in person or through electronic participation (mail, facsimile, e-mail, hand delivery, or telephone) (Bylaws, 4.D.4 & 4.D.5)

Confidentiality
Discussions and documentation are limited to committee members, MEC, and BHS Board of Directors of the BHS Facility. No distribution of minutes and agendas. Documentation is secured under lock and key in Medical Staff Services Department.