

**The Following Will Apply to All Residents in the Pediatrics
Residency Training Program at SUNY Downstate for All
Rotation Sites Unless Superseded by Local Hospital Policy**

**SUNY DOWNSTATE MEDICAL CENTER
UNIVERSITY HOSPITAL OF BROOKLYN
POLICY AND PROCEDURE**

No: PGT-1

Subject: **SUPERVISION & GRANTING PRIVILEGES**

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Julius Berger, DDS

**Distribution: Administrative Manual
Department Manual
Patient Care Manual
AOD Manual**

John Fallon, MD

Issued by: Regulatory Affairs

I. Purpose:

As required by the "Rules & Regulations" of the Medical and Dental Staff, University Hospital of Brooklyn SUNY HSCB, Section R1.a, the following procedures shall apply regarding the supervision and granting of privileges to postgraduate trainees.

II. Definition(s):

Direct Observation: A teaching staff physician of appropriate expertise is present during the treatment/procedure to be certified.

General Supervision: A teaching staff physician of appropriate expertise has ordered the procedure and is in the vicinity and immediately available to repeat the procedure or consult.

Procedure: An intervention (treatment/procedure) which requires that a postgraduate trainee be certified to perform before he/she will be granted privileges.

Physician: A teaching staff physician or senior postgraduate trainee qualified under NYS coed 405.4 f (2) (V) or (3) (iii), with appropriate expertise, who is authorized by the respective Department Chairperson to supervise and certify postgraduate trainees to perform specific procedures for which privileges must be awarded.

III. Policy:

1. The Department Chairperson shall review the licensure, education, training, physical and mental capacity, and experience of individuals in his/her Department's postgraduate training program in relation to the patient care services that are expected to be provided by such individuals and identify those specific treatments/procedures for which privileges must be obtained prior to the postgraduate trainee performing them under general supervision.
2. The recommendation of privileges to be awarded to each postgraduate trainee shall be determined based upon the trainee's documented proficiency in the performance of the specific treatments/procedures.
3. For those post-graduate trainees who are entering our Program from non-affiliated residency programs, a letter is required listing recommendation of treatments/procedures that the trainee may perform under general supervision based upon prior training and demonstrated by documentation from prior program.
4. Only attending physicians or senior postgraduate trainees designated with supervisory responsibilities as defined by the New York State Code 405.4 and approved by the Department Chairperson may certify that a postgraduate trainee has demonstrated competency in performing a specific treatment/procedure.
 5. Acquisition of the technical skill to perform a new treatment must be established by direct observation of an appropriately qualified physician and must be certified writing. Only after a postgraduate trainee has demonstrated proficiency in performing the treatment/procedure will he/she be recommended for privileges to perform such treatments/procedures under general supervision. Recommendations for the privileging of postgraduate trainees to perform treatments/procedures shall be review and approved by the University Hospital of Brooklyn Medical Board prior to the granting of privileges.
 6. Proficiency in performing a treatment /procedure is more important than the number performed. When skill is appropriate, whether based upon quality and/or fulfillment of the "number-of-times" a procedure is to be performed, the postgraduate trainee may be certified if privileges are recommended by the

Chairperson/Chief/Program Director.

IV. Responsibilities:

V. Procedures/Guidelines:

1. A listing of all treatments/procedures which can be performed by postgraduate trainees under general supervision of an attending physician (or senior postgraduate trainee as defined by the NYS Health Code 405.4) shall be delineated by the Department Chairperson and submitted to the Graduate Medical Education House Staff Affairs Office. This listing shall also reflect, if applicable, the stage of training and the number- of-times that each treatment/procedure is to be performed to demonstrate proficiency before privileges can be recommended for a postgraduate trainee. The aforementioned listing shall be updated annually and forwarded to the GME House Staff Affairs Office.
2. The GME House Staff Affairs Office shall be provided with a listing of all attending physicians and senior postgraduate trainees within the Department who are qualified to supervise postgraduate trainees in the performance of a given treatment/procedure for which privileges are required. This listing shall be updated annually or more frequently as changes occur.
3. Each postgraduate trainee within the Department shall provided with a "Resident procedures Certification" book (checkbook) that was developed specifically for the privileging of postgraduate trainees. The "checkbook" contains a listing of those treatments/procedures for which trainees must demonstrate proficiency at performing & under appropriate before privilege can be recommended. The certification checks from the "checkbook" are to be filled out and signed by the respective postgraduate trainees and the supervising attending (or appropriate senior postgraduate trainee) at the time the specific treatment/procedure is performed. The checkbook shall be carried by the trainee at all times while on duty.
4. All postgraduate trainees shall submit their completed credentialing checks either directly to the GME House Staff Affairs Office or to the departmental coordinator for further delivery to the GME House Staff Affairs Office.
5. Treatment/procedure privilege recommendation will be based upon credentialing checks received and compiled by the GME House Staff Affairs Office. A monthly report will be issued to the

Department Chairperson reflecting specific information on those postgraduate trainee who have satisfactorily completed the privileging requirements for a given treatment/procedure. After review, the Chairperson/Chief of Service/Program Director will submit his/her recommendations concerning the awarding of individual privileges back to the GME House Staff Affairs Office.

6. The GME House Staff Affairs Office shall forward all Chairperson/Chief of Service/Program Director recommendations for the privileging of postgraduate trainees to the University Hospital's Medical Board Office for consideration by the Medical Board.
7. Privileges recommended by the Chairman/Chief of Service/Program Director will be deemed provisionally granted for two months until approved by the Medical Board.
8. Reports of privileges granted by the Medical Board will be Forwarded from the GME House Staff Affairs Office to the Department Chairperson and the respective postgraduate trainees.
9. It shall be the responsibility of the Departmental Chairperson to assure that required privileging activities are being performed in the Department. In order to keep the Chairperson informed, a monthly listing will be issued to the Department indicating those postgraduate trainees for which there are no privileges awarded.
10. In an effort to keep the Governing Body informed, quarterly departmental activity status reports will be submitted to the Chief Executive Officer or his designee for review and action as appropriate.

VI. Reasons for Revision:

- Changes in regulatory or statutory laws or standards
- System failures/changes
- Institutional/operational changes

VII. Attachments: Procedure for Privileging

VIII. References: Rules & Regulations of the Medical & Dental Staff

Date Reviewed	Revision Required (Circle One)		Responsible Staff Name and Title
10/01	YES	NO	Peggy Korostik, Medical Board Coord.
	YES	NO	
	YES	NO	
	YES	NO	