

# Children's Hospital and Health System, Inc. Administrative Policy and Procedure

This policy applies to the following entity(s):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Children's Hospital of Wisconsin | <input type="checkbox"/> Children's Hospital of WI-Kenosha  | <input type="checkbox"/> Children's Hospital of WI-Fox Valley |
| <input type="checkbox"/> Children's Medical Group         | <input type="checkbox"/> Children's Health Education Center | <input type="checkbox"/> Seeger Health Resources              |
| <input type="checkbox"/> Children's Hospital Foundation   | <input type="checkbox"/> Surgicenter of Greater Milwaukee   | <input type="checkbox"/> National Outcomes Center             |

## **SUBJECT: PROFESSIONAL PERFORMANCE EVALUATION (PPE)**

### DEFINITION

Professional Performance Evaluation is the time-limited evaluation process to determine privilege specific competence of a practitioner for initial privileges when there is no documented evidence of competently performing the requested privilege (s) at this organization, or the evaluation of ongoing competence, or when a concern is identified regarding a practitioner's professional practice affecting the provision of safe, high-quality patient care.

### PURPOSE

The purpose of the professional performance evaluation program is to

- Institute a systematic process to assure there is sufficient evidence of competence for practitioners applying for initial or additional privileges.
- Allow the Medical Staff to set clear expectations for practitioner performance.
- Recognize excellent performance, as well as identify areas of improvement.
- Provide periodic practitioner-specific profiles, allowing individuals the opportunity to self-improve based on the information provided.
- Establish a process for the further evaluation of a practitioner's performance if concerns are raised.

### POLICY

#### **Initial Professional Performance Evaluation (IPPE)**

The objective of IPPE for the new applicant, with documented previous credentials to suggest competence for initially requested privileges, is to establish a competency record at this organization for privileges requested at initial appointment. Current members of the medical staff who are requesting new privileges will also participate in an IPPE to establish a record of competence.

Section Chiefs will develop IPPE criteria and when indicated, approve proctors.

Supersedes: None

Effective: 1/2011 Reviewed 4/2019

Professional Performance Evaluation

Process owner: Medical Staff

IPPE includes on-line education, attendance at medical staff orientation, written evaluations which may include for example clinic or hospital documentation review, observation of direct patient care encounters and or procedures and/or satisfactory completion of learning modules. The process shall be completed within a specified time period. Failure of a newly appointed provider to comply with the IPPE process will be considered a voluntary resignation from the medical staff.

The provider will be responsible for following all of the steps identified in the CHW Proctoring Policy and Procedure in a timely fashion and providing the documentation required.

The Professional Review Committee will oversee this process.

### **Ongoing Professional Performance Evaluation (OPPE)**

Section Chiefs, with input from members of their Section, will propose the criteria to use to evaluate the ongoing professional performance for members in their section. Sections will be given the opportunity to revise their OPPE measures. Practitioner specific profiles will be compiled, reviewed, and distributed, at least annually, to the Section chiefs for review and comment, then to individual providers. Information from the OPPE process will be used by the Credentials Committee in making recommendations to MEC to maintain, revise, or revoke any existing privileges of an individual practitioner prior to or at the time of reappointment.

The Professional Review Committee will oversee this process.

### **Focused Professional Performance Evaluation (FPPE)**

A referral to the Professional Review Committee (PRC) for a Focused Professional Performance Evaluation (FPPE) may result from a significant event, referral from Credentials committee, incident reports, grievances, unprofessional behavior, unmet IPPE or OPPE targets, peer review, malpractice settlements, sanctions, or reportable actions to the National Practitioner Data Bank etc. This committee will conduct evaluation of the practitioner's performance. If concerns are corroborated, additional input will be solicited from the provider, section chief and/or department chief. The PRC may decide to trend the information, request an external review or if indicated develop a Performance Improvement Plan and forward the proposed PIP to the Credentials committee for review and then on to MEC for approval.

### **DEFINITIONS:**

The Medical Staff has made a decision to use the ACGME Core Competencies as the framework for the PPE process.

- 1) *Patient Care*: Provides patient care that is compassionate, appropriate and effective for the promotion of health, prevention of illness, treatment of disease, and care at the end of life.
- 2) *Practice-based Learning & Improvement*: Able to use scientific evidence and methods to investigate, evaluate, and improve patient care practices.
- 3) *Interpersonal & Communication Skills*: Demonstrates interpersonal and communication skills that establishes and maintains professional relationships with patients, families, and other members of health care teams.
- 4) *Professionalism*: Demonstrates behaviors that reflect a commitment to continuous professional development, ethical practice, an understanding and sensitivity to diversity, and a responsible attitude toward patients, families, profession, and society.
- 5) *Systems-based Practice*: Demonstrates both an understanding of the contexts and systems in which health care is provided and applies knowledge to improve and optimize health care.
- 6) *Medical/Clinical Knowledge*: Demonstrates knowledge of established and evolving biomedical, clinical and social sciences, and applies knowledge to patient care and the education of others.

Medical Staff Services will provide general oversight to these processes.

Medical Executive Committee

May 6, 2019



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of Wisconsin®

*A member of Children's Hospital and Health System.*

## **Initial Professional Performance Evaluation (IPPE) Agreement for Medical Staff & Advanced Practice Allied Health Applicants**

I have read and understand the Children's Hospital of Wisconsin Medical Staff Policy on Professional Performance Evaluation (PPE). I agree if I am granted an initial appointment and clinical privileges, I will cooperate with the requirements for an initial focused evaluation to confirm my current competence in the privileges I have requested.

I understand that the IPPE on-line education as well as the signed Section Chief competency documentation form must be completed within the time period specified. Failure to complete the IPPE as required by the Medical Executive Committee(s) will result in my automatic and voluntary resignation from the Medical Staff(s) or Advanced Practice Allied Health Staff(s). I further understand that such automatic and voluntary resignation is not reportable to the National Practitioner Data Bank and does not entitle me to due process rights outlined in the Medical Staff Bylaws, Procedures, Rules & Regulations of Children's Hospital of Wisconsin.

I understand that I may petition the Credentials Committee for an extension of my IPPE deadline by submitting my request in writing to:

Children's Hospital of Wisconsin  
Medical Staff Services, MS#959  
PO Box 1997  
Milwaukee, WI 53201

If I petition for an extension of my IPPE deadline, I will state the reasons for the requested extension; the length of the extension (not to exceed an additional 90 days); and my plan for completing my IPPE. I understand that it is my responsibility to submit a request for extension of my IPPE deadline no less than 14 days before my original IPPE period is scheduled to expire.