

Children’s Hospital and Health System Administrative Policy and Procedure

This policy applies to the following entity(s):

Fox Valley Hospital

SUBJECT: Focused Professional Practice Evaluation

POLICY	1
Procedure.....	1
A. Developing FPPE Criteria.....	2
B. Evaluation Period.....	2
C. Proctoring Methods	2
D. Proctors.....	3
E. Data Collection	3
F. Responsibilities	3
G. Communication of FPPE Process and Results.....	5
H. Maintenance & Confidentiality	5

POLICY

The purpose of focused professional practice evaluation (FPPE) is to:

- Evaluate and determine the privilege-specific competence of a newly privileged provider who does not have current professional performance documentation at CW-Fox Valley.
- Evaluate the privilege-specific competence of a provider in response to concerns regarding the provider’s provision of safe, high quality patient care.

FPPE applies to all providers granted initial privileges at CW-Fox Valley and at request for additional privilege(s).

FPPE also applies to a provider when a single incident or evidence of a clinical practice trend reflects concerns regarding the provider’s current competence, practice behavior and/or ability to perform a privilege. Triggers to assign FPPE for cause may be identified through OPPE (threshold not met; trend identified), peer review (event; complaint), reportable actions to the National Practitioner Data Bank (actions against license, membership, privileges; malpractice settlements; sanctions), or as a recommendation as part of the investigation process outlined in the Medical Staff Bylaws Credentialing Manual. FPPE can be directed to a single privilege or category of privileges. Other privileges in good standing are not affected by the FPPE process.

PROCEDURE

Original: 9/2012

Revised: 1/3/2024

Effective: 1/3/2024

Focused Professional Practice Evaluation/Process owner: Medical Staff

A. Developing FPPE Criteria

For initial privileges, Medical Staff leaders, with input from members of each section, determine what criteria will be used to evaluate provider professional performance. Minimum FPPE criteria is defined on clinical privileges forms and includes proctoring method and the minimum number of cases/procedures to be evaluated. Criteria are to be used as general guidelines and can be customized based on a provider's recent training and/or recent experience.

- Recent training program graduate (within one year)
- Recent experience in performing privilege(s) at another organization (within one year)

Criteria for FPPE initiated for cause will be developed by the Medical Executive Committee based on type of review needed. This may include:

- Focused monthly monitoring of data/cases
- Peer/staff evaluations on provider's behavior/performance

Collaborative efforts are made to improve provider's performance.

B. Evaluation Period

FPPE begins at the time privileges are initially granted, to include the granting of temporary privileges, or granting of any new additional privilege.

A provider with newly granted privileges remains on FPPE until the minimum FPPE criteria is met before consideration is made to end FPPE. If initial concerns are raised that require further evaluation or if there is insufficient activity during the initial FPPE period, FPPE may be extended or a different type of evaluation process may be assigned.

The evaluation period for FPPE initiated for cause shall be based on the Medical Executive Committee's recommendation as to type of review decided. Focused monthly reviews are generally for a six month period, staff/peer evaluations are for a one year period.

C. Proctoring Methods

Proctoring may utilize one or a combination of the following methods to obtain the best understanding of the care provided by the provider:

Prospective Proctoring: Presentation of cases with planned treatment outlined for treatment concurrence, review of case documentation for treatment concurrence or completion of a written or oral examination or case simulation.

Concurrent Proctoring: Direct observation of the procedure being performed or medical management either through observation of provider interactions with patients and staff or review of clinical history and physical and review of treatment orders during the patient's hospital stay.

Original: 9/2012

Revised: 1/3/2024

Effective: 1/3/2024

Focused Professional Practice Evaluation/Process owner: Medical Staff

Retrospective Proctoring: Review of case record after care has been completed. May also involve interviews of personnel directly involved in the care of the patient.

D. Proctors

Proctors must be members in good standing of the Medical Staff of CW-Fox Valley and have privileges similar to the privilege(s) to be evaluated.

If a situation exists in which no other CW-Fox Valley member is qualified to serve as a proctor or a conflict of interest has been declared, a CW-Milwaukee medical staff member with similar privileges may serve as a proctor or an outside proctor may be granted temporary privileges to serve in a proctoring capacity.

A provider serving as a proctor for the purpose of assessing and reporting on the competence of another provider is an agent of CW-Fox Valley. The proctor's role is that of an evaluator, not a consultant or mentor. The proctor shall receive no compensation directly or indirectly from any patient for this service and shall have no duty to the patient to intervene if the care provided by the proctored provider appears to be deficient.

E. Data Collection

FPPE data may include:

- Personal interaction with the provider by the proctor
- Detailed medical record review by the proctor
- Interviews or surveys of hospital staff that have interacted with the provider
- Medical record audits by non-medical staff personnel based on medical staff defined criteria
- Documentation of completion of CW-FV provided/accepted simulation demonstration

Data collected for ongoing professional practice evaluation (OPPE) can be provided as part of confirmation of current competence during a provider's FPPE period.

Data provided from another local hospital or clinic can be accepted as supplemental information; however, does not preclude or substitute the FPPE process at CW-Fox Valley.

F. Responsibilities

Proctor:

- Uses the approved proctoring methods and forms provided by Medical Staff Services.
- Timely completes the assigned proctoring and forwards results to Medical Staff Services.
- Reports immediately to medical staff leader any concerns regarding the care being rendered by the proctored provider that has the potential for imminent patient harm.

Original: 9/2012

Revised: 1/3/2024

Effective: 1/3/2024

Focused Professional Practice Evaluation/Process owner: Medical Staff

- May render emergency medical care to a patient for medical complications arising from the care provided by a proctored provider.
- Assures the confidentiality of the proctoring results and forms.

Proctored Provider:

- Nominate one or more providers who may serve as a proctor. Seek assistance, if needed, from the Department Chief or Medical Staff Services to identify an appropriate proctor.
- For prospective proctoring
 - Provide and complete information requested by the proctor.
- For concurrent proctoring:
 - Inform and obtain consent from the patient/family that another provider may observe the care/treatment/service provided.
 - Notify the proctor of each patient whose care is to be evaluated in sufficient time to allow the proctor to concurrently observe or review the care/treatment/service provided. (In emergency situations, the proctored provider may treat the patient and notify the proctor as soon as reasonably possible.)
- For retrospective proctoring:
 - Medical Staff Services will provide proctored provider's CW-Fox Valley clinical activity report and appropriate proctoring forms to the proctor. Upon request, the proctored provider will give any other information requested by the proctor, as needed, to conduct a thorough review.

Section Chief:

- May agree to serve as proctor for all newly privileged providers within the section.
- If assigned proctor is unable to complete or is nonresponsive to proctoring requests, will complete proctoring or defer to Department Chief for action which may include proctor reassignment.

Department Chief:

- Is responsible for overseeing the proctoring process for all privileged providers assigned to the department.
- May delegate to the Section Chief to provide support in the proctoring process.
- Reviews FPPE criteria and the provider's recent training and/or experience and recommends to the Medical Executive Committee, as part of the initial clinical privileges recommendation, the proctoring method/minimum number of cases/procedures to be evaluated.
- Assigns proctor(s) and informs proctor(s) and provider of proctoring plan upon granting of clinical privileges.
- Upon receipt of a proctor's report on concerns about a provider's competency to perform specific clinical privileges or care related to a specific patient(s), conducts concurrent and/or retrospective review of the medical records of the patient(s) serviced by the provider being proctored and takes one or more of the following actions:

Original: 9/2012

Revised: 1/3/2024

Effective: 1/3/2024

Focused Professional Practice Evaluation/Process owner: Medical Staff

- Intervene if there is a conflict between the proctor and the provider being proctored about what constitutes appropriate care for a patient.
- Present concerned case(s) to the Professional Review Committee
- Recommend to the Medical Executive Committee:
 - Additional or revised proctoring requirements to be imposed on the provider
 - Revise or terminate privileges, as appropriate, to the concerns that have been reviewed.
- Receives and reviews overall assessment of proctoring data and provides recommendation to the Medical Executive Committee to end or extend FPPE process and provides recommendation to maintain, revise or terminate clinical privileges.

Medical Executive Committee:

- Is responsible for monitoring compliance with the FPPE process.
- Receives reports on any issues or problems involved in implementing the FPPE process.
- Reviews and approves FPPE criteria and forms.
- Receives summary on proctoring data and Department Chief's recommendation and provides decision to extend or end FPPE process and to maintain, revise or terminate clinical privileges.
- Recommendations that may result in "adverse action" towards provider's privileges are addressed in accordance to Medical Staff Bylaws Credentialing Manual.

G. Communication of FPPE Process and Results

Providers are informed of the FPPE process as part of their request for privileges. Upon review of the FPPE policy, the provider is to attest his/her understanding of, and agreement with the requirements of the FPPE process.

Upon the granting of clinical privileges(s), the provider will be notified of the following:

- Initiation of the FPPE process
- Proctoring method and minimum criteria to be met.
- Assigned proctor(s)

The provider will be notified of the final FPPE decision

H. Maintenance & Confidentiality

Notification of final decision, proctoring forms and summary results are maintained in the CW-Fox Valley proctored provider's confidential file. Access to such files will be in accordance to the policy on the confidentiality of credentialed providers files and records.

Approved by:

Fox Valley Medical Executive Committee – 1/3/2024

Scott Turner
COO, Children's Hospital of WI
EVP, Children's Hospital and Health System