



NON-HOSPITAL MEDICAL AND SURGICAL FACILITIES ACCREDITATION PROGRAM

College of Physicians and Surgeons of British Columbia

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Guidelines for Application for Appointment to a Non-Hospital Medical/Surgical Facility

Non-Hospital Medical and Surgical Facilities Accreditation Program (NHMSFAP) policy requires NHMSFAP to review an application for a medical staff appointment and forward its response and the list of procedures appropriate for performance by the applicant to the medical director within 60 days of receipt of the completed application.

Applications are accepted in electronic or paper format. Incomplete applications will be returned to the facility.

Application for Appointment to Non-Hospital Medical and Surgical Facilities Process

- Complete application and supporting documentation reviewed by medical director.
- Applicant interview with medical director (in person preferred) to review application, procedures requested and current experience.
- Complete application and supporting documentation submitted to the NHMSFAP.
- Medical director and applicant receive written verification from the NHMSFAP. Medical staff may not perform procedures at the facility until verification is received.

Please refer to the *Appointment of Medical Staff to Facilities* policy:

<https://www.cpsbc.ca/files/pdf/NHMSFAP-BP-Appointment-of-Medical-Staff.pdf>

Required Documentation

1. Application for Appointment to a Non-Hospital Medical/Surgical Facility

Physicians: <https://www.cpsbc.ca/files/pdf/NHMSFAP-Application-for-Appointment-to-Facility-Physician.pdf>

Dentists: <https://www.cpsbc.ca/files/pdf/NHMSFAP-Application-for-Appointment-to-Facility-Dentist.pdf>

Podiatrists: <https://www.cpsbc.ca/files/pdf/NHMSFAP-Application-for-Appointment-to-Facility-Podiatrist.pdf>

Applications for appointment to a NHMSF must be signed by the applicant and medical director.

2. Appropriate Procedures List

<https://www.cpsbc.ca/programs/nhmsfap/credentialingandprivileging>

The appropriate procedures list must be completed indicating only the procedures requested to be performed at the facility and signed by the applicant. The list must be reviewed with the applicant and the medical director must confirm the applicant's current experience in practice and that procedures selected are appropriate for the facility.

Medical directors must follow the BC MQI privileging dictionaries to ensure physician procedure requests meet specialty privileging and current experience requirements.

BC MQI provincial privileging dictionaries can be downloaded from the BC MQI website:
<http://bcmqi.ca/privileging-dictionaries/>

Please contact the NHMSFAP directly for any procedure requests that are not listed on the NHMSFAP appropriate procedure lists prior to submitting the application as additional information may be required.

For any procedure or surgical service that is not currently being performed at the facility the medical director must contact the NHMSFAP directly prior to submitting the application as additional information may be required.

3. Certificate of Professional Conduct

<https://www.cpsbc.ca/files/pdf/Registration-Consent-for-CPC.pdf>

Physicians and podiatric surgeons must request a Certificate of Professional Conduct from the registration department of the College of Physicians and Surgeons of BC and submit it to the medical director with the application package. The fee will be waived for initial applications to a NHMSF.

Dentists must request a Letter of Standing from the College of Dental Surgeons of BC and submit it to the medical director with the application package (fees may apply).

Documents are valid for 90 days and must be current upon receipt at the College.

4. Hospital letter

A letter must be submitted for all physicians who hold current hospital privileges. The letter must specify the physician's specialty, type of privileges held (e.g. active, provisional, locum) and that the physician is in good standing.

Note: For physicians who hold locum privileges, a full description of those privileges must be provided, including the type and number of procedures performed in the past three years.

If a physician making application holds active privileges at more than one hospital, the letter must come from the hospital where the physician performs the broadest scope and highest volume of procedures.

Hospital letters must be on health authority or hospital letterhead and are valid for 90 days from the date signed. Hospital letters must be current upon receipt at the College.

5. Registrant Designate form

<https://www.cpsbc.ca/files/pdf/NHMSFAP-Registrant-Designate-Form.pdf>

Physicians who do not hold current health authority privileges must have a designate to ensure continuity of care.

See the following policies for requirements and exemptions:

- <https://www.cpsbc.ca/files/pdf/NHMSFAP-BP-Registrant-Designate.pdf>
- <https://www.cpsbc.ca/files/pdf/NHMSFAP-BP-Requirement-for-Continuity-of-Care.pdf>

6. Curriculum vitae (CV)

Applicants who do not hold current health authority privileges must provide a current CV that outlines:

- Education
 - Post-secondary professional education (institution(s), date(s), degree(s))
 - Internship, residencies, clinical, teaching, or research fellowships
 - Specialist qualifications/fellowship/certification by appropriate bodies
 - Other graduate education
- Experience
 - Clinical experience
 - Hospital appointments and professional associations
 - Teaching, research, public health, administration experience
 - Other experience (special interests, community involvement, etc.)
- Publications

7. References (two)

<https://www.cpsbc.ca/files/pdf/NHMSFAP-Reference-for-Applicants-for-Privileges.pdf>

One reference from each of the following is required:

- i. **Head of hospital department or division/senior medical administrator/program director** with accountability for monitoring the quality of medical care provided by the applicant
- ii. **Medical colleague** that has observed the applicant's clinical skills related to the requested privileges

References must have current knowledge of the applicant and their practice.

References are valid for 90 days from the date signed by the referee and must be current upon receipt at the College.

8. Basic life support certification (for health-care providers)

<https://www.cpsbc.ca/files/pdf/NHMSFAP-AS-Human-Resources.pdf>

<https://www.cpsbc.ca/files/pdf/NHMSFAP-P-Emergency-Training-Requirements.pdf>

A copy of current basic life support (BLS) certification or recertification must be included with the application. Online courses without a hands-on component are not accepted. BLS certification is valid for two years from date of issuance.

Note: Anesthesiologists with current hospital practice are exempt from BLS requirements.

9. Advanced cardiac life support certification (if applicable)

<https://www.cpsbc.ca/files/pdf/NHMSFAP-AS-Human-Resources.pdf>

<https://www.cpsbc.ca/files/pdf/NHMSFAP-P-Emergency-Training-Requirements.pdf>

A copy of current advanced cardiac life support (ACLS) certification or recertification must be included with the application. Online courses without a hands-on component are not accepted. ACLS certification must be renewed every two years.

Current ACLS certification is required for:

- All physicians requesting to administer or monitor patients receiving IV procedural sedation when an anesthesiologist is not present for the case
- Anesthesiologists who have not regularly practiced anesthesia in a hospital setting within three years

10. Difficult airway management course (if applicable)

<https://www.cpsbc.ca/files/pdf/NHMSFAP-P-Emergency-Training-Requirements.pdf>

A current difficult airway management course is required for anesthesiologists who have not regularly practiced anesthesia in a hospital setting within three years. Difficult airway management courses must be renewed every 3 years.

11. Other skills and training documentation relevant to the requested procedures

E.g. PALS, radiation safety, laser certification.

12. Application fees

Application type	Processing time	Fee
Routine	60 days	Physicians, dentists, podiatrists: \$275 Surgical assist: \$150
Urgent (applies to all classes of applicants and depends on available resources)	5 working days (medical director to call NHMSFAP)	\$1000

For physicians and podiatrists: The application fee must be paid via the registrant portal (<https://www.cpsbc.ca/user/login>). Cheques or credit card authorization forms will not be accepted. The payment for the application fee will be reflected on the registrant portal three to four business days following receipt of the complete application by the NHMSFAP.

For dentists: Cheques must be made payable to the College of Physicians and Surgeons of British Columbia.