


<p>Name of Policy: <u>Credentials Committee</u></p> <p>Policy Number: 3364-87-11</p> <p>Approving Officer: Chief of Staff Medical Director</p> <p>Responsible Agent: Medical Director</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Effective date: 03/14/01</p>
<p><input type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

It is the policy of the University of Toledo Medical Center and its Medical Staff that a Credentials Committee will be appointed and function as defined below.

(B) Purpose of policy

To define the functions, responsibilities, and composition of the Credentials Committee.

(C) Procedure

(1) Functions and Responsibilities

The Credentials Committee will review all initial applications for Medical Staff Membership and Privileges at the University of Toledo Medical Center. This review shall include applications received for the Honorary, Active and Courtesy Medical Staffs. The Credentials Committee shall review each applicant's record of professional training and experience to determine if granting the privileges requested is justified. The Credentials Committee shall determine that each application contains adequate documentation of the applicant's ability to satisfy the requirements of the Bylaws for Medical Staff Appointment.

The Credentials Committee will review, at the request of a Clinical Service Chief, any requests for modification of privileges from a member of the Medical Staff.

The Credentials Committee will review all members being proposed for biannual Medical Staff reappointment and forward their written recommendation to the Medical Staff Executive Committee.

When appropriate, and with the approval of the Executive Committee, the Credentials Committee may appoint subcommittees for review of qualifications and requests for privileges in areas of special expertise.

The Credentials Committee will devise and recommend policies regulating the granting of clinical privileges to perform medical procedures, in collaboration with clinical service

chiefs or their designees. Policies approved by the Credentials Committee will be presented to the Medical Executive Committee and Board of Trustees for final approval.

(2) Composition

The members of the Credentials Committee shall be appointed by the Chief of Staff and include one member from each of the Clinical Services of the Medical Staff. One member will be designated Chairman by the Chief of Staff.

The term of the Chairman of the Credentials Committee should be a period of three (3) years, and no more than two consecutive terms should be served by one individual.

(3) Meetings

The Credentials Committee shall meet at least ten (10) times per year. The Credentials Committee shall provide the Medical Staff Executive Committee with a written record of each meeting. These minutes shall include a record of those applications for membership and privileges which have been reviewed and include the Committee’s recommendations to the Executive Committee for approval, modification, or denial of each applicant’s requested membership or privileges.

The Credentials Committee is a peer review committee as defined by section 2305.25 of the Ohio Revised Code. As such, the committee’s proceedings and records are confidential.

<p>Approved by:</p> <p>_____</p> <p>Christopher K. Lynn, M.D. Chief of Staff</p> <p>_____</p> <p>Ronald McGinnis, M.D. Medical Director</p> <p>_____</p> <p>Date</p> <p><i>Review/Revision Completed by:</i> <i>Credentials Committee</i> <i>Medical Executive Committee</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>MS-011 Credentials Committee</i> <p>Review/Revision Date: 11/19/03 05/09/07</p> <p>Next review date: 05/09/10</p>
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