Policy Statement:

It is the policy of Paul L. Foster School of Medicine (PLFSOM) to provide a mechanism for the granting of temporary clinical privileges to a Practitioner who has an application in process or for a special purpose if he/she is not an applicant for Professional Staff membership. The Dean on behalf of the MPIP Policy Committee may grant temporary privileges to the Practitioner.

NOTE: No temporary privileges shall be granted if a practitioner does not meet all of the criteria required for temporary privileges as outlined by The Joint Commission Medical Staff Standards MS.4.100 EP3.

Procedure:

Section 1: New Applicants to the Professional Staff

For reasons of clinical urgency, temporary clinical privileges may be granted to a new applicant by the Dean without the review and approval of the Credentials and MPIP Policy Committee.

1. The following must be met:
   a. A complete initial application appointment application file including all verifications and the absence of potentially negative information is required.

   b. The review and written concurrence of the Chairperson of appropriate Clinical Department is required.

   c. The scope of temporary privileges granted shall be at the discretion of the Dean based upon recommendations of the Clinical Department Chairperson and the Chairperson of the Credentials Committee.

   d. The Practitioner shall act under the supervision of the Chairperson of the appropriate Clinical Department.

   e. Temporary privileges while an application is being processed may be granted for a period of one hundred and twenty (120) days.
**Credentialing Office Policy and Procedure**

2. Enclose a copy of the applicant’s delineated privileges with the letter if temporary privileges were approved. Also, notify the clinical department by phone call and/or email that temporary privileges have been granted. The Credentials Committee should be notified of temporary privileges granted at their next scheduled meeting.

3. Enter the practitioner’s temporary privileges expiration dates (120 days from the date temporary privileges were approved) in the credentialing database.

   **Note:** The temporary privilege memo and a copy of the temporary letter sent to the practitioner will become a part of the practitioner’s credentials file.

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**Section 2 : Special Temporary privileges. Providers who are not applicants for Staff Appointment:**

Special temporary privileges may be granted by the Dean to a practitioner who is not an applicant for Staff appointment. Special temporary privileges may be granted for the care of specific patients, purposes of consultation, locum tenens, and as otherwise deemed appropriate by the Dean.

1. At minimum, the individual seeking special temporary privileges shall produce:
   a. Current CV;
   b. Proof of current Texas license and when applicable Federal Controlled Substance Registration or approved use of Institutional DEA number;
   c. Proof of professional liability insurance coverage;
   d. Favorable written references from two peers attesting to the applicant’s clinical performance in the areas privileges are requested; and
   e. Signed consent and release for PLFSOM to query the peers, insurance and National Practitioner Data Bank.

2. The scope of temporary privileged granted shall be at the discretion of the Dean based upon recommendations of the Clinical Department Chairperson and the Chairperson of the Credentials Committee.

3. The practitioner shall act under the supervision of the Chairperson of the appropriate Clinical Department.

4. Special temporary privileges may be granted for a period of ninety (90) days and may be extended for successive ninety day (90) periods at the discretion of the Dean, but not exceed the period of services for the care of a specific patient or for locum tenens.

5. Practitioners who have been granted temporary privileges shall not be entitled to procedural rights of review under these Bylaws.

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**PROCEDURE:**
Credentialing Office Policy and Procedure

The process for applying for and granting special privileges is as follows:

1. All requests for special privileges must be made in writing and include the specific dates the temporary privileges will be required and the Professional Staff member for whom the individual is providing coverage and/or explanation of circumstances requiring such temporary privileges. The provider requesting special temporary privileges must complete a Texas Standardized Credentialing Application from the Department of Insurance and provide the documents included above.

2. The Credentialing Office will forward the credentials file to the Department Chair, and the Credentials Chair for review and recommendation, and ultimately to the Dean for approval.

3. The practitioner and the respective Department will be notified in writing that special temporary clinical privileges have been granted or denied to him or her. The Credentials Committee should be notified of special temporary privileges granted at their next scheduled meeting.

Section 3: Emergency Privileges:

In the event of an emergency, any Practitioner, regardless of department of assignment or scope of clinical privileges, shall be permitted and assisted to do everything reasonably possible to save the life of a patient or to save a patient from serious harm. For the purpose of this section, an emergency is defined as a condition in which serious permanent harm would result to a patient or in which the life of a patient is in immediate danger, and any delay in administering treatment would add to that danger.

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Signatory approval on file by: Juan B. Figueroa, M.D., Chair, TTUHSC EP PLFSOM Credentials Committee and Director of Clinical Operations

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