

Procedure for Professional Practice Evaluations

This document details the process for medical staff, Professional Practice Evaluations (PPE) of the UNM Locum Tenens and Specialty Extension Programs. The goals of these procedures are to help assure patient safety; to support quality improvement; and to assist the members of the medical staff in self-assessment.

Definitions:

Newly Hired Medical Staff-Someone who has worked for the program for less than 12 months.

Newly Hired Active Medical Staff-Someone who has worked for the LT/SEP less than 12 months and has provided medical coverage at least one site.

Established Medical Staff- Active Medical Staff credentialed in LT/SEP and has provided medical coverage at least once in the last year.

Dormant Medical Staff- Medical Staff who are credentialed in LT/SEP and has not provided medical coverage at least once in the six months.

Medical Staff Includes: Physicians, Dentist and Advanced Practice Providers.

Timing:

Category	1 st review	Frequency
New hire Medical/Dental Staff	Within 14 days of first coverage episode	Every 6 months if they continue to provide coverage
Established Active Medical/Dental Staff		Every 6 months if they continue to provide coverage
Dormant Medical/Dental Staff	After or during their next coverage episode	Every 6 months if they continue to provide coverage

Process:

When possible the PPE should be conducted by the medical director or supervising professional who works at the site of coverage.

When a medical professional is scheduled at site, LT/SEP staff will determine the best person at the site to provide feedback to the LT/SEP program. This might include:

- The medical/dental director at the site

- The medical provider whose practice will be covered by the LT/SEP medical staff

- A colleague or associate with congruent training who is working at the site

Once a reviewer at the site is identified, the LT/SEP staff will make an appointment for the LT/SEP Medical Director to meet with the reviewer via phone calls.

The LT/SEP Medical Director will meet with the reviewer via phone call and use the PPE survey as a guide to conducting the review.

Satisfactory Reviews will be sent to the Medical staff involved and placed in work record.

Unsatisfactory reviews will be addressed by the LT/SEP Medical Director.

Once a provider has received 3 satisfactory PPEs further reviews can be done by the onsite reviewer without a phone meeting.

If a site reviewer cannot be identified, a peer LT/SEP reviewer who visits the site after the LT/SEP medical staff has worked will be asked to review 3 charts and complete the PPE.