

## DOP INSTRUCTIONS

1. Complete the attached DOP
2. Use the current privilege roster we have provided in your packet to cross-reference privileges if needed
3. Identify the privileges you need then check each facility box where the privilege will be practiced (see IMAGE #1)
4. If you currently hold a privilege requiring maintenance criteria (see IMAGE #2 as an example) you must submit the required documentation to keep the privilege. Maintenance criteria is highlighted throughout the DOP for you. **No Maintenance – No Privilege**
5. If you are requesting a privilege you do not already hold (check your privilege roster),
  - You must meet the initial criteria detailed on the DOP
  - Privileges for which you have not selected or do not meet the minimum criteria cannot be performed.
  - If you wish to perform privileges and do not have the minimum required criteria or documentation as outlined on the delineation of privileges form, you will need to request permission to proctor through Medical Staff Services.
6. Return all pages of the DOP by email or fax (jpeg images not accepted)

### IMAGE #1

You need privilege CALL-1 at Pineville, Cabarrus and Stanly so this is how your request should look

Please check appropriate blocks when applying for privileges:

CMC	PVL	UNV	CR	LIN	CAB	UNN	STN	ANS	CLV		ALLERGY AND IMMUNOLOGY CORE PRIVILEGES
	X		N/A		X		X		N/A	CALL-1	Privileges to evaluate, diagnose, and manage patients of all ages presenting with conditions or disorders involving the immune system, both acquired and congenital.
<p>NOTE: Privileges include but are not limited to: asthma, anaphylaxis, rhinitis, eczema, urticaria, and adverse reactions to drugs, foods, and insect stings as well as immune deficiency diseases (both acquired and congenital), defects in host defense, and problems related to autoimmune disease, organ transplantation or malignancies of the immune system. Privileges also include allergy testing and desensitization.</p> <p>These core privileges do not include any of the special procedures listed below.</p>											

### IMAGE #2

#### Maintenance Criteria for Continued Privileges (CHEM-1):

The Physician must perform a minimum of ten (10) representative samples of Adult Hematology Core procedures over the past two (2) years based on acceptable results of ongoing professional practice evaluation and outcomes to reapply for Adult Hematology Core privileges. This will be reviewed at the time of reappointment. Physicians who would like to continue to hold any Adult Hematology Core privileges but are unable to document the minimal number will be requested to voluntarily withdraw their request for such privileges and to complete the necessary proctoring forms.

**ATRIUM HEALTH  
REAPPOINTMENT DOP  
HOSPITALIST  
SPECIALTIES OF FAMILY MEDICINE AND INTERNAL MEDICINE**

**PRINT NAME:** \_\_\_\_\_

	YES		NO*	I have participated in direct patient care in the hospital setting within the past two (2) years.
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**\*If the answer is “No”, please do not complete this form. Contact the Medical Staff Office at (704) 355-2147 for additional instructions regarding the required proctoring process.**

**If you would like to request Moderate Sedation (Conscious Sedation), please see the Moderate Sedation Delineation of Privileges form.**

To be eligible for core Hospitalist privileges, the applicant must meet the following qualifications:

- If the applicant is not currently certified by the American Board of Medical Specialties (ABMS) or the American Osteopathic Association (AOA) the applicant must:
1. Provide documentation of successful completion, within the past five (5) years, of an ACGME or AOA accredited residency training program in Internal Medicine or Family Medicine; **AND**
  2. Demonstrate sufficient experience in Internal Medicine or Family Medicine skills to safely undertake the full spectrum of the Hospitalist Core procedures being requested. Experience must include evidence of current clinical competence during the past two (2) years. Applicants have the burden of producing information deemed adequate by the Hospital for a proper evaluation of current competence, and other qualifications and for resolving any doubts; **AND**
  3. Verification by the training program documenting that the Applicant has provided inpatient critical care or consultative services for at least thirty (30) “inpatient” patient encounters during their training program.

**OR**

- If the applicant is currently certified by the American Board of Medical Specialties (ABMS) or the American Osteopathic Association (AOA), the applicant must:
1. Demonstrate sufficient experience in Internal Medicine or Family Medicine skills to safely undertake the full spectrum of the Hospitalist Core procedures being requested; **AND**
  2. Submit documentation of thirty (30) “inpatient” patient encounters during the past two (2) years to include some portion in critical care. Applicants have the burden of producing information deemed adequate by the Hospital for a proper evaluation of current competence, and other qualifications and for resolving any doubts

NOTE 1: Physicians must apply for “CORE” privileges in order to be eligible for clinical privileges in the specialty of Internal Medicine or the specialty of Family Medicine at any facility within Atrium Health.

NOTE 2: “CORE” privileges cannot be amended or altered in any way.

NOTE 3: Appointees who hold Hospitalist “Core” Privileges are not required to name a provider who will provide twenty-four (24), seven (7) day coverage. Hospitalists only perform hospital-based work and the transfer of patient care is covered by the Hospitalists Group.

NOTE 4: Please note that the exercise of certain privileges enumerated herein is necessarily limited by the operational, and resource constraints of the facility. All procedures must be performed within a clinical setting with the capabilities and organizational structure required to provide appropriate support.

CMC	Pineville	University City	Lincoln	Cabarrus	Union	Stanly	Anson	Cleveland		<b>FAMILY AND INTERNAL MEDICINE HOSPITALIST CORE PRIVILEGES</b>
									CHOS-1	Hospitalist Core Privileges - Privileges to treat patients from the 18 <sup>th</sup> birthday and beyond who either require critical or non-critical care. May provide treatment for common medical conditions or complex medical conditions in the critical care settings.

These privileges include medical consultation as requested by other physicians, interpretation of routine laboratory and radiographic studies, electrocardiograms, and dictation and record keeping as required by the institution and other regulatory bodies, insertion of peripheral intravenous lines, nasogastric intubation, lumbar puncture, skin biopsy, incision and drainage of an abscess, and perform advanced cardiac life support (ACLS), in accordance with certification.

**\* SPECIAL PRIVILEGES WITH QUALIFICATIONS AND/OR SPECIFIC CRITERIA - PROVIDE THE NUMBER OF PROCEDURES PERFORMED WITHIN THE PAST TWO YEARS AND FACILITY WHERE THE PROCEDURES WERE PERFORMED.**

CMC	PVL	UNV	LIN	CAB	UNN	STN	ANS	CLE	<b>HOSPITALIST SPECIAL PRIVILEGES</b>		Minimum Number Required	Number Performed Within The Past 2 Years	Location
									Must apply for and maintain Family and Internal Medicine Hospitalist Core Privileges (CHOS-1)				
									CHOS-2*	Arterial Puncture and Line	5		
									CHOS-3*	Arthrocentesis	5		
									CHOS-4*	Central Vein Catheter Insertion	10		
									CHOS-5*	Joint Aspiration and Injection	5		
									CHOS-6*	Paracentesis	5		
									CHOS-7*	Pulmonary Artery Catheter Insertion (Swan-Ganz)	15		

									CHOS-8*	Thoracentesis	5			
CMC	PVL	UNV	LIN	CAB	UNN	STN	ANS	CLE	<b>HOSPITALIST SPECIAL PRIVILEGES</b> Must apply for and maintain Family and Internal Medicine Hospitalist Core Privileges (CHOS-1)			Minimum Number Required	Number Performed Within The Past 2 Years	Location
									CHOS-9*	Ventilator Management	5			
N/A	N/A	N/A		N/A	N/A	N/A	N/A	N/A	CHOS-10*	Fiberoptic Bronchoscopy in the intubated patient for removal of secretions diagnosis of pneumonia	10			
									CHOS-11*	Endotracheal Intubation Techniques	10			

**Maintenance Criteria for Continued Privileges (HOS-2 – HOS-9):**

The Physician must submit a representative sample of a minimum of ten (10) cases, to include at least two (2) cases for each special privilege held, over the past two (2) years based on acceptable results of ongoing professional practice evaluation and outcomes to reapply for special privileges. This will be reviewed at the time of reappointment. Physicians who would like to continue to hold any special privileges but are unable to document the minimal number will be requested to voluntarily withdraw their request for such privileges and to complete the necessary proctoring forms.

**Maintenance Criteria for Continued Privileges (HOS-10):**

The Physician must submit a minimum of ten (10) Flexible Bronchoscopy procedures performed over the past two (2) years based on acceptable results of ongoing professional practice evaluation and outcomes to reapply for special privileges. This will be reviewed at the time of reappointment. Physicians who would like to continue to hold Flexible Bronchoscopy privileges but are unable to document the minimal number will be requested to voluntarily withdraw their request for such privileges and to complete the necessary proctoring forms.

**Maintenance Criteria for Continued Privileges (HOS-11):**

The Physician must submit a minimum of five (5) Endotracheal Intubation Techniques procedures performed over the past two (2) years based on acceptable results of ongoing professional practice evaluation and outcomes to reapply for special privileges. This will be reviewed at the time of reappointment. Physicians who would like to continue to hold Endotracheal Intubation Techniques privileges but are unable to document the minimal number will be requested to voluntarily withdraw their request for such privileges and to complete the necessary proctoring forms.

CMC	PVL	UNV	LIN	CAB	CR	UNN	STN	ANS	CLE		<b>CORE HOSPITALIST PRIVILEGES – REHABILITATION HOSPITAL SETTING ONLY</b>
N/A	N/A	N/A	N/A	N/A		N/A	N/A	N/A	N/A	CHOS -12	Privileges include evaluation and management, as well as procedures approved for performance within the acute rehabilitation setting, in conjunction with the comprehensive rehabilitation treatment plan.

I have requested only those privileges for which by education, training, current experience, and demonstrated performance I am qualified to perform, and that I wish to exercise at Atrium Health and;

I understand that:

- a) In exercising any clinical privileges granted, I am constrained by hospital and medical staff policies and rules applicable generally and any applicable to the particular situation.
- b) Any restriction on the clinical privileges granted to me is waived in an emergency situation and in such a situation my actions are governed by the applicable section of the medical staff bylaws or related documents.

I attest that I am not currently a user of illegal drugs or do not currently abuse the use of legal drugs.

I attest that I do not have a physical or mental condition which could affect my motor skills or ability to exercise the clinical privileges requested or that I require an accommodation in order to exercise the privileges requested safely and competently.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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**CHOS-2      ARTERIAL PUNCTURE AND LINE**

**EXPLANATION:** Percutaneous insertion of a catheter into an artery (examples include the radial, brachial, or femoral artery). Generally, the purpose of such a catheter is to be connected to pressure monitoring devices and for blood sampling of arterial blood.

**QUALIFICATIONS:** Knowledge of the anatomy of the artery (and variants) to be catheterized. Skills should also include knowledge and training with respect to catheter insertion techniques and complications.

The applicant must meet the following:

- 1. Provide documentation of the successful completion of a residency program in Internal Medicine within the past two (2) years and have written documentation from the Program Director demonstrating competency in Arterial Puncture and Line; **OR**
- 1. Provide a minimum number of five (5) cases performed within the past two (2) years; **OR**
- 1. Submit the PERMISSION TO BE PROCTORED REQUEST FORM requesting concurrent proctoring by a physician who currently holds privileges to perform Arterial Puncture and Line. You must provide documentation of proctoring for five (5) procedures.

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### **CHOS-3      ARTHROCENTESIS**

**QUALIFICATIONS:** The applicant shall have the burden of producing adequate information for proper evaluation of his competence and qualifications and for resolving any doubts about such qualifications. This documentation may be provided by the applicant, and/or by a letter from the proctor stipulating that the procedures have been performed by the applicant under the direct supervision of the proctor.

The applicant must meet the following:

1. Provide documentation of the successful completion of a residency program in Internal Medicine within the past two (2) years and have written documentation from the Program Director demonstrating competency in Arthrocentesis; **OR**
1. Provide a minimum number of five (5) cases performed within the past two (2) years; **OR**
1. Submit the PERMISSION TO BE PROCTORED REQUEST FORM requesting concurrent proctoring by a physician who currently holds privileges to perform Arthrocentesis. You must provide documentation of proctoring for five (5) procedures.

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### **CHOS-4      CENTRAL VEIN CATHETER INSERTION**

**EXPLANATION:** Percutaneous insertion of a catheter into a central vein (examples include the internal jugular, subclavian, or femoral veins). Generally, the purpose of such catheters is to provide access to the venous blood system for infusions of fluids, monitoring venous pressures, blood access for dialysis and for blood sampling of venous blood.

**QUALIFICATIONS:** Knowledge of the anatomy of the large veins (and variants) to be catheterized. Skills should also include knowledge and training with respect to catheter insertion techniques and complications.

The applicant must meet the following:

1. Provide documentation of the successful completion of a residency program in Internal Medicine within the past two (2) years and have written documentation from the Program Director demonstrating competency in Central Vein Catheter Insertion; **OR**
1. Provide a minimum number of ten (10) cases performed within the past two (2) years; **OR**
1. Submit the PERMISSION TO BE PROCTORED REQUEST FORM requesting concurrent proctoring by a physician who currently holds privileges to perform Central Vein Catheter Insertion. You must provide documentation of proctoring for ten (10) procedures.

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### **CHOS-5      JOINT ASPIRATION AND INJECTION**

**QUALIFICATIONS:** The applicant shall have the burden of producing adequate information for proper evaluation of his competence and qualifications and for resolving any doubts about such qualifications. This documentation may be provided by the applicant, and/or by a letter from the proctor stipulating that the procedures have been performed by the applicant under the direct supervision of the proctor.

The applicant must meet the following:

1. Provide documentation of the successful completion of a residency program in Internal Medicine within the past two (2) years and have written documentation from the Program Director demonstrating competency in Joint Aspiration and Injection; **OR**
1. Provide a minimum number of five (5) cases performed within the past two (2) years; **OR**

1. Submit the PERMISSION TO BE PROCTORED REQUEST FORM requesting concurrent proctoring by a physician who currently holds privileges to perform Joint Aspiration and Injection. You must provide documentation of proctoring for five (5) procedures.
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#### **CHOS-6 PARACENTESIS**

**QUALIFICATIONS:** The applicant shall have the burden of producing adequate information for proper evaluation of his competence and qualifications and for resolving any doubts about such qualifications. This documentation may be provided by the applicant, and/or by a letter from the proctor stipulating that the procedures have been performed by the applicant under the direct supervision of the proctor.

The applicant must meet the following:

1. Provide documentation of the successful completion of a residency program in Internal Medicine within the past two (2) years and have written documentation from the Program Director demonstrating competency in Paracentesis; **OR**
  1. Provide a minimum number of five (5) cases performed within the past two (2) years; **OR**
  1. Submit the PERMISSION TO BE PROCTORED REQUEST FORM requesting concurrent proctoring by a physician who currently holds privileges to perform Paracentesis. You must provide documentation of proctoring for five (5) procedures.
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#### **CHOS-7 PULMONARY ARTERY CATHETER INSERTION (SWAN GANZ)**

**QUALIFICATIONS:** The applicant shall have the burden of producing adequate information for proper evaluation of his competence and qualifications and for resolving any doubts about such qualifications. This documentation may be provided by the applicant, and/or by a letter from the proctor stipulating that the procedures have been performed by the applicant under the direct supervision of the proctor.

The applicant must meet the following:

1. Provide documentation of the successful completion of a residency program in Internal Medicine within the past two (2) years and have written documentation from the Program Director demonstrating competency in Pulmonary Artery Catheter Insertion (Swan Ganz); **OR**
  1. Provide a minimum number of fifteen (15) cases performed as an independent operator within the past two (2) years; **OR**
  1. Submit the PERMISSION TO BE PROCTORED REQUEST FORM requesting concurrent proctoring by a physician who currently holds privileges to perform Pulmonary Artery Catheter Insertion (Swan Ganz). You must provide documentation of proctoring for five (5) procedures.
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## **CHOS-8 THORACENTESIS**

**QUALIFICATIONS:** The applicant shall have the burden of producing adequate information for proper evaluation of his competence and qualifications and for resolving any doubts about such qualifications. This documentation may be provided by the applicant, and/or by a letter from the proctor stipulating that the procedures have been performed by the applicant under the direct supervision of the proctor.

The applicant must meet the following:

1. Provide documentation of the successful completion of a residency program in Internal Medicine within the past two (2) years and have written documentation from the Program Director demonstrating competency in Thoracentesis; **OR**
1. Provide a minimum number of five (5) cases performed within the past two (2) years; **OR**
1. Submit the PERMISSION TO BE PROCTORED REQUEST FORM requesting concurrent proctoring by a physician who currently holds privileges to perform Thoracentesis. You must provide documentation of proctoring for five (5) procedures.

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## **CHOS-9 VENTILATOR MANAGEMENT**

**QUALIFICATIONS:** The applicant shall have the burden of producing adequate information for proper evaluation of his competence and qualifications and for resolving any doubts about such qualifications. This documentation may be provided by the applicant, and/or by a letter from the proctor stipulating that the procedures have been performed by the applicant under the direct supervision of the proctor.

The applicant must meet the following:

1. Provide documentation of the successful completion of a residency program in Internal Medicine within the past two (2) years and have written documentation from the Program Director demonstrating competency in Ventilator Management; **OR**
1. Provide a minimum number of five (5) cases performed within the past two (2) years; **OR**
1. Submit the PERMISSION TO BE PROCTORED REQUEST FORM requesting concurrent proctoring by a physician who currently holds privileges to perform Ventilator Management. You must provide documentation of proctoring for five (5) procedures.

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## **CHOS-10 FIBEROPTIC BRONCHOSCOPY IN THE INTUBATED PATIENT FOR REMOVAL OF SECRETIONS, DIAGNOSIS OF PNEUMONIA**

**DEFINITION:** Fiberoptic bronchoscopy is a [medical procedure](#) in which a cylindrical fiberoptic scope, bronchoscope, is inserted into the airways. The instrument contains a light and an eyepiece that allows the visual examination of the lower airways. The procedure is used to examine the mucosal surface of the airways for abnormalities that might be associated with a variety of lung diseases and allows for removal of secretions for patients diagnosed with pneumonia.

### **CREDENTIALS:**

The applicant must meet the following:

1. Provide documentation of the successful completion of a residency program in Internal Medicine within the past two (2) years and have written documentation from the Program Director demonstrating competency in Ventilator Management; **OR**

1. Provide a minimum number of five (5) cases performed within the past two (2) years; **OR**
  1. Submit the PERMISSION TO BE PROCTORED REQUEST FORM requesting concurrent proctoring by a physician who currently holds privileges to perform Ventilator Management. You must provide documentation of proctoring for five (5) procedures.
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**CHOS-11      ENDTORACHEAL INTUBATION TECHNIQUES:** Intubation with all levels of sedation, including neuromuscular blockade.

**CREDENTIALS:**

The applicant must meet the following:

1. Provide verification from the fellowship program director that the Applicant has been trained and has participated in Endotracheal Intubation Techniques using all levels of sedation to include neuromuscular blockade for minimum of ten (10) procedures within the past two (2) years; **OR**
  1. Provide verification from the Department Chief where the Applicant most recently practiced documenting that the Applicant has successfully performed a minimum of ten (10) Endotracheal Intubate Techniques within the past two (2) years; **OR**
  1. Complete an approved airway management course and submit the PERMISSION TO BE PROCTORED REQUEST FORM requesting concurrent proctoring by a physician who currently holds privileges to perform Endotracheal Intubation Techniques. You must provide documentation of proctoring for ten (10) cases of Endotracheal Intubation Techniques with moderate sedation and neuromuscular blockade.
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