

## **PROCTORING**

Medical Staff members who desire to be proctored must first complete the request for additional clinical privileges form and the appropriate delineation of privileges form requesting the specific privilege with a limitation. Approval must be granted prior to any proctoring.

### **Proctor Qualifications**

When concurrent proctoring is required, the following guidelines should be used:

1. Proctors should be
  - MHMH medical staff members with full privileges (without limitations and/or pending FPPE) to perform the procedure being concurrently proctored

**OR**

  - In cases of new technology or additional privileges for new technology, proctors shall be certified as an External Proctor through the authorization process
2. Proctors will be mutually agreed upon between the department chair and the physician being proctored.
3. The proctor may be a member of the same practice group as the physician being proctored.

### **Responsibilities of Proctors**

1. Proctor shall directly observe the procedure being performed, concurrently observe medical management and/or retrospectively review the completed medical record following discharge.
2. Proctors will:
  - complete appropriate forms,
  - ensure confidentiality of proctor results and forms,
  - submit completed forms to the medical staff office, and
  - submit a summary report at conclusion of proctoring period.
3. If at any time during the proctoring period the proctor has concerns about the practitioner's competency to perform specific clinical privileges or care related to specific patients, the proctor shall promptly notify the department chair.

### **Medical Staff's Ethical Position on Proctoring**

Concurrent proctoring is one method that may be utilized for evaluation of procedural competency. The proctor is an agent of the hospital. The proctor shall receive no compensation from any patient for this service. The credentialed, privileged proctor, however, should nonetheless render emergency medical care to the patient for medical complications arising from the care provided by the proctored practitioner. The hospital will defend and indemnify any privileged practitioner who is subjected to a claim or suit arising from his or her acts or omissions in the role of proctor.