

HUNTERDON MEDICAL CENTER  
**PROCEDURES AND GUIDELINES FOR THE  
PRACTICE OF ADVANCED PRACTICE PROFESSIONALS**

**DEFINITION**

Advanced Practice Professionals (APPs) are individuals not otherwise eligible for membership on the Medical Staff of Hunterdon Medical Center, who, by education, training or experience are qualified to provide patient care services needed or desired by the hospital, its medical staff, or the community, as determined by the Board of Trustees. APPs may be hospital employees, independent contractors, or employees of members of the Medical Staff. They are not members of the Medical Staff and do not have procedural rights under the Medical Staff Bylaws or hold clinical privileges.

**General Categories**

Advanced Practice Professionals fall into two basic categories:

1. **Class One: Independent APPs:** Practitioners who, under applicable law or hospital policy, do not require the supervision of a member of the Medical Staff when providing medical services.
2. **Class Two: Supervised APPs:** Practitioners, who, under applicable law or hospital policy, require the supervision of a member of the Medical Staff when providing medical services.

Physician supervisors must be members of the Medical Staff in good standing. At no time may an APP practice in the healthcare system if the supervising physician's privileges are suspended or terminated or if the employment relationship between the APP and supervising physician ends.

**Current Categories**

Categories of APPs permitted to provide services in the hospital area included as Appendix A to these Policies and Procedures.

**DETERMINATION OF NEED**

**Policy:**

The Board of Trustees of Hunterdon Medical Center will, upon recommendation of the Needs Committee, determine which categories of licensed APPs may provide services within the Medical Center. No person shall be entitled to provide medical or other services at Hunterdon Medical Center merely because he or she holds a certain degree, has a certain type of training, is licensed to practice in New Jersey or any other state, is a member of any professional organization, is certified by any clinical or professional board, or because such person had, or presently has, the right to provide services at another healthcare facility.

**Procedure:**

- A. Individuals whose license or training is not listed in Appendix A who wish to provide services as an APP at Hunterdon Medical Center will submit a written request to the hospital's chief executive officer and shall include with the request a written proposal stating:
  1. The category of practice desired.
  2. The licensure status or other qualifications of the APP to provide services.
  3. The proposed scope of practice desired.
  4. A photocopy of the relevant portion of New Jersey law which sets forth the scope of practice for this license.
  5. The level of Medical Staff supervision that will be provided, and by which member or members of the Medical Staff.
  6. Employment status.
  7. Proof of professional liability insurance.
- B. This information will be forwarded by the chief executive officer to the Hunterdon Medical Center Needs Committee which will follow its customary policies and procedures for recommending the establishment or non-establishment of new positions. Upon Board of Trustee approval of the new category, the applicant's proposal will be directed to the Advanced Practice Professionals Committee, a subcommittee of the Medical Staff Selection and Credentials Committee which shall include representatives from the following departments: Nursing Administration, one of whom shall be the Chief Nursing Officer or his or her designee, Human Resources, Medical Staff Services and two physician members of the Selection and Credentials Committee, one of whom shall be the Chief Medical Officer. The Advanced Practice Professionals Committee may act on behalf of the Medical Staff Selection and Credentials Committee in credentialing advanced practice professionals.
- C. The Advanced Practice Professionals Committee will use the proposal of the applicant, along with information gathered from appropriate departmental, institutional, professional and State organizations, to prepare the following:

1. **Statement of Qualifications to include:**
  - a. Current licensure;
  - b. Educational requirements;
  - c. Supervision; and
  - d. Malpractice insurance requirements.
  
2. **Scope of Practice to include:**
  - a. Categories of patients to who services may be provided;
  - b. Description of services to be provided;
  - c. Degree of supervision;
  - d. Medical record responsibilities; and
  - e. Departmental designation.

The Scope of Practice will be presented to the Selection and Credentials Committee for review and recommendation. Recommendations will be forwarded to the Medical Staff Executive Committee for approval.

3. **Supervising Members Agreement or Collaborating Physician Agreement**
  
4. **Recommended Evaluation Procedures**

### **APPLICATION REQUIREMENTS AND APPOINTMENT PROCESS**

Once the Governing Body has granted permission for the category of APP to provide services within the hospital according to established standards, and identified positions to accommodate those individuals, and the Scope of Practice has been reviewed by the Medical Executive Committee, individuals in that category of license may apply to fill the identified positions.

Application materials will be distributed to the physician employer/supervising or collaborating physician who will be responsible for distributing the materials to the candidate. Applicants will be given a copy of the approved delineations of qualifications and scope of practice for their category and may apply to provide only those services described therein.

The candidate will complete the application and return it along with required supporting documentation and application fee to the supervising or collaborating physician/employer. The physician employer/supervising or collaborating physician will complete the application by signing the Supervising Member Agreement or Collaborating Physician Agreement and the candidate's Scope of Practice. The physician employer/supervising or collaborating physician will return the application to the Medical Staff Services Office.

The application shall be processed by the Advanced Practice Professionals Committee in accordance to the policies and procedures of the Office of Medical Staff Services. Medical Staff Services will obtain evidence of malpractice insurance coverage, at least three professional references and verification of licensure, certification (if applicable) and education. Criminal background and past employment checks will be made. To the extent possible, information contained in the application shall be verified from the primary source. Interviews of the applicant by the Advanced Practice Professionals Committee are required. Recommendations of the Advanced Practice Professionals Committee shall be forwarded to the Selection and Credentials Committee and on to the Medical Staff Executive Committee and Board of Trustees. All applicants must complete selected portions of the Hospital's New Employee Orientation Program prior to being granted final approval to practice in the Hospital.

Decisions on applications shall be made within 60 days of completion of the application.

### **TEMPORARY PRIVILEGES**

Temporary privileges may only be granted to an Advanced Practice Professional applicant in the interest of patient care following a favorable recommendation by the Advanced Practice Professionals Committee and after completing selected portions of the Hospital's New Employee Orientation Program. Temporary privileges may be granted by the Chief Executive Officer or his or her designee on behalf of the Board of Trustees. Temporary privileges shall be granted for a maximum period of 120-days.

All initial appointments to the Advanced Practice Professional Staff shall be for a period not to exceed two (2) years, thereafter, the practitioner shall apply for reappointment.

### **EVALUATION AND REAPPOINTMENT PROCESS**

Supervising or collaborating physicians and/or professional peers are responsible for providing ongoing evaluations of each Advanced Practice Professional for periods not to exceed 11-months. The evaluations shall include assessment of the APP's proficiency in patient care, medical/clinical knowledge, practice-based learning and improvement, interpersonal skills, professionalism, and systems-based practice. Appropriate written records of the evaluations shall be maintained and placed in the practitioner's file. Should the evaluations indicate less than satisfactory performance, further review shall be conducted by the Advanced Practice Professionals Committee. A summary report of all evaluations shall be reported to the Selection and Credentials Committee, Medical Staff Executive Committee and the Board of Trustees at the time of the Advanced Practice Professional's biennial reappointment.

The reappointment process shall include, at a minimum, review of updated information regarding the practitioner's practice and contact information, licensure, certification (if applicable), malpractice insurance, continuing medical education, hospital affiliations, health status, professional sanctions, criminal charges, and review of evaluations by the supervising or collaborating physician and a professional peer.

Although not protected by the Bylaws of the Medical Staff, Advanced Practice Professionals must agree in writing to abide by the Medical Staff Bylaws and Rules and Regulations and policies of the Hunterdon Medical Center. They shall accept committee assignments if appointed and participate in teaching and/or quality improvement activities if requested by their supervising member of the Medical Staff or Department. APPs employed by HMC shall further abide by employment policies and procedures of the Hunterdon Healthcare System.

Whenever the conduct of an APP requires that immediate action be taken to protect the life or safety of any patient or employee, the Chief Executive Officer, Chief Medical Officer or Chief Operating Officer has the authority to summarily suspend all or any portion of the clinical duties of the APP. Notice of this action shall be sent to the Advanced Practice Professionals Credentialing Subcommittee, the Medical Staff Executive Committee and to the Department of Human Resources, if the APP is an employee. The APP Credentialing Subcommittee shall be the vehicle for conducting further investigations or for hearing grievances filed by the APP.

**APPROVED:**

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Signature of File  
Robert Coates, MD, MMM  
Chair, Advanced Practice Professional Committee

Date: April 27, 2016

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Signature of File  
Robert Coates, MD, MMM  
Chair, Selection and Credentials Committee

Date: May 5, 2016

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Signature of File  
Edward Spector, MD  
Chair, Medical Executive Committee

Date: May 10, 2016

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Signature of File  
Robert Wise  
President and Chief Executive Officer

Date: May 26, 2016

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Signature of File  
Robert Cody, MD  
Chair, Board of Trustees

Date: May 26, 2016

Amended: January 1997  
Amended: September 1999  
Amended: July 2004  
Amended: February 2008  
Amended: May 26, 2016

**Appendix A**

**Licensed by the Board of Medical Examiners**

<b>Specialty Board</b>	<b>Status at HMC</b>
Acupuncturists	
Athletic Trainer	
Doctor of Medicine (MD) *	Medical Staff
Doctor of Osteopathy (DO) *	Medical Staff
Doctor of Podiatric Medicine (DPM) *	Medical Staff
Electrologist	
Genetic Counselor	
Hearing Aid Dispenser *	Employed
Nurse Midwifery *	Employed by Physicians
Physician Assistant (PA) *	Employed and/or Employed by Physicians
Perfusionist	

**Licensed by the Board of Dentistry**

<b>Specialty Board</b>	<b>Status at HMC</b>
Dentist *	Medical Staff
Registered Dental Assistant	
Registered Dental Hygienist	

**Licensed by the Board of Nursing**

<b>Specialty Board</b>	<b>Status at HMC</b>
Advanced Nurse Practitioner (APN) *	Advanced Practice Professional Staff – Employed and/or Employed by Physicians
Certified Homemaker – Home Health Aide *	Employed
Clinical Nurse Specialist *	Employed
Forensic Nurse – Certified Sexual Assault	
Licensed Practice Nurse (LPN) *	Employed
Registered Nurse (RN) *	Employed
Registered Nurse First Assistant (RNFA) *	Advanced Practice Professional Staff – Employed and/or Employed by Physicians

**Licensed by the Board of Social Work Examiners**

<b>Specialty Board</b>	<b>Status at HMC</b>
Certified Social Worker *	Employed
Licensed Clinical Social Worker *	Employed
Licensed Social Worker *	Employed

**Licensed by the Other Boards**

<b>Specialty Board</b>	<b>Status at HMC</b>
Audiology and Speech Language Pathology *	Employed
Certified Psychoanalyst	
Chiropractic Examiner	
Marriage and Family Therapy Examiner	Employed
Optometry	
Orthotics and Prosthetics Examiner	
Physical Therapy *	Employed
Professional Counselor Examiner *	Employed
Psychological Examiner *	Employed
Respiratory Care *	Employed

\* Currently at HMC