

Policy Title: Credentialing Advisory Committee	Policy Number: 025-JBG	Pages 2
Date: June 24 th 2021	Supersedes: November 28 th 2019	
Cross Reference: Bylaws St. Joseph Healthcare Hamilton Public Hospitals Act	Issuing Authority: St. Joseph's Joint Boards of Governors (JBG)	
Policy Sponsor SJHH Office of the President JBG Chair	Policy Author: Senior Manager Office of the President	

1.0 Purpose

The Credentialing Advisory Committee of the JBG is established to advise the Board on the appropriateness of the Hospital's processes for:

- a) The appointment and re-appointment of the Professional Staff.
- b) The ongoing monitoring and supervision of the Professional Staff.

2.0 Policy Statement

Under the Public Hospitals Act and the hospital by-laws, it is the Board that is responsible for appointing professional staff to the hospital and determining their privileges.

3.0 Committee Membership and Frequency of Meetings

Members:

1. SJHH President
2. Chief of Staff
3. One (1) elected JBG SJHH voting member (Chair) shall be appointed by the Nominating Committee as sub-committee of the Governance, Mission, and Values Committee.

Frequency

- The committee shall meet at a minimum twice a year, at the call of the committee chair.
- At anytime on the request of the Chief of Staff

Quorum

Majority of the members

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4.0 Committee Roles & Responsibilities

The Committee shall be responsible to:

1. Review applications for appointment and re-appointment that contain risk factors identified by the Chief of Staff or the Medical Advisory Committee.
2. Receive briefings on specific details with respect to matters relating to members of the Professional Staff with or seeking privileges at the Hospital.
3. Receive reports from the Chief of Staff on matters with respect to ongoing monitoring and supervision of the Professional Staff and assess the appropriateness of the processes being followed.
4. In consultation with the Chief of Staff and legal counsel, determine what, if any, information should be disclosed to the Board.
5. Review any other matter related to Professional Staff matters referred to the Committee by the Board.
6. Report to the Board on the work of the Committee as required.

5.0 Exclusion from Board Hearings

- In accordance with subsection [39\(4\) of the Public Hospitals Act](#), elected board members of the Professional Staff Advisory Committee shall not be entitled to participate in any hearing related to any applicant considered by the Committee.
- Accordingly, it is the intent that the Trustee that serves on the committee will do so until the completion of their term on the Board.
- At any Board meeting to consider appointments and re-appointments of the Professional Staff, members of the Credentialing Advisory Committee shall recuse themselves from the portion of the meeting related to such appointments and re-appointments.

4.0 Policy History:

November 2019; June 2021

5.0 Next Scheduled Review Date:

November 2024