

ACCREDITATION OF VISITING MEDICAL OFFICERS & SURGICAL ASSISTANTS

STATEMENT:

Lakeview Private Hospital (LPH) ensures all VMOs, and Surgical Assistants are suitably accredited and insured for practice at this facility.

POLICY REFERS TO:

VMOs (Surgeons/Anaesthetists/Surgical Assistant and CMO's)

POLICY:

All applicants applying for VMO/Surgical Assistant accreditation status will follow LPH application process, will provide correct and current required documentation and will agree to abide by LPH by-laws, policies and directives.

PROCEDURE:

When a medical officer/assistant wishes to apply for visiting clinical privileges the Hospital shall:

- Send the applicant an Application for Clinical Privileges or advise applicant to download this from website.
- Have the applicant complete the application form.
- Ensure written confirmation of the current Medical Defence/Indemnity insurance status is received with the application.
- Ensure a copy of the Medical or Dental/Nursing Registration is received.
- Ensure a copy of applicants current CV is received.
- Conduct appropriate reference checks including working with children and document same.
- Mandatory training and CPD certificates (See Table 1- Training requirements). Certification for the same modules will be accepted from other facilities and training platforms. New certification will be required at every re-accreditation.
- LPH137 Immunisation Declaration form – Category A with supporting serology and immunisation statement
- Applicants wishing to perform colonoscopy procedures are required to show evidence of current GESA certification.
- Collate all the necessary information.
- Refer all documentation for approval at the next Medical Advisory/Credentialing Committee meeting. The Committee will consider recommendations with respect to the appointment and re-accreditation of accredited practitioners (emergency, temporary and permanent), delineation of Scope of Clinical Practice, amendment or termination of Scope of Clinical Practice and make a recommendation to the Board via the GM.
- Ensure that approval is documented in the MAC minutes and that the minutes are signed.
- Following approval, a letter of acceptance and a copy of hospital by-laws is sent to the approved applicant.
- Re accreditation will occur every four years.

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Surgical Assistant

- The decision as to whether an Assistant will be required, and the level of knowledge and skill required of the assistant is the responsibility of the operating surgeon. This decision should be made in advance so that the appropriate arrangements can be made.
- The surgical assistant must be accredited at the hospital.
- A valid working with children certificate/number must be provided.
- The assistant must be covered by appropriate medical indemnity insurance.
- The surgeon maintains prime responsibility and direction.

LPH will ensure ongoing monitoring of all accredited VMOs and Surgical Assistants.

LPH continually monitors the expiry dates of documentation submitted by successful applicants. These include AHPRA, Medical Indemnity Insurance Certificates of Currency, WWC Certificates and GESA recertification where applicable.

EXPECTED OUTCOMES:

LPH will adhere to the designated regulations for accrediting VMOs/surgical assistants. All VMOs and surgical assistants will maintain current registration and insurance.

REFERENCES:

NSW Health License

Royal College of Surgeons 2015, *Guidelines for Surgical Assistants*

PD2016_048 Mandatory Training - Criteria for Approval as a NSW Health Requirement

Table 1 – Required training

CMO	VMO(Surgeons, Anaesthetists and surgical assistants)
Advanced Life Support	ALS or BLS
Blood Safe – Patient Blood Management Essentials https://learn.bloodsafelearning.org.au/course/details/pbm	Hand Hygiene https://hha.org.au/32-online-learning/login
Hand Hygiene https://hha.org.au/32-online-learning/login	Basics of Infection Prevention and Control https://hha.org.au/32-online-learning/login
Basics of Infection Prevention and Control https://hha.org.au/32-online-learning/login	Fire – Practical -25 Aug, 22 Sept, 20 Oct, 17 Nov
Fire – Practical 25 Aug, 22Sept, 20 Oct, 17 Nov	WHS – Introduction to Health and Safety in the Workplace
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APPROVAL AND IMPLEMENTATION:

Policy Custodian: General Manager

Authorising Committee: L+G

VERSION CONTROL:

Version	Date	Comments
1	2015	New Document
1.1	2018	Reviewed, minor changes
1.2	2021	Reviewed, minor changes
1.3	2022	Reviewed, minor changes
2	2025	Reviewed, Major Changes

Date of next review: July 2028

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