

Procedure: Flying Minutes

Overview

- A Flying Minute is the format used for the Credentialing Committee to consider an out-of-session application for scope of clinical practice (SoCP).
- These applications are only used in urgent situations where there is no other alternative for a practitioner to be given an approved SoCP.
- This process carries with it a higher risk than having the Committee consider the application at a standard meeting.
- More complex applications should only be considered at the full Committee meeting.
- The Chair or other member of the Committee may request that the application not be processed as a Flying Minute and that the application be tabled at the next scheduled meeting.
- Flying Minutes should **not** be considered routine business practice.
- A flying minute may take up to **72 hours** to process and is subject to the availability of Committee members. Additional time should also be taken into consideration for the SoCP to be approved by the Health Service Chief Executive.
- The number of members required to endorse a Flying Minute is the same as a standard meeting quorum. Relevant Specialist endorsement is also required in addition to quorum.
- The Secretariat of the Committee coordinates the processing of a Flying Minute.
- Details of a Flying Minute must be tabled at the next scheduled credentialing committee meeting.

Procedure – HHS

- Step 1: The HHS must submit a complete application. Incomplete applications will not be distributed as a Flying Minute.
- Step 2: Request that a RRCSU process a Flying Minute and clearly state the grounds as to why a Flying Minute is required.
- Step 3: On receipt of the endorsed Flying Minute and draft SoCP letter, print the documents and have the SoCP letter signed by the Health Service Chief Executive.
- Step 4: Email a copy of the SoCP letter to the practitioner
- Step 5: Return a copy of the signed SoCP letter to RRCSU Credentialing.

Procedure – RRCSU

- Step 1: The local credential officer contact RRCSU Credentialing requesting that a Flying Minute be processed
- Step 2: In consultation with the Chair of the Credentialing Committee, a decision will be made if a Flying Minute is suitable for the application.
- Step 3: Documents are to be saved in the '*Flying Minutes*' network directory folder for the next credentialing committee meeting.
- Step 4: The application package is collated in the standard format as per the application check list.

- Step 5: The Secretariat obtains written endorsement from a relevant specialist if required.
- Step 6: The Secretariat completes the flying minute template which will include the following:
- a. A brief summary of who the practitioner is, where they work, what they are engaged to do and why a flying minute is required.
e.g. Dr Bloggs is a Senior Medical Officer at Longreach Hospital, Central West HHS. Dr Bloggs' formal SoCP expires prior to the next Credentialing Committee meeting and requires urgent review.
 - b. Give an overview of the applicant's credentials including AHPRA registration, CPD, qualifications if relevant, number of references.
e.g. Dr Bloggs has general/specialist registration (specialty Surgery) with not conditions, notations or undertakings. RACS CPD certificate provided and 2 references. Written endorsement has been obtained from the RACS nominee.
 - c. Where SoCP is requested
e.g. Central West HHS
 - d. The SoCP requested as per the application form.
e.g. General Surgery
 - e. In consultation with the Committee Chair, list any proposed conditions or supervision requirements.
 - f. In line with the standard durations of SoCP, set the proposed finish date based on the date of the Flying Minute.
e.g. If the application is for an SMO and the Flying Minute is processed on 1/7/2016, the proposed expiry date would be 1/7/2021.
- Step 7: The Secretariat drafts an email to the Credentialing Committee
- a. The text from the Flying Minute document as the body text of the email
 - b. The subject of the email is 'URGENT: Flying Minute: <insert practitioners name>'
 - c. Attach the Flying Minute word document, the application and specialist endorsement (if relevant)
 - d. Print and retain a copy of the email in the practitioner's hard copy file
- Step 8: Enter the details of the application into the Database:
- a. Set the application status to 'Complete'
 - b. Set the meeting date to the next scheduled meeting
 - c. In the Application Comment field that the application was distributed as a Flying Minute. *e.g. Distributed as Flying Minute on 13/10/2016.*
- Step 9: Draft the SoCP letter based on the details of the Flying Minute. Save the draft letter in the 'Flying Minute' network folder.
- Step 10: Follow up with members if the required number of endorsements has not been received. This follow up is subject to the urgency of the application and may need to occur on the same day, or within 24 hours. Follow up may be done by resending the initial email or phone calls to members.
- Step 11: Once the required number of endorsements has been received the documents can be sent to the HHS for SoCP to be approved.
- a. Scan the Flying Minute memo and endorsements into a single PDF document.
 - b. Send the PDF document and the draft letter to the relevant HHS.

- Step 12: On receipt of the signed SoCP letter from the HHS, RRCSU will:
- a. Enter the details of the approved SoCP into the database and process the letter as per the standard process.
 - b. Include a copy of the SoCP letter in the PDF document of the Flying Minute and save in the network folder for the next scheduled Committee meeting.
 - c. Note in the next Committee agenda, under section 9 – Flying Minutes, the following details of the Flying Minute:
 - i. Practitioner name
 - ii. The approved SoCP
 - iii. Location
 - iv. Expiry date

Procedure – Credentialing Committee Members

On receipt of a Flying Minute SoCP application via email:

- Step 1: Read and review the attached Flying Minute Memo and the application
- Step 2: If there is any concern with the application, immediately reply to the email noting your concerns with the application and what may be done to rectify the concerns, e.g. source additional reference or documents.
- Step 3: If you endorse the application either:
- a. Either print and sign, and email a scanned copy of the Flying Minute Memo to RRCSU Credentialing, or
 - b. Reply to the email stating that you endorse the application