



Step-by-step process for not recommending SoCP for a clinician

Step 1 Credentialing and Scope of Clinical Practice (SoCP) committee meeting takes place

Step 2 Committee uncertain of recommending SoCP on information submitted by applicant.

Committee requires additional information or requires clarification on an aspect of the SoCP application to be able to make an informed decision. Application held over. Reason(s) documented in minutes. Ideally this information is requested to be provided prior to the agenda closing date of the next meeting.

Step 3 Additional information/clarification submitted to committee meeting. Further consideration of the additional information/clarification occurs. Committee recommends that the application is to be held over. This is documented in the minutes and the reason(s) why.

A request in writing is made to the applicant inviting further clarification or information. Ideally this information is requested to be provided prior to the agenda closing date of the next meeting.

Step 4 Further information or clarification from the applicant is received and tabled at the next scheduled credentialing committee meeting for reassessment of the application.

Step 5 After reassessment of all the available information the committee proposes that the requested scope of clinical practice is not recommended.

The reasons for this must be clearly documented in the committee's minutes.

(The committee has the option to apply supervision or conditions if they judge this is more appropriate than not recommending SoCP).

Step 6 If the decision maker agrees with the committee's recommendation, the decision maker advises the applicant in writing of the **proposal** not to approve SoCP.

The decision maker requests for any further information from the applicant pertinent to the application for SoCP.

The decision maker must send this correspondence within **10** business days of the committee meeting and also outline a process for review of the decision.

Step 7 The decision maker receives further information from applicant.

This information is submitted to the credentialing committee for further consideration. The committee considers the additional information. If the committee's original recommendation to not approve SoCP is upheld, this is noted in the minutes and the decision maker is informed by way of minutes and signed minute summary of relevant EDMS.

At this point it may be judicious for the EDMS to have a conversation with the applicant for the option to withdraw the application.

Step 8 If the decision maker agrees with the recommendation of the committee to not approve SoCP, the decision maker must send this correspondence within **10** business days of the committee meeting and outline a process for review of the decision.

At this point, refer to part 5 section 4 appeal process of the *Credentialing and defining the scope of clinical practice for medical practitioners and dentists; a best practice guideline* (qh-gdl-390-1-1:2017) for detailed process.