



Dignity Health

Glendale Memorial Hospital
and Health Center

Medical Staff Administration
1420 South Central Avenue
Glendale, CA 91204
Telephone (818) 502-2317
Fax (818) 502-4738

Dear Doctor:

Thank you for your interest in applying for Medical Staff membership at Glendale Memorial Hospital and Health Center (GMHHC).

All of the following are required for receiving an application for appointment to the GMHHC Medical Staff:

- (1) current, unrestricted California licensure as an MD, DO, DDS or DPM;
- (2) current, unrestricted federal DEA certificate;
- (3) no unresolved licensure action in any jurisdiction;
- (4) no current exclusion from participating in Medicare, Medi-Cal, or any federal healthcare program;
- (5) current Board Certification, active candidacy, or specified alternative, as described below:
 - (a) current Board Certification in the same specialty for which you are requesting clinical privileges by one of the approved Boards of the American Board of Medical Specialties (ABMS), the American Osteopathic Association (AOA), the American Board of Oral and Maxillofacial Surgery (ABOMS), or a specialty Board recognized by the Council of Podiatric Medical Education (CPME) of the American Podiatric Medical Association (APMA);
 - (b) active candidacy for Board Certification (as determined by the relevant Board) by one of the above-listed Boards and you acknowledge that you must achieve Board Certification within the maximum number of years allowed by the relevant Board, following the date when you completed residency training. [Current proof of an active application must be provided with your pre-application.]
 - (c) successful completion of a residency program of at least three (3) years' duration approved by the Accreditation Counsel for Graduate Medical Education ("ACGME"), the AOA, the ABOMS or the APMA, and at least ten (10) years of practice in the specialty for which you intend to request clinical privileges, as shown by documentation submitted with the pre-application form along with a written statement explaining how your education, training, experience, demonstrated ability, medical skills and professional judgment are equivalent to or exceed the level of proficiency evidenced by Board Certification; or
 - (d) status as a participant in good standing in the final six (6) months of an ACGME-, AOA-, ABOMS- or APMA-approved residency training program, in which case you will be required to complete the residency program successfully and become an active candidate for Board Certification before you can be considered for GMHHC Medical Staff membership;
- (6) no felony conviction related to professional practice (including but not limited to the ability to interact safely with patients and hospital personnel) within the past two (2) years; if you have any prior felony conviction for violation of laws relating to controlled substances, you must document successful completion of a recovery program;



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PRE-APPLICATION TO THE MEDICAL STAFF

Name _____

Office Address _____

Office Telephone _____

Residence Address _____

Residence Phone or Cell Phone _____

Clinical Specialty _____

Staff Category to which appointment is desired (see attached Bylaws extract for description and check the applicable Category below)

_____ Provisional _____ Adjunct (no hospital privileges)

Current Hospital Affiliations _____

This form must be submitted with the following documents or it will be returned:

- Copy of current California license to practice medicine
- Copy of government-issued picture identification card (i.e., driver's license)
- Evidence of Board Certification or active candidacy (see details in cover letter)
- Copy of narcotics registration certificate (DEA certificate)
- Copy of current certificate of malpractice insurance coverage in the minimum limits of \$1 million per occurrence/\$3 million aggregate
- Copy of ECFMG Certificate (if foreign medical graduate)
- Curriculum vitae
- Signature of a Staff member willing to provide emergency coverage for you

COVERAGE

Please list the name and **OBTAIN THE SIGNATURE** of the GMHHC Medical Staff member who agrees to take calls for you if you cannot be reached.

Name (please print)

Address

Telephone

Signature of coverage physician

MEDICAL STAFF CATEGORIES

PROVISIONAL STAFF CATEGORY

Except as otherwise permitted by section 13.4 of these Bylaws, all initial appointments are provisional for a period of six (6) months. At the end of that period, after review by the Credentials Committee, the Provisional Staff member may be granted Active Staff status (if Board Certified as outlined above and otherwise qualified), granted Courtesy Staff status (if qualified), or reappointed to the Provisional Staff for an additional six (6) months if the member's Division Chair has determined that the member needs more time to qualify for advancement. The maximum period for Provisional Staff membership generally shall be eighteen (18) months, except in unusual circumstances as determined by the MEC; and in no instance shall such appointment be for more than twenty-four (24) months. During the Provisional appointment, each member must be proctored by the Division to which application was made, according to the procedures and requirements in the Division's Rules and Regulations. The Provisional Staff member is responsible for ensuring that the proctoring requirements of the member's Division are met in every case; failure to do so will result in automatic suspension of privileges and cancellation of scheduled procedures until the requirements are fulfilled. In addition, failure to arrange for proctoring as required may result in a fine of \$250.00 per occurrence at the discretion of the Credentials Committee. If a fine is imposed, failure to pay the fine within thirty (30) days of notice will be considered a voluntary resignation.

Advancement to the Active or Courtesy Staff shall require the Provisional Staff member to have completed the minimum proctoring requirements of the respective Division and to have complied with the Medical Staff Bylaws and the Rules and Regulations.

Provisional Staff members shall be privileged to admit patients to the Hospital, to attend Medical Staff and Division meetings and to attend educational programs, but are not eligible to vote or hold Medical Staff office. They may serve on all committees except the MEC, Credentials, Bylaws and Nominating Committees, with or without vote at the discretion of the Chief of Staff.

At the end of the Provisional Staff term (including any extension(s) following the initial six-month period), if the member still has not completed the Division's proctoring requirements, the member's privileges will be automatically suspended pending Credentials Committee and MEC review. After that review, the MEC may recommend that the Provisional Staff member be transferred to the Adjunct Staff or dropped from the Medical Staff (subject to approval by the HCB). The member may ask the MEC to reconsider its recommendation if the member can document current clinical competence in the practice area for which privileges are requested, based upon activity at another hospital during that time period. The member will not be considered for continued membership and/or advancement to Active or Courtesy Staff status if there has been no hospital activity elsewhere.

ADJUNCT STAFF CATEGORY

The Adjunct Staff shall comprise those physicians, dentists and podiatrists who are qualified as described in section 1.2 of these Bylaws and who maintain a practice in the community but refer their patients to other Medical Staff members for hospitalization. The Adjunct Staff shall have no clinical or admitting privileges, shall not be allowed to hold elective office, serve on committees or vote, and are not required to attend Medical Staff meetings. They do not serve a provisional appointment. They shall pay all application fees and Staff dues as determined by the Medical Executive Committee.