

Dear Doctor;

Welcome to the Medical Staff of Hunterdon Medical Center!

It is the policy of Hunterdon Medical Center to confirm the competency of all new medical staff members. To accomplish this, a **“Focused Professional Practice Evaluation” (FPPE)**, is **conducted on all new members within their first three to six months**. This review is also conducted when existing members request substantially new privileges not previously performed and when indicated by an Ongoing Professional Practice Evaluation, (OPPE).

**A minimum of five cases and/or five proctored procedures are reviewed** under the guidance of the Chief Medical Officer and the Chair of your Medical Staff Department. Elements of review include; Proctored invasive procedures if indicated, accurate and complete documentation, clinical evaluation, appropriateness of medical tests and treatments, appropriate communication and interpersonal skills.

**Physicians privileged to perform procedures must arrange to have cases proctored by a colleague.** The number and type of cases will be based on the requirements established on your privilege form; this will usually be a total of 5 cases.

Attached you will find an invasive procedure proctoring form. Please duplicate as necessary. Once completed by your proctor please **return all forms to the Quality Improvement Department.**

When completed, the reports will be forwarded to the Credentials Committee for review.

***Please contact Rose Sieglen in the Quality Improvement Department at 908-788-6144 with any questions.***

Sincerely,  
Denise Kostelny, MBA, RN, CPHQ  
Administrative Director of Quality Improvement  
908-788-6144

cc: Martin E. Klein MD, MS-HQSM, CPE, FAAFP  
Chief Medical Officer

**CONFIDENTIAL PEER REVIEW**

This letter is to be considered part of the Hospital’s process of self-critical analysis. Therefore, the content is to be considered privileged and confidential to the fullest extent of the law and is reflective of the Hospital’s deliberative process.



Hunterdon Medical Center  
**CONFIDENTIAL PEER REVIEW**  
 Focused Professional Procedure Evaluation  
 CONCURRENT  
 Invasive Procedure/Surgical Evaluation Form

*Y: Physician QI Folder: Current FPPE Forms: Procedural- Surgical Eval Form updated 5/2021/19*

Hunterdon Medical Center  
**CONFIDENTIAL PEER REVIEW**  
 Focused Professional Procedure Evaluation  
 CONCURRENT  
 Invasive Procedure/Surgical Evaluation Form

**This form is to be completed by the reviewing physician and submitted to the Medical Staff Quality Improvement Department (Questions please call x6662)**

**Name of practitioner being reviewed:** \_\_\_\_\_

**Date of review:** \_\_\_\_\_

**Name of physician conducting review:** \_\_\_\_\_

**MRN:** \_\_\_\_\_

**Diagnosis:** \_\_\_\_\_

**Procedure:** \_\_\_\_\_

**Procedure Date:** \_\_\_\_\_

**Complications, if any:** \_\_\_\_\_

**PLEASE ANSWER ALL OF THE FOLLOWING:**

	Yes	No	N/A	
1.				Was the practitioner's proposed procedural technique(s) appropriate?
2.				Do you have any concerns or comments regarding the practitioner's technique or performance? If yes, please write comments in the space below.
3.				Were intra-operative complications, if any, recognized and managed appropriately?
4.				Was Moderate Sedation utilized during the procedure?
5.				If yes, did the Practitioner meet the Moderate Sedation standard of care? If no, please comment below.
6.				<b>Practitioner's skill &amp; competency (please check one)</b> <b>Outstanding      Acceptable      Unacceptable      Unable to evaluate</b>

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
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Signature of Physician

Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Please print

Name \_\_\_\_\_

*Y: Physician QI Folder: Current FPPE Forms: Procedural- Surgical Eval Form updated 5/2021/19*