

CREDENTIALING CRITERIA

Research Assistant/Study Coordinator

I. CRITERIA FOR APPLICATION

- A. A written statement of need from the sponsoring physician (who must be a member of the Medical and Dental Staff) for privileges which includes delineation of tasks, roles and functions, assertion of competency in the specified role.
- B. Completion and submission of the requirements delineated by credentialing service per requested position.

II. PRIVILEGES TO BE CREDENTIALIED

A. Patient Contact

Performs those tasks and duties set forth in research protocols which have been approved by the Institutional Review Board. Applicants will need to provide documentation of proficiency in those procedures for which equivalent Hospital employees are required to be credentialed.

B. Review of Medical Record

Access to and abstracting of charts according to protocol approved by the Institutional Review Board (IRB).

C. Specimen Collection

- 1. Access to and transport of collected specimens from Hospital Laboratory to Research Laboratory.
- 2. Collection of specimens according to protocol approved by the IRB.

III. PRIVILEGES NOT TO BE CREDENTIALIED

The privileges to be granted are limited to only those described above. Any other privileges will not be granted without proof of necessity.

IV. RENEWAL OF PRIVILEGES

Renewal of privileges is on an annual basis and requires the following:

- A. Completion and submission of the requirements delineated by credentialing service per requested position.

V. TERMINATION OF PRIVILEGES

Privileges will be terminated for any of the following reasons:

- A. Failure to renew within 60 days of expiration date of current privileges (reapplication may be made after such termination)
- B. Misconduct or non-compliance with hospital policies and procedures or failure to function within the limitations of the privileges granted.
- C. Change in employment status.

Originated: 03/1996

Revised: 10/1997
12/1997
10/2006

Reviewed: 01/2000
10/2003
05/2009
04/2015