

THE ALBERTA HEALTH SERVICES MEDICAL STAFF BYLAWS

Periodic Reviews >>

Alberta Health Services (AHS) has established the Medical Staff Bylaws and Medical Staff Rules in order to help assist Practitioners in the workplace. This document should not be used as a replacement for the Bylaws; it is simply a concise reference to Periodic Reviews and how they are performed. ■

What is a Periodic Review?

A Periodic Review is a required, scheduled review of a Practitioner's professional performance, including a meeting between a Practitioner and the Zone Clinical Department Head (ZCDH) or designate(s) to review the Practitioner's professional performance, identify professional development goals, exchange information regarding the functioning of the ZCD in the context of the Practitioner's Appointment and Clinical Privileges, and/or discuss actions arising from previous reviews. ■

How often do I need a Periodic Review?

Practitioners appointed to Active Staff must participate in a Periodic Review every three years or more frequently if specified in the Letter of Offer. Probationary and Locum Tenens Staff must have an initial Periodic Review at the conclusion of their first year and every three years thereafter. All practitioners, other than those in the Community Staff category, are subject to annual Periodic Reviews when they reach 65 years of age. ■

How are Periodic Reviews scheduled?

The Medical Affairs Office will prepare an annual schedule of Periodic Reviews by March 31 of each year to be performed over the course of the next 12 months. A monthly schedule shall be provided to each Zone Medical Director (ZMD) and ZCDH. The ZCDH or designate(s) shall

provide each Practitioner with sixty days' notice of his/her planned Periodic Review. ■

Who will perform my Periodic Review?

The Periodic Review shall be initiated and conducted by the ZCDH or designate(s) to which the Practitioner has his/her primary appointment. The Facility and/or Community Medical Director(s), or such other designates as determined by the applicable ZMD, including relevant medical administrative leaders from other zones, may also participate in a Practitioner's Periodic Review. ■

Will I be able to review my Periodic Review results?

Yes. A written summary of the Periodic Review will be sent to the Practitioner and placed on the Practitioner's ZCD file within fourteen days of the review. Except as required by law or permitted by the Bylaws, a Practitioner's Periodic Review will not be disclosed without consent. ■

What happens in the case of a negative review?

If a Concern arises from the Periodic Review related to the Practitioner's responsibilities and accountability, the ZCDH or designate will forward a report outlining the concern(s) to the ZMD. A copy of the report will also be forwarded to the Practitioner. After review, the ZMD may choose to initiate a Triggered Review. ■

Do I ever have to apply for re-appointment?

No. The AHS Medical Staff Bylaws differ from many legacy bylaws in that Practitioners do not need to apply for re-appointment. Instead, Periodic Reviews are used as a means for maintaining your AHS Appointment. ■

If you have any questions about Periodic Reviews, please contact your ZCDH(s) or ZMD. For additional information, please refer to “*Part 5 – Periodic Reviews*” of the AHS Medical Staff Bylaws and part 3.6 of the Medical Staff Rules.

These documents may be updated on a regular basis so if you are printing or saving them, please visit the AHS Medical Staff website at www.albertahealthservices.ca/medicalstaff for the most recent versions.