Medical Staff of Providence Regional Medical Center Everett
Medical Staff Policy

LEAVES OF ABSENCE
Approved January 2012 by medical Executive Committee and Board of PRMCE

Policy

This policy outlines the process for Providence Regional Medical Center Everett credentialed practitioner’s requests for Leaves of Absence. This policy applies to any credentialed practitioner who plans to suspend their hospital privileges for a period not less than three months and not more than one year. Leaves of absence for periods of time outside these criteria will be considered on a case-by-case basis by the Medical Executive Committee and the Board.

Scope

All credentialed practitioners.

Requesting a Leave of Absence

A. All requests for leaves of absence must be in writing and submitted to the Medical Staff Office and include the following:
   1. A brief description of the reason for the leave;
   2. Type of leave requested: Professional/ Educational/ Personal/ Medical;
   3. Date that the leave will begin and estimated length of the leave;
   4. Contact information during the leave period; and,
   5. Signature and date on the request letter.

B. All written requests will be reviewed by the Credentials Committee whose recommendations will be forwarded to MEC and to the Board for final approval and action.

C. In an unusual circumstance, the Chair of Credentials may immediately approve a leave of absence after review with the Medical Staff Leadership and Chief Medical Officer. The Board (CEO) will notify the requestor in writing of their decision.

Leave of Absence

During the leave of absence:

- The practitioner will maintain membership on the medical staff.
- The practitioner shall complete all unfulfilled responsibilities prior to the leave of absence.
- Emergency Department backup responsibilities will be waived.
- The practitioner will be responsible for annual dues and these must be paid during leaves of absence unless waived by the Executive Committee.
- The practitioner will hold NO clinical privileges.
- The practitioner is not required to maintain malpractice insurance (unless practicing in the community).
- A leave of absence shall NOT suspend the disciplinary process.

Return from Leave of Absence:
A. At least 30 days prior to termination of the leave of absence, the practitioner will request reinstatement of his/her privileges, prerogatives and obligations by submitting a written request to the Credentials Committee via the Medical Staff Office. The request for reinstatement of clinical privileges will be processed and must be approved before the practitioner resumes work in the hospital. Temporary privileges may be considered (see Temporary Privileges Policy).

B. The request for reinstatement shall include the following:
   1. Written summary of activities during the leave of absence;
   2. Documentation of current DEA;
   3. Professional liability insurance;
   4. Washington State Licensure;
   5. Physicians returning from leave of absence following a medical leave of absence must submit a written release from their physician that they are fit for duty/able to perform their requested privileges, and specify any applicable restrictions. The Credentials Committee reserves the right to request further documentation of fitness to perform the privileges requested.

C. The Credentials Committee will review the request for reinstatement and forward their recommendations on to the MEC and Board for final approval. In acting upon the request for reinstatement the Board may approve reinstatement either to the same or a different staff category, and may limit or modify the clinical privileges to be extended to the individual. The Board will notify the practitioner in writing of the final decision and recommendations as determined by the Board and MEC.

D. Proctoring may be required after an absence longer than 6 months. Requirements for proctoring are in the Medical Staff Proctoring Policy.

**Reappointment During Leave Of Absence**

If the duration of the leave of absence extends beyond the practitioner’s current full appointment expiration date, he/she must complete full reappointment application and requirements, requesting a conditional reappointment (membership only) and submit to the medical staff office according to the reappointment schedule.

If the practitioner does not apply for a conditional reappointment and his/her appointment and privileges lapse during the leave of absence, he/she will need to submit an application for initial appointment, including the initial application fee. This application must be processed and approved before the practitioner returns to work.

**Extensions to Leaves of Absence**

Appropriate documentation of reasons must be submitted to the Credentials Committee. Requests for extension must be submitted and processed as described in the first paragraph.