

## **Evaluations of Health Care Professionals From Screening to Full Assessments and Fitness for Duty Reports CPPPH Certificate for Evaluators—the Project Description**

### **THE QUALIFICATIONS OF EVALUATORS**

CPPPH guidelines describe the qualifications that medical staffs and other requesting entities should look for when selecting an evaluator. This project is based on the 2013 CPPPH guideline, "Evaluations of Healthcare Professionals" and the guideline currently in development, "Assessing Late Career Practitioners: Policies and Procedures for Age-based Screening."

### **THE NEED**

The current need for qualified evaluators was identified by medical staff administrators, wellbeing committee members, and recognized experts in evaluations of physicians. Furthermore, the movement we are witnessing toward screening of all late career physicians points to a time when medical staffs may need access to qualified evaluators in increasing numbers and with a sufficient geographic distribution.

### **THE METHOD TO IDENTIFY EVALUATORS**

CPPPH designed a combination of activities intended to convey core information and to identify those who demonstrate that they have that information and meet the other criteria. **A CPPPH Certificate is available to those who complete, and continue to complete, these steps:**

- participating in a CPPPH workshop that includes didactic presentations and review, in a faculty-led small group, of at least one report they have submitted to a professional entity or organization for which they performed an evaluation
- successfully completing a pre/post test assessing mastery of the information in the workshop and the reading materials that will be sent in advance
- providing a current, dated CV and a letter of reference from at least one committee for which they have conducted an evaluation and submitted a report. The letter must be from a committee or person with responsibility for maintaining quality of care and patient safety.
- keeping the certificate current, that is continuing to meet the criteria by:
  - completing a workshop experience at least every 24 months
  - providing current letters from committees for which they have conducted an evaluation and submitted a report within the last 24 months

CPPPH will provide a dated certificate of completion to those who complete the steps and will make available on request the list of those who have a current certificate of completion.

#### **TO REGISTER FOR THE WORKSHOP**

**Full details and registration for the 2015 workshops (Dec. 5 in Los Angeles or Nov. 21 in Oakland) and the application form for the certificate of completion are available at [www.CPPPH.org](http://www.CPPPH.org).**

**Registration fee is \$450 (\$500 after October 1, 2015)**

**The workshops are open to all, not limited to those who want to receive a certificate of completion.**

**For other information, contact CPPPH by email at [CPPPHinc@gmail.com](mailto:CPPPHinc@gmail.com) or telephone Ashley Burke at 415/764-4822.**

## CERTIFICATE of COMPLETION

To receive a certificate from CPPPH documenting completion of all portions of the activity, you must request the certificate by September 15, submit the completed application form with specified attachments, pay an additional fee of \$35, participate in the workshop, and complete the pre/post tests administered at the workshop.

For the application form and all instructions for submitting it, see [www.CPPPH.org](http://www.CPPPH.org)

### Attachments:

- current, dated CV
- redacted sample of a report you have prepared
- contact information for the person who will submit letter of reference from an organization for which you submitted an evaluation report

After the November workshop, CPPPH will make available, on request, the list of those who have a current certificate of completion.

## FROM CPPPH GUIDELINES

### QUALIFICATIONS OF THOSE WHO CONDUCT EVALUATIONS

- Experience: at least three years' experience in practice in his/her respective specialty
- Specialty or subspecialty certification or equivalency
- Previous experience assessing physicians is desirable
- For evaluation of substance use disorders, demonstrated knowledge and understanding of addiction, treatment and recovery
- For neuropsychological assessment, evidence of specialty training in cognitive and neurological disorders and testing
- Demonstrated ability to provide reports that describe the nature of any decrements in performance and describe how such decrements or vulnerabilities might affect the ability to perform the tasks required for the evaluatee's practice and privileges
- Demonstrated ability to provide reports on time, with sufficient and appropriate information to support peer review action
- Current unrestricted license with no disciplinary history within the previous five years
- No conflict of interest with evaluatee or the requesting entity



EVALUATING IMPAIRMENT  
Evaluations of Health Care Professionals  
A Guideline for California  
From California Public Protection and Physician Health, Inc.

CONTENTS	
INTRODUCTION	1
Scope of Practice	1
The address to which the guideline is sent	1
Purpose and objectives	1
WHO REQUESTS AN EVALUATION?	1
TYPES OF EVALUATION	1
WHAT SKILLS, KNOWLEDGE, AND ABILITY IS NEEDED?	1
CONDUCTING THE EVALUATION	1
QUALIFICATIONS OF THOSE WHO CONDUCT EVALUATIONS	1
EVALUATIONS BY ONE MEMBER OR BY AN INTERDISCIPLINARY GROUP	1
HOW ARE THE INSPECTIVE EVALUATEE'S RECORDS	1
OF THE EVALUATION REQUESTED AND HOW ARE THE RESULTS	1
REPORTED BY DESIGNEE TO BE EVALUATED?	1
WHO OWES FOR THE EVALUATION AND THE REPORT?	1
WHO RECEIVES THE REPORT? WHO BEARS CONSENT UNDER IT? WHAT?	1
APPROPRIATE TO BE REPORTED IN ADDITION TO THE EVALUATOR?	1
INFORMED CONSENT AND THE EVALUATION-EVALUEE RELATIONSHIP	1
CONTENTS OF THE EVALUATION REPORT	1
RESPONSE OF APPEALS	1
REFERENCES	1

California Public Protection & Physician Health, Inc. www.CPPPH.org

### TYPES OF EVALUATION

The purpose of the evaluation and the intended use of the report will determine the type of evaluation.

**Screening assessment** is a combination of elements and reports considered together to determine if further information is needed in order to evaluate the person's health status and ability to deliver safe patient care. When the results of screening assessments raise no concern, no further evaluation is indicated.

**Full evaluations** follow screening when more information is needed. Full, comprehensive evaluations are to determine if a diagnosis or condition exists, and, if so, to assess severity, recommend appropriate treatment and specify appropriate restrictions of practice. Full evaluations can be focused on assessing for substance use disorders, mental health, behavioral, and/or physical health issues. To measure cognitive function in relation to fitness for duty requires neuropsychological evaluation.

Full evaluations are required when the committee has decided that the information is necessary to its determinations related to the evaluatee's ability to deliver safe patient care in his or her specific scope of practice.

**A subsequent evaluation to assess progress toward treatment goals**, to determine compliance with treatment/monitoring requirements, and/or to assess readiness to resume patient care responsibilities will assess fitness for duty, that is, if return to work is appropriate. Recommendations from such an evaluation may include terms and conditions that should be imposed for return to practice.

**A evaluation to measure the fund of knowledge and appropriateness of clinical skills and judgment**, should questions arise, will include different processes and measures.

It is not unusual for situations to require some combination and overlap among these different purposes, or to require more than one evaluation.