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| **NEW PHYSICIAN CHECKLIST** |

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| **PHYSICIAN INFORMATION** |
| Name: | Care Home: | Start Date: |
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| **LONG-TERM CARE INITIATIVE (LTCI) STAFF** |
| ☐ | Ensure new physician has signed the LTCI Letter of Agreement |
| ☐ | Initiate credentialing process with Island Health |
| ☐ | Provide new physician with LTC Billing Guide & Time Sheet |
| ☐ | Assist physician with obtaining an Island Health parking pass |
| ☐ | Explain reimbursement for quarterly CORE/TORCH meetings and QI involvement |
| ☐ | Assist with set up of a MyFax account (fax-to-email), if requested by new physician |
| ☐ | Provide *New Physician Checklist* to care home lead, Medical Coordinator, and new physician |
| ☐ | Collaborate with care home manager and medical coordinator to organize introductory meeting  |
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| **MEDICAL COORDINATOR**  |
| ☐ | Provide an overview of the current physician practice model (TORCH, CORE, other) |
| ☐ | Review pertinent Medical Staff Rules (Hospital Act sites) and/or general physician expectations |
| ☐ | Discuss recommended process for Emergency Department transfers and ERP communication prior to transfer  |
| ☐ | **Discuss Best Practice** **Expectation Commitments** (Guide: *Vic-SI LTCI Compact)* | ☐ 24/7 availability & on-site attendance (when required) – After-Hours Call Line☐ Proactive visiting – ideal visit schedule & frequency, in-person/virtual☐ Process for meaningful medication reviews☐ Care conference scheduling and process☐ Documentation – problem list, MOST/goals of care discussions, progress notes☐ Participation in care home QI, meetings involving physicians |
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| ☐ | **Other Physician-Specific ‘Details’** | ☐ Process for providing physicians orders☐ Process for ordering labs, timeframe for returned results☐ Process for obtaining specialist consultations (e.g. geriatric psychiatry)☐ Palliative approach/end-of-life care☐ Death (nurse pronouncement, physician notification, coroner, medical certification) |
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| **MANAGER / CARE HOME LEAD**  |
| ☐ | Ensure LTCI is aware of new physician starting at care home (if LTCI was not involved in recruitment) |
| ☐ | Ascertain new physician’s optimal panel size (usually 20-30 residents per site) |
| ☐ | Discuss the admission process and assignment of new admissions to the new physician |
| ☐ | Provide orientation to the site/information physicians need to know: |
| ☐ | **Care Home Basics** | ☐ Philosophy of care ☐ Resident demographics☐ Facility map ☐ Tour of facility☐ Physician parking☐ Security / door passcodes  | ☐ After-hours access ☐ Physician workspace☐ Phone / fax numbers☐ Virtual care tools☐ Nurse-MRP communication☐ Medical equipment availability | ☐ Infection Control/PPE ☐ Clinical Order Sets in use☐ Laceration repair supplies☐ Staffing model at site☐ [Insert site-specific point]☐ [Insert site-specific point] |
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| **ADMINISTRATION** |
| ☐ | **IT Basics** | ☐ Wireless (user IDs and password)☐ IT contact (technical assistance)☐ Email (primarily for Island Health: account, ID, password) | ☐ Paper/Electronic Health Record access and training(account, username, log-in, orders, clinical documentation, remote access, password/appropriate permissions/rights, etc.) |