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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.) | | |