

**Measurable Elements of SQE.04.01**

1. Licensure, education, training, and experience of other clinical staff are used to make clinical work assignments.
2. The process considers relevant laws and regulations.
3. The process supports the staffing process for other clinical staff.

**Standard SQE.04.02**

The hospital has a uniform process for other clinical staff participation in the hospital's continuous quality improvement activities.

**Intent of SQE.04.02**

The hospital defines the level of supervision (consistent with existing laws and regulations), if any, for these professionals. Other clinical staff are included in the hospital's continuous quality improvement program. The hospital determines the information that should be kept in the other clinical staff's personnel record. Examples include the following:

- Completed education
- Training
- In-service and skills/competency documentation
- Performance reviews
- Job descriptions that include roles and responsibilities
- Disciplinary actions and discussions, license, and credential information

If at any point during clinical quality measurement, evaluation, and improvement, another clinical staff member's performance is in question, the hospital has a process to evaluate that individual's performance. The results of reviews, actions taken, and any impact on job responsibilities are documented in the other clinical staff's personnel record or in a separate credential record.

A standardized process to gather relevant performance data on each staff member allows for identification of practice trends that affect the quality of care and patient safety. Including measures related to individual staff member performance in the program in other clinical staff evaluations provides opportunities to identify performance deficiencies. Corrective actions are implemented when deficiencies or substandard performances are identified. Documentation of corrective actions taken, and the outcome produced, is necessary when evaluating the performance of other clinical staff. Evaluations are accomplished via various methods such as data analysis, peer and leadership feedback, and assessments of competence for knowledge and performance of skills, which are proven to directly impact quality and safety.

**Measurable Elements of SQE.04.02**

1. Other clinical staff participate in the hospital's continuous quality improvement activities.
2. The performance of other clinical staff is reviewed when indicated by the findings of the continuous quality improvement activities.
3. © Appropriate information from the review process is documented in the other clinical staff member's record.

**Medical Staff****Standard SQE.05.00**

The hospital has a uniform process for collecting the credentials of medical staff members permitted to provide patient care without supervision.