

**Department of Health
Medical Quality Assurance Commission**

Policy and Procedure

Title:	Protocol for Pro Tem Appointment for Medical Specialties Purposes	MD2013-06
References:		
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Approved By:	Signature on file Mimi Pattison, MD, FAAHPM, Chair	

BACKGROUND: The Medical Quality Assurance Commission (Commission) is committed to protecting the health and safety of the citizens of Washington.

The Commission recognizes the growing complexity of specialized cases that are well beyond general scope of expertise of its members. In order to do the work of the Commission more effectively and efficiently, the Commission has determined it to create a pool of pro tem members for the purposes of reviewing cases-involving medical specialties not represented by appointed Commission members.

RCW 18.71.015 gives the Commission the authority to request the Department of Health Secretary (Secretary) or designee to appoint pro tem members whenever the workload of the commission requires.

PROCEDURE:

The Executive Director has been delegated the authority by the Secretary to appoint pro tem members. At the request of the Commission Chair, the Executive Director will appoint pro tem members to the Commission. Appointments are made for one year. An appointee can serve four consecutive one year terms. The Executive Director, in coordination with the Medical Consultant, will oversee this process.

The Medical Consultant, in consultation with the chair, will identify those specialties that will enhance the quality and efficiency of the commission's work and present those specialties to the Executive Committee for approval.

Once the specialties are identified and approved by the Executive Committee, a cover letter (approved by the Commission Chair) along with an application will be sent to a variety of organizations such as the Washington State Medical Association, county medical societies, specialty professional organizations, academia, and others as appropriate seeking interested candidates for consideration.

Pro-tem candidate must meet the same minimum qualifications as governor appointed members. Each candidate must submit an application provided by the Commission, a letter of interest and supply two names for reference. Staff will complete a background check on each candidate.

Candidate application packets will be reviewed by at least 3 members of the Executive Committee for consideration and approval for appointment.

Upon approval, the Executive Director or designee will process appointment papers for each approved pro-tem candidate and is responsible for providing a new member orientation for appointees.

Pro tem members, upon certification by the Executive Director, may participate on disciplinary case review panels or formal hearings, to include voting, but may not act as chair. Pro tem members may attend business meetings as non-voting members.

Pro Tem members will have all the powers, duties, and immunities, and are entitled to all the emoluments, including travel expenses, per diem, and board pay of a regular member, if acting at the request of the Commission