

Roles & Responsibilities

Task	Responsible		Task	Responsible
Determine Duration of FPPE period, volume & method	Dept. Chief, Section Chair, Credentials Committee		Complete Proctoring & FPPE Forms	Proctor, Reviewer
Assign proctors, reviewers	Medical Staff Office (MSO)		Audit Proctoring Charts	Quality Staff
Initiate FPPE	MSO, Dept. Chief, Section Chair		Obtain OPPE Data	Quality Staff
Schedule Proctoring Session	MSO, Proctor, Reviewer, Practitioners,		Evaluate data, Dept. Recommendation	MSO, Dept. Chief, Section Chair (as applicable)
Distribute Proctoring & FPPE Forms	MSO		Final Recommendation	MSO, MEC Credentials Committee,