



Sedation Privileges Request Form

- Supplemental Form

Revised 4/2021

UNC Hospital - Office of Medical Staff Services

Only those providers who have been authorized by the UNC Health Care System Board of Directors (upon recommendation by the Credentials Committee and Executive Committee of the Medical Staff) shall be permitted to utilize sedation. The intent of this is to provide a consistent standard of care throughout the Hospitals and Ambulatory Care Clinics for the management of patients receiving sedation/analgesia when undergoing therapeutic or diagnostic procedures. This is not intended as a standard order, or to replace clinical judgment, but shall be considered minimum requirements when sedative medications are used

PROCEDURE

OMSS includes with each initial appointment and reappointment application packet a "Sedation Privileges Request Form" with instructions/checklists on how to apply for sedation privileges.

1. The applicant must complete the appropriate sedation requirements checklist for the specific type of sedation privileges being requested (i.e. adult moderate, adult deep, pediatric).
2. The applicant should attach all the supporting documentation and checklist(s) to the "Sedation Privileges Request Form", sign/date the form(s), and submit packet to their Departmental Credentialing Coordinator.
3. The Departmental Credentialing Coordinator should check to be sure all the required documentation has been attached to the "Sedation Privileges Request Form".
4. The Department Credentialing Coordinator then forwards packet to the Department Chair for review and signature.
5. The Departmental Credentialing Coordinator is then responsible for submitting the sedation privileges request packet to the Office of Medical Staff Services for processing.
6. Requests for Pediatric Sedation" are forwarded to Dr. Jenny Boyd for review/approval prior to presentation to the Credentials Committee. Requests for "Adult Deep Sedation" are forwarded to Dr. Michael Harrigan for review/approval prior to presentation to the Credentials Committee.
7. Following review by the Credentials Committee, the OMSS will notify the applicant of the Committee's decision.
8. Renewal of these privileges will be considered as part of the applicant's next reappointment.



ADULT MODERATE and ADULT DEEP SEDATION CHECKLIST

Revised 4/2021

UNC Hospital - Office of Medical Staff Services

Name _____

All physicians, dentists, nurse practitioners, physician assistants, and fellows applying for Adult Moderate Sedation Privileges must successfully complete the following:

You may get to the intranet learning center site, LMS (Learning Made Simple) via this link:

<https://unchcs.sumtotal.host/Core/dash/home/LearnerandManager>. **NOTE:** If you are a new applicant, please access the LMS with the domain name and password that your coordinator provided to you with your packet. If you are having difficulty accessing the LMS system, please contact the ISD Help Desk at (984) 974-4357. The ISD Help Desk can also assist with accessing the LMS system off-site.

Go to course catalog and search "sedation". Select the courses as stated on this checklist.

- 1. **Required Resuscitation Competence:** Copy of current ACLS certification card if code team in not available in facility

** Exempted specialties: Critical Care, Emergency Medicine, Cardiology.*
- 2. **Required Airway Assessment Competence:** LMS transcript showing completed LMS module, Airway Assessment for Procedural Sedation OR copy of current ACLS certification card

**Exempted specialties: Critical Care, Emergency Medicine, ENT, OMFS*
- 3. **Required Pharmacology and Sedation Policy Competence:** LMS transcript showing completed LMS module, Procedural Sedation for Non-Anesthesiologists

FOR ADULT DEEP SEDATION – MUST COMPLETE ALL REQUIREMENTS FOR ADULT MODERATE SEDATION ABOVE PLUS #4 BELOW: ONLY PHYSICIANS ARE ELIGIBLE FOR DEEP SEDATION PRIVILEGE. APPS ARE NOT ELIGIBLE FOR DEEP SEDATION PRIVILEGES

- 4. **Required Pharmacology and Sedation Policy Competence:** Must complete LMS module Adult Deep Sedation

Submit this completed checklist with your request and documentation.



PEDIATRIC SEDATION CHECKLIST

Revised 4/2021

UNC Hospital - Office of Medical Staff Services

Privileges for Pediatric Sedation provided by Non-Anesthesiologists Policy: ADMIN 0212

Requirements for Credentialing Checklist

Name (last, first) _____

Department _____

Please refer to the following link for policy details. <https://unchealthcare-uncmc.policystat.com/policy/4868955/latest/#> (Link accessible directly from campus. User ID and password are required if attempting to access intranet from off campus location)

**** If you do not desire to complete the pediatric sedation credentialing process, but anticipate caring for pediatric patients that require sedation, you may consult the pediatric pain sedation and consult team by paging the charge nurse at 347-1131 for inpatients and posting the case through the OR scheduling system.**

**** House Staff may take the LMS modules but cannot provide sedation WITHOUT a credentialed attending.**

You may get to the intranet learning center site, LMS (Learning Made Simple) via this link: <https://unchcs.sumtotal.host/Core/dash/home/LearnerandManager>. NOTE: If you are a new applicant, please access the LMS with the domain name and password that your coordinator provided to you with your packet. If you are having difficulty accessing the LMS system, please contact the ISD Help Desk at (984) 974-4357. The ISD Help Desk can also assist with accessing the LMS system off-site.

Go to course catalog and search "sedation". Select the courses as stated on this checklist.

INITIAL REQUEST FOR PEDIATRIC SEDATION PRIVILEGE (IF YOU ARE APPLYING TO RENEW YOUR CREDENTIALS SKIP TO PAGE 2)

Attach appropriate documentation to this checklist and return to your dept. credentialing coordinator.

Check the physician/practitioner group that applies to you:

Physicians/Advanced Practice Providers with Advanced Airway Skills Training (i.e. Physicians, APPs in NCCU, Emergency Medicine)

____ **Copy of current PALS, NRP, or NALS card** (see page 2 for instructions)

____ **Record of Completion of Pediatric Sedation LMS modules:** (see page 2 for instructions)

____ **Record of Completion of TeamSTEPPS training** (see page 2 for instructions)

ALL other Physicians/Advanced Practice Providers requesting Pediatric Sedation Credentials

____ **Copy of current PALS, NRP, or NALS card** (see page 2 for instructions)

____ **Record of Completion of Pediatric Sedation LMS modules:** (see page 2 for instructions)

____ **Record of Completion of TeamSTEPPS training** (see page 2 for instructions)

____ **Completion of OR/Peds Sedation Team Shadowing & Airway Checklist (times and dates TBD)**

To find out information for registering, please contact Dr. Janey Phelps, by email at Janey_Phelps@med.unc.edu or by phone at 919-966-5136.

RENEWAL OF PEDIATRIC SEDATION PRIVILEGE

- Provide copy of *current* PALS or NRP (see below for instructions if your card has expired)
- AND**
- Documentation of at least 20 sedations over the past 2 years at UNC.
- OR**
- Record of completion of the “Pediatric Procedural Sedation Curriculum”
LMS Course Code: NERPDSEDCB19” (see below for instructions)
- Record of Propofol module based on job duties: “Propofol for Deep Pediatric Sedation”
LMS Course Code: UNCHNERMPROPMD16” (see below for instructions).

Submit this completed checklist with your request and documentation.

INSTRUCTIONS FOR PEDIATRIC CHECKLIST COMPLETION

Copy of current PALS, NRP, or NALS card (or equivalent program as approved by the UNC Hospitals’ Chief Sedation Officer, Chair of Dept. of Emergency Medicine, and Pediatric Sedation Committee)

- **To register for a PALS class:**
 - Current faculty/APP’s may contact Steve Gardner, ALS coordinator by email at tgardner@unch.unc.edu or by phone at 919-843-2030. You can also visit the UNC Advanced Life Support Program website at this link <https://www.uncmedicalcenter.org/uncmc/professional-education-and-services/advanced-life-support-program/> for a class schedule. Registration for classes can be completed through UNC’s LMS system
 - Residents/Fellows can register via LMS by searching course catalog for “PALS”.
- **To register for NRP (for NICU providers):** Please go to the NRP class schedule website at <https://www.uncmedicalcenter.org/uncmc/professional-education-and-services/advanced-life-support-program/> to view the course schedule. Registration for classes can be completed through UNC’s LMS system.
- There are several websites that provide on-line PALS training for a fee. Please contact your specific department to determine if fee is reimbursed.

Record of Completion of Pediatric Sedation LMS modules:

- Go to <https://unchcs.sumtotal.host/Core/dash/home/LearnerandManager>.
- Log on using your UNC Health Care domain account (if you don’t know your logon and password call the ISD HelpDeskSupport at 984-974-4357)
- Enter keywords “pediatric sedation” in the search box
- Select and complete the Pediatric Procedural Sedation Curriculum,
- If requesting privileges for Pediatric Procedural Sedation with Propofol, select and complete the Propofol for Deep Pediatric Sedation. NOTE: Attending physicians in pediatric ICUs and the emergency department can also apply for privileges to use Propofol.
- After completing all pertinent modules, click on the “My Training Transcript” under the Quick Links tab
- Print screen by pressing Ctrl and P key at the same time and screenshot will print. (If you are also completing TeamSTEPPS training via LMS module, you only need to print out one copy of your transcript, containing all the LMS required modules.)

Record of Completion of TeamSTEPPS training

- Go to <https://unchcs.sumtotal.host/Core/dash/home/LearnerandManager>.
- Log on using your UNC Health Care domain account (if you don’t know your logon and password, call the ISD HelpDeskSupport at 984-974-4357)
- Enter keyword TeamSTEPPS in the search box.
- Choose “**TeamSTEPPS**”
- Complete the online course and assessment
- Click the Learner tab at the top of the page
- Click Transcript
- Print screen by pressing Ctrl and P key at the same time and screenshot will print.