

**UPMC  
Delineation of Privileges Request  
Criteria Summary Sheet**

**Facility:** UPMC St. Margaret, Harmar Outpatient Center

**Specialty:** OTOLARYNGOLOGY

<b>KNOWLEDGE</b>	Successful Completion of an ACGME/AOA, accredited program
<b>TRAINING</b>	The successful completion of an approved (ACGME/AOA) post graduate residency program in Otolaryngology.
<b>CERTIFICATION</b>	<ul style="list-style-type: none"> <li>▪ To be eligible for clinical privileges in otolaryngology, the applicant is required to be either board certified in otolaryngology or have successfully completed a minimum of five years in a residency training program approved by the Accreditation Council for Graduate Medical Education.</li> <li>▪ Specialty or subspecialty board certification must be obtained within two attempts or within four years of becoming eligible to take the exam, in order to retain staff privileges in the specialty or subspecialty.</li> </ul>
<b>OTHER</b>	<p><b><u>FLUOROSCOPY</u></b></p> <p><b>Certification:</b> Physicians applying for fluoroscopy privileges will be required to read the education manual titled “Minimizing Risks from Fluoroscopic X-Rays” by Louis Wagner and Benjamin Archer. They will receive this manual from the medical staff office along with a course Information Sheet, Test, Evaluation Form and CME Registration Form.</p> <p>Following the reading of the manual they will take the written test, complete the course evaluation and CME registration form.</p> <p>The written test, evaluation and CME registration form will be submitted to the medical staff office who issued the manual. <b>All three documents must be submitted in order to meet the requirements for this certification.</b></p> <p>The medical staff office or their designee will then grade the test. An 80% pass rate is required in order to be awarded fluoroscopy certification.</p> <p>If the physician has passed the test, the medical staff office will forward the completed evaluation and CME registration form to the UPMC</p>

Center for Continuing Education via fax to 412-647-9732.

Within four weeks of receipt, the UPMC Center for Continuing Education will enter the CME credits earned on the physician's transcript.

Physicians may then access their transcript at <http://ccehs.upmc.edu>

If the physician has not passed the test, the medical staff office will re-issue the manual, a new written test, course evaluation and CME registration form. The physician may continue to re-test until they have successfully completed the certification process.

**Recertification:**

Recertification for fluoroscopy certification is required prior to the 2 year reappointment cycle.

Physicians should be instructed to access the Fluoroscopy Rapid Deployment CME module at the following site: <https://cme.health.pitt.edu/index.asp?MI=000033>. If they have not previously created a user name and password for Rapid Deployment or Research and Practice Fundamentals, they will need to do so using the button entitled "creating a new account" in the left upper corner. When they have completed the module, they should print off the certificate and forward to the medical staff offices (if, for some reason, they forget to do this after completing the module, they can go back into the Rapid Deployment site at any time and re-print a certificate)

Following successful completion of the module, CME credit will be awarded within 4 weeks. Physicians may then access their CME transcript at <http://ccehs.upmc.edu>