



Physician Practice Enhancement Program

ASSESSMENT STANDARDS

Medical Director/Solo- practice Physician

Introduction

This standard describes the roles and responsibilities of the medical director/solo physician of a clinical office. This person is accountable and responsible to ensure that the key clinical and operational management activities of a clinical office are met.

This standard complements the College standard [*Primary Care Provision in Walk-in, Urgent Care, and Multi-physician Clinics*](#).

In a solo-physician clinical office, that physician is the medical director. In walk-in clinics, urgent care or multi-physician clinics, one physician must be designated as the medical director.

For the purposes of this standard, the term medical director and solo-practice physician are equivalent unless otherwise indicated.

A medical director is responsible for medical administration in the clinical office where the care of patients, office space, staff, equipment, or resources are shared by a number of physicians (i.e. walk-in clinic, urgent care or multi-physician clinic). In a solo-physician clinical office, the physician is the medical director.

Understanding the assessment standard

An assessment standard consists of three components:

1. Standard – a goal statement of achievable levels of performance. An assessment standard is identified by a first level whole number ending in “.0” such as 1.0, 2.0, 3.0 etc.
2. Criterion – activities or components of the standards that once implemented lead to the overall attainment of the standard. A criterion is identified by the first level number indicating the standard to which it is associated, and a second level number such as X.1, X.2, X.3, etc.
3. Criterion descriptors – specific actions for each criterion. Criterion descriptors are identified by the first level standards number, the second level criterion number and a third level criterion number such as X.Y.1, X.Y.2, etc.

A criterion marked by an M indicates that the criterion is mandatory and must be met. If the registrant is assessed by PPEP, the expectation is that the registrant has met this criterion.

Criterion that is not marked by an M is based on best practices using current provincial, national and international standards and guidelines. A non-M criterion should be met, but is not required. A registrant should use their best judgement to determine whether or not the unique circumstances of their practice necessitate meeting each non-M criteria.

No.	Description	Reference
ADM 2.2	The medical director ensures the clinical office has qualified and competent medical practitioners.	
ADM 2.2.1	M The medical director (or delegate) collects, verifies and assesses information on each hired medical practitioner upon hire, including documentation of the following: College of Physicians and Surgeons of BC annual licence renewal Canadian Medical Protective Association (CMPA) annual renewal or equivalent	1,3,4
ADM 2.2.2		

