Sites of Practice Proposal Checklist

A proposal is not considered complete and ready for committee until the following documents have been obtained:

1. Required documents for all proposals:
   - Completed Sites of Practice Catalyst Survey
   - Signed Chair Approval Form

2. Additional documents that may be needed for proposals inside Washington state:
   - Proof of privileges if activity is taking place in a hospital setting
   - CUMG approval for practitioners who are CUMG practice plan members

3. Additional documents that may be needed for proposals located inside the United States but outside Washington state:
   - Proof that local licensing requirements are met or do not need to be met (i.e. activities being exempt from state or local licensing requirements). Please see “Template – Foreign licensing not required by law” on the Sites of Practice intranet page.
   - Proof of liability insurance coverage or that UW liability coverage is accepted. Please see the foreign liability coverage templates on the Sites of Practice Intranet page. Either form is acceptable to ensure a proposal is complete.
   - Proof of privileges if activity is taking place in a hospital setting.
   - CUMG approval for practitioners who are CUMG practice plan members.

4. Additional documents that may be needed for proposals located outside United States:
   - Proof that local licensing requirements are met or do not need to be met (i.e. activities being exempt from state or local licensing requirements). Please see “Template – Foreign licensing not required by law” on the Sites of Practice intranet page.
   - Proof that liability coverage is provided by the host institution or country OR one of the foreign indemnification letters (http://goo.gl/WH7c5Q or http://goo.gl/43DVLh or through the Site of Practice Office at uwmedsop@uw.edu) has been completed by the host institution or acceptable government agent (i.e. a minister of health, hospital CEO).
   - Proof of privileges if activity is taking place in a hospital setting.
   - CUMG approval for practitioners who are CUMG affiliates

5. Requests for Blanket Approvals:
• If a department (or multiple departments) are participating in an activity that will be going on for the long term and they foresee the need to add additional providers to that site, they can ask for a “blanket approval”.

• If the committee approves a blanket approval request, then future requests from that department (or departments) for that site and only that site need only be an email or letter from the department chair requesting additional providers be added to the approval. Letters can be sent to uwmedsop@uw.edu or Box 356380, Attn: Sites of Practice.

Please note: Medical Director activities are not covered by UW liability insurance. Separate liability insurance for those activities must be obtained. The committee may ask to see additional materials, such as a written agreement as they feel necessary to protect both the providers and the university.

Questions?
Contact the Sites of Practice office at uwmedsop@uw.edu.