

Title of Course: SESSION NINE: Effective Collegial Counseling – How to Be “One and Done!”
(And How to Document It, Where the Documentation Is Kept, and Who Has Access to It)

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Disclosure Information: *No relationships with industry relevant to the content of this educational activity have been disclosed.*

Target Audience: This course was designed for hospital administrators, physicians and clinicians who need to be better informed about how to manage and possibly improve their overall performance.

Objectives:

Upon completion of this activity, participants will be able to:

- **Describe the Progressive Steps Continuum and incorporate it in all peer review processes at the hospital, irrespective of whether the performance issue involves clinical, professionalism, health, or utilization concerns.**
- **Utilize a carefully developed Checklist when preparing for, conducting, and then documenting Collegial Counseling sessions.**
- **Describe the two categories of documentation that are contained in a Practitioner’s Confidential File and develop a Policy that governs access to each.**

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Joint Provider Accreditation Statement:

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The University of Pittsburgh School of Medicine is accredited by the ACCME to provide continuing medical education for physicians. The University of Pittsburgh School of Medicine designates this enduring material activity for a maximum of 1.0 *AMA PRA Category 1 Credits™*. Each physician should only claim credit commensurate with the extent of their participation in the activity.

Other health care professionals will receive a certificate of attendance confirming the number of contact hours commensurate with the extent of participation in this activity.