



# Bylaw Policy

## Addition of New Programs, Additional Procedures or New Contracts

### PURPOSE

The Non-Hospital Medical and Surgical Facilities Accreditation Program (NHMSFAP) is designed to provide assurance to the public that facilities meet required standards for the quality and safety of services delivered in an accredited non-hospital facility. In order to ensure a facility will continue to be capable of meeting required standards with expansion through the addition of new programs and/or additional procedures or when it enters into new contracts, it must first provide written notification to the committee of its intention.

### POLICY

In accordance with the Bylaws and consistent with this policy the medical director must first notify the committee in writing if the facility intends to:

- enter into a contract with a health authority or other third party regarding any medical, surgical or anesthesia procedures or programs
- enter into any agreement which would increase the number of procedures performed at the facility and result in the addition of resources such as but not limited to space, human resources, or demand for medical device reprocessing (MDR)
- add a new program

The facility must not enter into any contract with a health authority or other third party regarding any medical, surgical or anesthesia procedures or programs, or enter into any agreements which would increase the number of procedures to be performed at the facility, or add a new program until such time as the committee has provided written notification to the medical director that the committee is satisfied that the NHMSFAP accreditation and performance standards, policies, rules, procedures and guidelines can continue to be met.

### RESPONSIBILITY

Role	Responsibility
Medical director	<ul style="list-style-type: none"> <li>• Notify the committee of any change</li> </ul>
NHMSFAP staff	<ul style="list-style-type: none"> <li>• Review written submission and recommend a course of action for the committee</li> </ul>
NHMSFAP	<ul style="list-style-type: none"> <li>• Notify the medical director that the committee is satisfied that the facility can continue to meet its requirements for accreditation</li> </ul>