



Howard Young Medical Center

240 Maple Street PO Box 470 Woodruff, WI 54568 (715) 356-8000

MEDICAL STAFF POLICY & PROCEDURE

NUMBER:	MS.2	Effective/Approval Date:
TITLE:	CATEGORIES OF THE MEDICAL STAFF	Revision Date: Revised 6/97; 10/97; 11/97; 4/98; 3/07/00; 4/03/01; 12/03/02; 3/02/04; 5/04/04; 1/05; 5/05; 9/07; 2/01/11, 6/2011; 6/2012; 2/2014; 6/2015; 4/2018

**CATEGORIES**

The medical staff shall be categorized into Active, Courtesy, Affiliated, Honorary/Emeritus, and Inactive Medical Staff.

**Active Medical Staff**

The Active Medical Staff shall consist of practitioners who actively support the mission of the hospital by regularly admitting, treating, performing outpatient/inpatient procedures, and/or are regularly involved in the care of patients in the hospital/community including participating in the on-call system.

The Active Medical staff may also consist of those practitioners who desire to actively utilize Howard Young Medical Center’s surgical and outpatient services, are on the Active Medical Staff at another northern region Ministry Health Care facility, and can provide evidence demonstrating their participation in that facilities on-call system.

A. Prerogatives

The prerogatives of an Active Medical Staff member shall be the following:

- 1) To admit patients without limitations, unless otherwise provided in MS.4 - Section 2 of this manual and/or the Medical Staff Rules and Regulations;
- 2) To exercise such clinical privileges as are granted to him or her;
- 3) To vote on all matters presented at general and special meetings of the Medical Staff and of the department and committees of which he or she is a member, unless otherwise provided by resolution of the Medical Staff, such department or committee, and approved by the Medical Executive Committee and the Board of Directors; and,
- 4) When there is a shortage of hospital resources as determined by the hospital President or designee, Active Medical Staff will be granted priority over the members of all other medical staff categories for urgent procedures.

- 5) To hold office in the Medical Staff organization and in the department and committees of which he or she is a member, unless otherwise provided by resolution of the Medical Staff, such department or committee, and approved by the Medical Executive Committee and the Board of Directors.

B. Responsibilities

In addition to the basic responsibilities of Medical Staff membership, each member of the Active Medical Staff shall discharge the following responsibilities:

- 1) Retain responsibility within his or her area of professional competence for the continuous care and supervision of each patient in the Hospital for whom he or she is providing services, or arrange a suitable alternative for such care and supervision;
- 2) Actively participate in the patient care review, utilization review, and other quality evaluation and monitoring activities required of the Medical Staff, in supervision of initial appointees of his or her same profession, and in discharging such other Medical Staff functions as may be required from time to time; and,
- 3) Satisfy the requirements set forth for attendance at meetings of the Medical Staff and of the department and committees to which he or she is a member.
- 4) Members of the Active Medical Staff must maintain a level of hospital activity sufficient to evaluate the clinical privileges granted. The level of hospital activity will be evaluated by the Medical Executive Committee at time of reappointment. Failure to maintain an adequate level of hospital activity to support the requested privileges will result in a voluntary termination of medical staff membership or placement on the Affiliated Medical Staff.

**Courtesy Medical Staff**

Courtesy Medical Staff must meet one of the following criteria:

- 1) Be a member of the Active Staff of another hospital where they actively participate in the hospital's emergency on-call system for unassigned patients, and participate in the patient care review programs and other quality assessment and improvement activities similar to those required of the Active Staff of this hospital; or
- 2) who are providing locum tenens (temporary) coverage.

A. Prerogatives

The prerogatives of a Courtesy Medical Staff member shall be the following:

- 1) admit and/or be involved in the treatment of patients, order and/or suggest treatment and render a dictated or written opinion;
- 2) may not hold office or vote on any matter of the medical staff organization.

- 3) Members of the Courtesy Medical Staff must maintain a level of hospital activity sufficient to evaluate the clinical privileges granted. The level of hospital activity will be evaluated by the Medical Executive Committee at time of reappointment. Failure to maintain an adequate level of hospital activity to support the requested privileges will result in a voluntary termination of medical staff membership or placement on the Affiliated Medical Staff.

This provision is not applicable to the following:

- a) physicians whose specialty is a contracted service to the hospital; or
- b) physicians who are on the Active Staff at another Ascension Health Care facility and a documented request has been obtained by a current HYMC Active Staff member to retain the physician's membership and privileges for specialty on-call purposes.

**B. Responsibilities**

In addition to the basic responsibilities of Medical Staff membership, each member of the Courtesy Medical Staff shall discharge the following responsibilities:

Retain responsibility within his or her area of professional competence for the continuous care and supervision of each patient in the Hospital for whom he or she is providing services, or arrange a suitable alternative for such care and supervision;

Actively participate in the patient care review, utilization review, and other quality evaluation and monitoring activities required of the Medical Staff, in supervision of initial appointees of his or her same profession, and in discharging such other Medical Staff functions as may be required from time to time.

Courtesy Staff members may be requested to assume on-call responsibilities when any member of the Active Medical Staff raises a concern in regard to on-call coverage. This request must be submitted to the Medical Executive Committee who will make a recommendation to the Board of Directors.

The Medical Executive Committee may consider the following when determining whether or not it is reasonable for the Courtesy Staff member to assume on-call responsibilities:

- The Emergency Department has identified that a service is needed.
- The number of physicians currently providing on-call coverage for that specialty.
- Any other factors influencing patient care services.

**Affiliated Medical Staff**

The Affiliated Medical Staff shall consist of those practitioners who utilize hospital ancillary services and whose professional practice consists of consultative services.

**A. Prerogatives**

The prerogatives of an Affiliated Medical Staff member shall be the following:

- 1) may not have admitting privileges;
- 2) may provide consultations at the request of the attending physician;
- 3) may order but not perform outpatient diagnostic procedures or therapeutic procedures;
- 4) may provide pre-procedural history and physical examinations;
- 5) may not hold office or vote on any matter of the medical staff organization;
- 6) may participate in committee and department meetings.

B. Responsibilities

In addition to the basic responsibilities of Medical Staff membership, an Affiliated Staff member may participate in patient care review, utilization review, and other quality evaluation and monitoring activities as requested.

**Emeritus/Inactive Staff**

The **Emeritus/Inactive** Medical Staff may consist of physicians (MD and DO), podiatrists (DPM), and dentists (DDS) who are not in active practice at this time, but who had been a member of the Active Staff category at one time.

A. Prerogatives

The prerogative of an **Emeritus/Inactive** Medical Staff member shall be to attend Hospital staff educational activities.

B. Responsibilities

- 1) Admits no patients
- 2) No participating role in the Hospital
- 3) Not subject to review unless requesting a change in staff category

**Honorary/~~Emeritus~~ Medical Staff**

The term “Honorary/~~Emeritus~~ Staff” is restricted to those individuals the staff wishes to honor. Such staff appointees are not eligible for clinical privileges. They may, however, attend medical staff and department meetings. The Honorary/~~Emeritus~~ Staff category does not preclude membership on another staff category.

The following criteria will be considered for nomination to this prestigious category:

Nominations for Honorary/~~Emeritus~~ Medical Staff membership will not be limited to physicians, and is intended as a mechanism for honoring those outstanding individuals who the medical staff feel significantly contributed to the improvement, reputation or services of the hospital and/or medical staff.

Nominations for membership shall be submitted in writing to the President of the Medical Staff and will include the rationale for the nomination. Nominations will be accepted from any Active Medical Staff member.

Nominations will be presented to the Active Medical Staff for vote at the next regularly scheduled meeting of the medical staff. 90% of the voting members present at the meeting must approve the nomination.

The Honorary/~~Emeritus~~ Medical Staff member's name will be included on the plaque representing the entire Honorary/~~Emeritus~~ Medical Staff.

The Honorary/~~Emeritus~~ Staff member will be acknowledged to the community. ~~via the Public Relations Department.~~ This may include an article in the local newspaper and any other recognition felt appropriate by the Medical Staff.

### **LIMITATION OF PREROGATIVES**

The prerogatives set forth under each Medical Staff category are general in nature and may be subject to limitation by special conditions attached to a practitioner's staff membership, by other sections of these Bylaws, and by other policies of the Hospital.