

Medical Staff Policy & Procedure

NUMBER:	MS.1	Effective/Approval Date:
TITLE:	BASIC RESPONSIBILITIES OF INDIVIDUAL MEDICAL STAFF MEMBERSHIP	Revision Date: 2/04/03

Each member of the Medical Staff as a condition of Medical Staff membership and the exercise of clinical privileges shall:

- A. Provide his or her patients with care at the generally recognized professional level of quality and efficiency.
- B. Abide by the Medical Staff Bylaws and by all other lawful standards, policies and rules of the Hospital.
- C. Discharge such Medical Staff, section, committee and Hospital functions for which he or she is responsible by appointment, election or otherwise.
- D. Prepare and complete in timely fashion the medical and other required records for all patients he or she admits or in any way provides care to in the Hospital.
- E. Abide by the ethical principles of his or her profession.
- F. Agree that the various ethical principles set forth by the various medical organizations and specialty societies shall represent a form of minimum qualifications. The Medical Staff reserves the right to establish ethical principles or codes of conduct consistent with the goals and policies of this Hospital.
- G. Promptly notify the President of the Hospital of any of the following:
 - (1) The revocation, limitation or suspension of his or her professional license or Drug Enforcement Administration registration, or the imposition of terms of probation or limitation of practice by any State;
 - (2) The loss of staff membership or privileges at any Hospital or other healthcare institution;
 - (3) The cancellation of professional liability insurance coverage;

- (4) The receipt of an initial sanction notice of proposed sanction or of the commencement of a formal investigation, or the filing of charges, by a Medicare peer review organization, the Department of Health and Human Services, or any law enforcement agency or health regulatory agency of the United States or the State of Wisconsin; or
 - (5) The receipt of notice of the filing of any suit against the practitioner alleging professional liability in connection with the treatment of any patient.
- H. Demonstrate ability to work with and relate to other Medical Staff members, members of other health disciplines, Hospital management and employees, the Board of Directors, visitors and the community in general, in a cooperative, professional manner that is essential for maintaining an environment appropriate to quality and efficient patient care.
- I. A Medical Staff member who is on our Active staff will be responsible for taking his or her fair share of emergency call in his or her specialty.

DURATION OF APPOINTMENT

A. Duration of Initial Appointments and Modifications

All initial appointments and all modifications of membership status or privileges shall be for a period of not more than two (2) years.

B. Reappointments

Reappointments to the Active and Courtesy Medical Staff shall be for a period of not more than two (2) years.

PROVISIONAL APPOINTMENT/OBSERVATION REQUIREMENT

A. For Initial Appointments

Except as otherwise determined by the Board of Directors, all initial appointments to any category of the Medical Staff shall be subject to a period of observation.

Each initial appointee shall be assigned to a department where his or her performance shall be observed by the chairperson of the department, or such chairperson's designee, to determine his or her eligibility for continued Medical Staff membership in the Medical Staff category to which he or she

was initially appointed and for exercising the clinical privileges initially granted in that department. His or her exercise of clinical privileges in any other department shall also be subject to observation by that department's chairperson or his or her designee. An initial appointee shall remain subject to observation until he or she has furnished to the Medical Executive Committee and to the President of the Medical Staff:

- (1) A statement signed by the chairperson of the department to which he or she is assigned that the appointee meets all of the qualifications, has discharged all of the responsibilities, and has not exceeded or abused the prerogatives of the Medical Staff category to which he or she was appointed; and,
- (2) A statement signed by the chairperson of the departments in which the appointee will exercise clinical privileges that he or she has satisfactorily demonstrated his or her ability to exercise the clinical privileges initially granted to him or her.

B. For Modification of Membership Status or Privileges

The Medical Executive Committee may recommend to the Board of Directors that a change in Medical Staff category or department assignment of a current Medical Staff member or the granting of additional privileges to a current Medical Staff member be made subject to observation in accordance with procedures similar to those for initial appointments.

C. Term of Observation Period

An observation period for initial appointment or for a modification of membership status or privileges shall extend for no more than six (6) months unless in the opinion of the Chairperson of the clinical department there has been insufficient opportunity to observe the appointee or Medical Staff member, in which case, the observation period may be extended in the discretion of the Medical Executive Committee, upon recommendation of the Credentials Committee, for an additional six (6) months. Please refer to MS.12.5 - Medical Staff Proctoring Program.

ADMINISTRATIVE AND MEDICO-ADMINISTRATIVE OFFICERS

A physician practitioner employed by the Hospital in a purely administrative capacity with no clinical duties or privileges is subject to the regular personnel policies of the Hospital and to the terms of his or her contract or

other conditions of employment, and is encouraged to be a member of the Medical Staff.

A medico-administrative officer must be a member of the Medical Staff, achieving this status by the procedure provided in MS.4 - Section 1 of the Organization and Functions Manual.

His or her clinical privileges must be delineated in accordance with MS. 4 - Section 2 of the Organization and Functions Manual.

The Medical Staff membership and clinical privileges of any medico-administrative officer shall be contingent on his or her continued occupation at that position, unless otherwise provided in an employment agreement, contract or other arrangement.

Approved by the Board of Directors 2/04/03