

Medical Staff Policy & Procedure

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TITLE: CATEGORIES OF THE MEDICAL STAFF	Revision Date: 2/04/03; 3/13/07

CATEGORIES

The staff shall include an Active Medical Staff, Affiliated Medical Staff, Courtesy Medical Staff, Honorary Medical Staff, and an Inactive/Emeritus Medical Staff.

QUALIFICATIONS OF THE ACTIVE/AFFILIATED/COURTESY MEDICAL STAFF

The Medical Staff shall consist of physicians (MD and DO), Dentists (DDS), and/or Podiatrists (DPM) who are licensed to practice in the State of Wisconsin who can document their background, experience, training and demonstrated current competence; their adherence to the ethics of their profession; their good reputation; their ability to work with others; and a capacity to practice effectively and efficiently within the institution.

All members of the Medical Staff shall pledge that they will not receive from or pay to another practitioner, either directly or indirectly, any part of a fee received for professional services.

Medical Staff members must certify biennially that their current health status does not in any way impair their ability to safely exercise the clinical privileges requested or to care for patients. A disability which can be reasonably accommodated shall not bar the granting of membership or clinical privileges. Medical Staff members must provide evidence of a current negative test for TB and be assessed, by titer, for immunity to select vaccine preventable diseases as delineated in the Health Assessment Questionnaire.

The Governing Body may precondition the exercising of clinical privileges based on the practitioner's undergoing a health examination. The examination must be performed within one year prior to appointment, or within two months following appointment, or at any time as requested by the Medical Executive Committee. Following appointment, Medical Staff members must provide evidence of a TB skin test annually, and a physical exam every four years.

Medical Staff members must submit, and at all times maintain on file in the Medical Staff Office, current evidence of continued licensure and, if applicable, DEA registration.

Medical Staff members must submit, annually*, evidence of financial responsibility in at least the minimum amount required by Chapter 655 of the Wisconsin Statutes. This

requirement may be satisfied by a certificate from an acceptable insurance company evidencing professional liability coverage. (*If a member is a locum tenens provider and insured by a locum tenens agency, evidence of current liability coverage will be required at time of services.) Failure to maintain such required financial responsibility shall be grounds for automatic suspension of a member's clinical privileges.

If within ninety (90) days after written warning of the delinquency the member does not provide evidence of required financial responsibility, the member's membership shall automatically be terminated.

As part of their appointment and reappointment to the Medical Staff, practitioners have a continuing obligation to comply with Federal and State laws and regulations applicable to the practice of their profession in a hospital setting.

No applicant who is currently barred from providing services in the Hospital under Chapter HFS 12 of the Wisconsin Administrative Code is eligible or qualified for Medical Staff membership or Allied Health Professional status.

No applicant who is currently excluded from any health care program funded in whole or in part of the federal government, including Medicare or Medicaid, is eligible or qualified for Medical Staff membership.

The foregoing qualifications will not be deemed exclusive and other qualifications and conditions deemed by the Hospital and the Medical Staff to be relevant may be considered in evaluating applications for membership or clinical privileges.

Active Medical Staff

The Active Medical Staff shall consist of practitioners who regularly admit, perform outpatient/inpatient procedures, and/or are regularly involved in the care of patients in the hospital on a year-round basis.

Prerogatives

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

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 sections 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) To hold office in the Medical Staff organization and in the section and committees of which he or she is a member, unless otherwise provided by resolution of the Medical Staff, such section 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 to which he or she is a member.

Affiliated Medical Staff

The Affiliated Medical Staff shall consist of those practitioners whose primary hospital affiliation is Eagle River Memorial Hospital but whose professional practice is largely outpatient, and whose patients utilize the hospital facilities.

Members of the Affiliated Medical Staff shall have an office practice in the hospital service area.

Affiliated Medical Staff may have their office practice reviewed by appropriate medical staff committees to provide a basis for evaluation of the member's professional competence and judgment.

A. Prerogatives

Members of the Affiliated Medical Staff:

- 1) May not hold office, or vote on any matter of the medical staff organization;

- 2) May participate in committee and department meetings;
- 3) May not have inpatient admitting or treating privileges;
- 4) May order but not perform outpatient diagnostic or therapeutic procedures that can be performed without their personal presence and that are within the scope of their practice to order;
- 5) May provide pre-procedural history and physical examinations.

Affiliated Medical Staff who desire to attend patients in the Hospital will be required to request a change in staff category.

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 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 coverage; or
- 3) who are providing telemedicine services.

A. Prerogatives

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

- 1) To admit and/or be involved in the treatment of patients and at the request of the attending physician, see and examine a patient in the Hospital, order and/or suggest treatment and render a dictated or written opinion.
- 2) To exercise such clinical privileges as granted to him or her pursuant to MS. 4 - Section 2 of this manual and,
- 3) If qualified to serve as a consultant, to follow the attending physician's referral request as defined in the Medical Staff Rules and Regulations.
- 4) Physicians on the Courtesy Staff may not hold office, or vote on any matter of the medical staff organization.
- 5) Physicians on the Courtesy Staff who have had no activity in Ministry Healthcare Hospitals for two years shall have been deemed to have requested voluntary

termination of their membership and relinquishment of clinical privileges. Future activity would require a full reapplication to the medical staff and is subject to proctoring requirements.

B. Responsibilities

The responsibilities of each member of the Courtesy Medical Staff shall be:

- 1) to discharge the responsibilities specified in MS.1 of this manual; and
- 2) to serve on committees and attend meetings if requested by the Medical Executive Committee;
- 3) to identify an alternate physician with appropriate privileges, in the event the attending physician is not available to provide continuous care to patients who have had invasive procedures. The alternate physician must be willing and able to care for these patients. This documentation must be submitted at the time of appointment and will be maintained in the physician's credentials file. This agreement will be reviewed at the time of reappointment, or may be reviewed at any time a situation warrants review. The physician must inform the medical staff office in the event this agreement is amended; and
- 4) to assume on-call responsibilities based on their specialty and type of hospital utilization at any time or times the Medical Executive Committee recommends to the Board of Directors and the Board of Directors approves.

INACTIVE/EMERITUS STAFF

A. Qualifications

The Inactive/Emeritus Medical Staff shall consist of physicians (MD) and physicians (DO) who are not in active practice in this time, but who had been in a more active category at one time.

B. Prerogatives

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

C. Responsibilities

- 1) Would be required to fill out a one time application
- 2) Admits no patients
- 3) No participating role in the Hospital
- 4) Not subject to review unless required a change in status of category

HONORARY MEDICAL STAFF

The term “Honorary” 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 following criteria will be considered for nomination to this prestigious category.

Nominations for Honorary 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 ballot vote at the next regularly scheduled quarterly meeting of the medical staff. 90% of the voting members present at a quarterly staff meeting must approve the nomination.

The Honorary Medical Staff member’s name will be included on the plaque representing the entire Honorary Medical Staff. The Honorary 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 By-laws, and by other policies of the Hospital.

WAIVER OF QUALIFICATIONS

Following a Joint Conference Committee, any qualification may be waived at the discretion of the Board of Directors upon determination that such waiver will serve the best interest of the patients.