

PARAMEDICAL AFFILIATE POLICY		DATE	
Medical Executive Committee Approval: April 19, 2005	Effective Date:	April 19, 2005	
Hospital Board of Directors Notified: May 24, 2005	Last Reviewed:	April 19, 2005	

PURPOSE: To clarify Saint Michael's Hospital of Stevens Point's position on the conditions under which paramedical affiliates may function within the hospital.

POLICY: Saint Michael's Hospital of Stevens Point will permit paramedical affiliates to function under the conditions outlined in this policy.

DEFINITIONS: For the purpose of this policy, the following words or phrases are defined:

- A. "Paramedical Affiliate" means clinical technicians or other individuals who are employees of a member or members of the medical staff and who routinely exercise clinical privileges pursuant to direct supervision, or who are not in independent practice but are engaged by the hospital by contract to perform a portion of their professional responsibilities within the hospital.

For individuals who routinely exercise clinical privileges pursuant to general supervision, see the hospital's midlevel provider policy.

- B. "Employer" means (1) a sole proprietor who is a medical staff member of the hospital, and who employs a paramedical affiliate, (2) a physician who is a medical staff member of the hospital, where the employer of the paramedical affiliate and the physician is a medical partnership or service corporation, (3) a service corporation that employs a paramedical affiliate but the paramedical affiliate is under the direction or supervision of one or more medical staff members, or (4) the hospital when it contracts with a paramedical affiliate but the paramedical affiliate is under the direction or supervision of one or more medical staff members.

The employer shall be responsible for assuring appropriate direction and supervision of the paramedical affiliate in the hospital.

- C. "Approval" means the authorization obtained by either the credentials committee chair or a vice president for the paramedical affiliate to exercise the clinical privileges within the hospital. The credentials committee chair shall approve paramedical affiliates who are under the direct supervision of a physician. Paramedical affiliates who are engaged by the hospital by a contract shall be approved by the vice president responsible for overseeing the service contract.

PROCEDURE: A. QUALIFICATIONS

The paramedical affiliate shall be qualified legally, professionally, ethically and by character for the field in which the individually desires paramedical affiliate status.

2. Paramedical affiliates are not eligible for membership on the medical staff and shall have none of the prerogatives or duties of medical staff membership.
3. As part of their receipt of clinical privileges, or at any other time upon the request of the credentials committee or its chair or vice president, the paramedical affiliate must certify 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, and the credentials committee chair or vice president may precondition appointment or the continuing exercise of any or all clinical privileges upon the individual's undergoing a health examination by a physician acceptable to the credentials committee chair or vice president, or upon submission of any other reasonable evidence of current health status that may be requested by the credentials committee chair or vice president. Each initial applicant in the year prior to approval shall have a complete physical examination that year. The presence of a physical or mental condition which can reasonably be accommodated shall not constitute a bar to the grant of clinical privileges.

B. APPLICATION

1. A paramedical affiliate shall be entitled to function within and perform procedures and activities at the hospital only if application is made and approval granted pursuant to this paramedical affiliate policy.
2. The employer shall apply to the medical staff office for the paramedical affiliate's right to function within the hospital on an application form satisfactory to the credentials committee of the medical staff. This application will include the employer's recommendation for clinical duties and responsibilities as outlined in either a detailed job description or privilege delineation form. The applicant must supply information regarding his qualifications, including professional training, experience, current competence and full background information. The application shall be countersigned by the paramedical affiliate.
3. Names and addresses of at least two practitioners who are familiar with the applicant's qualifications and competence to perform those duties they are requesting to perform in the hospital setting, must be included on the application as references. One of the references must be a physician.
4. An application shall be considered complete only when:
 - a. all blanks on the application form are filled in and necessary additional explanations and attachments provided;
 - b. verification of the information is complete: that is, all information necessary to properly evaluate an applicant's qualifications has been received;

- c. references and information from the applicant's current and most recent past employer and/or hospital affiliation have been obtained; and
 - d. a Background Information Disclosure form is submitted.
5. The medical staff office, upon the concurrence of the credentials committee chair, may deny an application for paramedical affiliate status if it determines that the applicant does not hold a valid Wisconsin license or certification required to perform the privileges being requested, does not have adequate professional liability insurance, is not eligible to receive payment from Medicare or Medical Assistance program or is barred from providing services under Chapter HFS 12 of the Wisconsin Administrative Code. Applicants who are administratively denied under this Section do not have a right to an interview under this policy but may submit evidence to the medical staff office to refute the basis for the administrative denial.

C. PROCESSING APPLICATION

- 1. The medical staff office will verify that the application is complete and will conduct primary and secondary source verification of the information submitted.
- 2. The medical staff office will forward the information to the applicable department chair or service director for his review and recommendation regarding the requested duties.
- 3. The credentials committee chair or vice president shall review the character, qualifications and standing of the paramedical affiliate and will document its findings within one month of receipt of all necessary applicant information and documentation, determining that the application be accepted, deferred or rejected.
- 4. If the credentials committee chair's or vice president's determination is to approve affiliation and grant the privilege to perform procedures and activities, the paramedical affiliate and the employer will promptly be advised of the decision and permitted to commence activities consistent with the job description or privilege delineation form.
- 5. When the determination of the credentials committee chair or vice president is adverse to the applicant, either in respect to permission to function in the hospital, or with respect to approval of procedures and activities, the medical staff office shall promptly notify the employer and the paramedical affiliate by special notice. This notice shall state the reasons for the adverse determination. The employer and/or the paramedical affiliate will have 10 days from the date of the notice to request an interview with the medical staff office and the credentials committee chair or vice president regarding the denial. The credentials committee chair or vice president may bring the matter before the entire credentials committee for review prior to a determination being made. Within 10 days of the interview, the credentials committee chair or vice president will make a final decision on the matter and notify the paramedical affiliate and the employer of the decision.
- 6. The decision of the credentials committee chair or vice president shall be final and neither the employer nor the paramedical affiliate applicant shall be entitled to any further review of the application or hearing with respect to an adverse decision.

7. A listing of approvals and denials of paramedical affiliates by the credentials committee chair and/or vice president will be presented to the executive committee and the governing body for review and comment.

D. PERIODIC REVIEW

1. For paramedical affiliates performing under direct supervision, permission to function in the hospital and to perform the procedures and activities previously authorized under the job description or privilege delineation form shall be reviewed and recommendations for continued permission made at least every two years. Renewal forms will be mailed and must be completed and returned to the medical staff office in a timely manner. However, a request for a review may be made at any time to the medical staff office by any medical staff member or the designated administrative officer.
 - a. Applications for renewal will be processed in accordance with the procedures set forth in Section C above.
2. For paramedical affiliates engaged by the hospital by contract, permission to function in the hospital and to perform the procedures and activities previously authorized under the job description or privilege delineation form shall be reviewed and recommendations for continued permission made at least once during each calendar year and/or at the time the contract is renewed. The review shall include (1) a performance evaluation completed by the medical director of the service or a physician that utilizes the service and, (2) an age-specific competency evaluation completed by the employer and forwarded to the medical staff office.
3. Each determination concerning a paramedical affiliate's continued permission to function in the hospital and to perform authorized procedures and activities will be based upon the paramedical affiliate's competence, clinical judgment, physical and mental capacity to perform the activities identified, ethics in conduct, compliance with the rules, regulations, policies and procedures of the hospital and the medical staff Bylaws so far as they are applicable, cooperation with the hospital personnel, use of the hospital's facilities, continuing education and relations with physicians, midlevel providers and other paramedical affiliates.
4. To facilitate the continuing permission process, an administrative file shall be maintained containing necessary information about each paramedical affiliate. It shall contain information such as registration or license number, professional education and training and other pertinent information.

E. TEMPORARY PERMISSION. No paramedical affiliate applicant shall be granted temporary permission to function in the hospital.

F. RESTRICTION OF PERMISSION TO FUNCTION IN THE HOSPITAL OR LIMITATION OF PROCEDURES AND ACTIVITIES.

1. A paramedical affiliate may have some or all of the approved activities and procedures reduced, restricted, supervised, suspended or terminated in their entirety at any time by the credentials committee chair, the vice president responsible for overseeing a contract through which the paramedical affiliate is providing services, the medical staff president or the designated administrative officer whenever it would be in the best

interest of patients or the hospital. The paramedical affiliate will be notified by special notice as soon as reasonably possible after the imposition of any reduction, restriction, supervision requirement or suspension and the reasons for the action. The written notice will be given to the paramedical affiliate and the employer.

2. The paramedical affiliate and the employer will be given the opportunity for a review by the credentials committee chair, appropriate vice president and/or medical staff president or medical staff office with the paramedical affiliate present and with an opportunity to speak.

G. AUTOMATIC TERMINATION OF PERMISSION TO FUNCTION AT THE HOSPITAL

The paramedical affiliate's permission to function at the hospital shall be automatically terminated without any right to a hearing or review upon the first of the following events to occur:

1. Termination of employment with the paramedical affiliate's employer for any reason.
2. Filing of a written statement by the employer or supervising practitioner with the medical staff president that he will no longer be responsible for the supervision of the paramedical affiliate.
3. Revocation by the appropriate authorities of the license or certification of the paramedical affiliate, where one is required to perform the job duties or privileges.
4. If the employer's supervising practitioner's membership on the hospital's medical staff is terminated or suspended.
5. If permission to function in the hospital is terminated under Section F of this policy.
6. Conviction of a serious crime, act or offense or pending charges for a serious crime, act or offense as defined in Chapter HFS 12 of the Wisconsin Administrative Code.
7. A finding by a unit of government that the paramedical affiliate has abused or neglected a client or misappropriated a client's property.
8. A determination under the Children's Code that the paramedical affiliate has abused or neglected a child.
9. Exclusion from any federally-funded health care program.

H. MISCELLANEOUS

1. The paramedical affiliate must be insured for malpractice either as an additional named insured under the employer's policy or by a separate policy naming the paramedical affiliate as the insured. The employer must furnish or cause to be furnished, evidence of malpractice insurance satisfactory to the hospital.
2. This hospital paramedical affiliate policy shall at all times be superseded by any statutes of the State of Wisconsin or rules or regulation of the appropriate administrative bodies supervising either the paramedical

affiliate or the hospital which are in conflict with any provision of this hospital paramedical affiliate policy.

3. The employer must notify the medical staff office immediately if a paramedical affiliate's employment has been terminated.
4. The employer and paramedical affiliate shall notify the medical staff office immediately if the affiliate's professional license or certification has been suspended or revoked.
5. The paramedical affiliate must notify the medical staff office immediately regarding the loss of affiliation, privileges or employment at any hospital or other health care institution.
6. The paramedical affiliate must notify the medical staff office immediately of any cancellation or change of professional liability insurance coverage.
7. The paramedical affiliate must notify the medical staff office immediately upon receipt of a quality inquiry letter, an initial sanction notice, notice of proposed sanction or of the commencement of a formal investigation, or the filing of charges, by a Medicare quality improvement 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 exclusion from the Medicare or Medicaid programs.
8. The paramedical affiliate must notify the medical staff office immediately upon receipt of notice of the filing of any suit against the paramedical affiliate or submission of a request for mediation alleging professional liability in connection with the treatment of any patient in or at the hospital.
 - a. The paramedical affiliate must notify the medical staff office within 15 days of the settlement of a claim by a payment from an insurance company (or by the affiliate or any other parts) or of obtaining any agreement that results in a release from liability being given by a patient to the paramedical affiliate.
9. The paramedical affiliate must notify the medical staff office immediately of any criminal conviction or pending criminal charges, and of any finding by a governmental agency that the paramedical affiliate has been found to have abused or neglected a child or patient or has misappropriated the property of any patient.
10. The paramedical affiliate must notify the medical staff office immediately of any abuse, neglect of a patient or misappropriation of patient property witnessed by or reported to the dependent paramedical affiliate.
11. The paramedical affiliate must notify the medical staff office immediately of any proposed or actual exclusion from any federally-funded health care program, any notice to the individual of proposed or actual exclusion or any pending investigation of the individual from any health care program funded in whole or in part by the federal government, including Medicare and Medicaid.
12. If a paramedical affiliate's permission to function in the hospital has been terminated for any reason, a new application to function within the hospital in compliance with this paramedical affiliate policy must be filed. No paramedical affiliate is eligible to reapply until the individual has taken

effective action, as determined by the credentials committee chair or vice president, to correct the conditions that resulted in termination.

13. Continuing education requirement for paramedical affiliates will be required in conjunction with the guidance provided by the employer.
14. The employer of the paramedical affiliate must assume full responsibility, and be fully accountable for the conduct of the affiliate within the hospital. The employer of the paramedical affiliate must acquaint the affiliate with the applicable rules and Regulations of the medical staff and the hospital, as well as appropriate members of the medical staff and hospital personnel with whom the affiliate will have contact at the hospital.
15. In the temporary absence of the employer:
 - a. The physician responsible for the employer's patients shall be responsible for the paramedical affiliate.
 - b. The employer must notify the substitute that he will be responsible for the paramedical affiliate during the employer's absence.
 - c. If the substitute declines to accept responsibility for the activities and procedures of the paramedical affiliate, the paramedical affiliate will not be allowed to function in the hospital.

LIMITS OF CLINICAL ACTIVITIES. A paramedical affiliates' eligibility and degree of participation in patient care, in general, will be determined on the basis of their job description or privilege delineation form.

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