

***VALLEYCARE***  
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS**  
**DEPARTMENT OF EMERGENCY MEDICINE**  
**POLICY & PROCEDURE**

**NUMBER: 3229**  
**VERSION: 1**

- SUBJECT/TITLE:**    **RESPONSIBILITY OF THE DEPARTMENT OF EMERGENCY MEDICINE DIRECTOR**
- POLICY:**            Describe the responsibilities of the Department of Emergency Medicine Director.
- PURPOSE:**         To delineate the responsibilities of the Department of Emergency Medicine Director of Clinical Operations.
- DEPARTMENTS:**   **DEPARTMENT OF EMERGENCY MEDICINE (DEM)**
- DEFINITIONS:**    Define the responsibilities of the Department of Emergency Medicine Director.
- PROCEDURE:**      I.       The Department of Emergency Medicine shall be directed by a physician member of the Medical Staff.
- A.       The Director shall provide overall direction in the continuing operation of the Department of Emergency Medicine and he/she or his/her assistant shall remain readily available at all times to the department.
- B.       The Director has the authority and responsibility for implementing established policies and for providing the overall direction for the operation of the department.
- C.       The Director assures that the quality, safety and appropriateness of care in the department are monitored and evaluated and that appropriate actions are taken based upon the findings of the emergency care review.
- D.       The Director shall have at least three years of training and/or experience in the care and treatment of emergency patients.
- E.       A Director shall be designated from the Medical Staff and authorized to perform the functions of the Director in the Director's absence.
- F.       The credential files of the Director and all other practitioners with

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Department of Emergency Medicine privileges shall reflect their training, experience and current competence.

- G.    Physician Activity: Provides 24-hour physician coverage plus back up.
- H.    Continuing Education: Sets up continuing education programs for staff plus insures compliance with continuing education requirements of Cal-ACEP, CMA and AMA.
- I.    Administration: Acts as liaison to administration for all Department of Emergency Medicine related problems.
- J.    Nursing: Works with Nurse Manager on any problems where need arises.
- K.    Physical Planning: Liaison with hospital planning, architect, engineering and administration.
- L.    The Director coordinates and integrates services within his department and with other departments.
- M.    The Director helps to develop and implement policies and procedures that guide and support provision of service.
- N.    The Director recommends sufficient number of qualified and competent persons to provide care.
- O.    The Director continuously assesses and improves the department's performance.
- P.    The Director maintains appropriate quality control program.
- Q.    The Director or his designee provide for orientation, Inservice training and continuing education of all persons in the department.
- R.    The Director recommends space and other resources needed by the department.

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References:	
Approved by: David Talan (Chief Physician), Jeanne Egusa (Nurse Manager), Vena Ricketts (DEM PI/QI Coordinator)	Date: 06/20/2011
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