

**OLIVE VIEW-UCLA MEDICAL CENTER
DEPARTMENT OF EMERGENCY MEDICINE
POLICY & PROCEDURE**

**NUMBER: 3230
VERSION: 2**

SUBJECT/TITLE: DEM RULES AND REGULATIONS

POLICY: Professional Staff Association Guidelines

PURPOSE: Guidelines for physician appointment and reappointment in the DEM.

DEPARTMENTS: DEPARTMENT OF EMERGENCY MEDICINE (DEM)

DEFINITIONS: Delineate guidelines for PSA in the DEM.

PROCEDURE: I. **MEMBERSHIP**

- A. Membership in the Department of Emergency Medicine is a privilege that shall be extended to physicians of the Olive View-UCLA Medical Center staff who are members of the Professional Staff Association (PSA), and who practice Emergency Medicine.
- B. All new appointments to the Department shall be under the rules governing appointments to the PSA and to the appropriate department at UCLA.

II. **QUALIFICATIONS**

- A. Provisional members shall be all newly appointed members of the PSA, who must serve at this level for a period of no fewer than six months, and who shall be subject to the same restrictions applied to provisional members of the PSA, according to the PSA By-Laws.
- B. Active members (attendings) shall be physicians who actively care for and supervise the care of patients at Olive-View-UCLA Medical Center and whose Los Angeles County appointment is full-time. Active members must have a faculty appointment at the UCLA School of Medicine.

Both active and those provisional members proposed as active members shall be eligible to vote, to hold office, and to serve on the PSA and departmental committees. Active members shall be required to attend departmental meetings.

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- C. Part-time attending physicians are eligible to serve on committees, and may be required to attend designated Department meetings, but are not required to attend PSA meetings.
- D. All attending physician members (full and part time) must also have completed the minimal requirements of formal training and experience required for certification by the American Board of Emergency Medicine and must become Board-certified in Emergency Medicine within four years of becoming eligible and re-certified within one year of the specialty re-certification deadline. The member shall keep the Department informed at all times as to his/her status with the Board.

III. ADMINISTRATION

- A. The Department Chairman and Chief shall be appointed by the Director of the Hospital as outlined in the PSA guidelines and shall have the responsibilities delineated in the PSA By-Laws.
- B. The Assistant Chief, who shall be Acting Chief in the Chief's absence, shall be an active member appointed by the Chief of the Department.
- C. The Chief and Assistant Chief must be active or proposed as active members (except under special circumstances), hold a faculty appointment at UCLA, demonstrate academic leadership (e.g., excellence in teaching, research, and/or community service), be physically present at Olive View-UCLA Medical Center for a significant portion of his/her professional time, and manifest administrative skill.

IV. PROCEDURE FOR APPOINTMENT AND REAPPOINTMENT

- A. Appointment
 - 1. An applicant to the Department of Emergency Medicine shall be proposed by the appropriate active member and the Chairman of the Department and shall submit a competed application to the PSA. The PSA will send the application to the department. At its next regular meeting, the Department Credentials Committee (Credentials Committee) shall review the application and the requested privileges and shall transmit to the Department Chairman a recommendation for approval, rejection, or deferment and proposed membership category.

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The recommendation of the Credentials Committee shall be acted upon by the Chairman, but is not binding. In the event that there is no recommendation forthcoming from the Credentials Committee at the appropriate meeting, the Chairman may rule on the application.

2. When the recommendation of the Credentials Committee is favorable to the applicant, he/she shall be promptly so informed by the Chairman and shall be granted temporary or provisional privileges and be appointed to Provisional membership in the Department only after he/she is granted Provisional membership in the PSA. When the recommendation of the Credentials Committee is to defer the application, the physician shall be promptly so informed by the Chairman and full recommendation must be made within sixty days for appointment or non-appointment by the appropriate committee.
3. Once temporary or provisional privileges have been granted, proctoring, including but not limited to direct observation of clinical performance, shall be performed by at least two members of the Department over a period of at least three months. The member shall be informed of that he/she will be proctored and with the components of the proctoring evaluation. If the proctors believe a longer period of observation is required, they may recommend to the Chairman that the proctoring period be extended.
4. The proctors will submit written reports to the Chairman. The written reports will include assessment of clinical knowledge, technical skills, judgment, and general behavior.
5. If the proctoring reports are favorable, the Chairman, via authority granted by the Credentials Committee, will recommend to the PSA Credentials Committee unrestricted privileges and appropriate membership in the PSA. The PSA will so inform the applicant of its decision.
6. When the recommendation of the Credentials Committee or the proctors is adverse to the applicant, he/she shall be promptly so informed by the Chairman and shall have the right to request a hearing, whether or not he/she is granted membership in the PSA, as set forth in the PSA By-Laws. The outcome of this hearing and review procedure shall be binding on the Department.

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7. All appointments shall be for a period of not more than two years.

B. Reappointment

1. Prior to the end of the current appointment/reappointment period, the Chairman and other members of his choice shall review all pertinent information available on each departmental member who is scheduled for periodic appraisal, including peer review, data from the PI Committee and status with respect to the specialty board, and shall propose to the Credentials Committee reappointment for the ensuing two years, with or without change in membership category, or non-reappointment. As in the appointment process, a recommendation shall be made by the Credentials Committee to the Chairman who shall transmit his/her recommendation through the Chairman to the Credentials Committee of the PSA. The PSA will so inform the member.

2. If circumstances do not allow adequate peer review of a member, that member will be asked to furnish the name of the hospital where most of their clinical practice occurs so that peer review information may be requested from that hospital. Failure to provide this information may be construed as a formal resignation from the medical staff of the hospital.

3. Any member, except for those who are full time, may at any time request a change in membership status for himself/herself by petitioning in writing the Chairman of the Department. The Chairman shall review all pertinent information and shall transmit the request and a recommendation for approval, denial, or deferment to the Credentials Committee, who shall then submit a recommendation in a timely manner to the Chairman, as in the appointment process. The decision of the Credentials Committee shall be transmitted promptly to the physician in question by the Chairman and, when appropriate, to the Credentials Committee of the PSA.

V. **CORRECTIVE ACTION, HEARING AND APPELLATE REVIEW**

A. Whenever the professional conduct of any member is considered to be below the standards of the Department or to be disruptive or deleterious to its operations, peer review or corrective action may be requested by an active member. This request, specifically supporting the allegation, must be submitted in writing to the

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Credentials Committee (excluding the member in question).

- B. The Credentials Committee shall review the request at its next regular meeting or at a meeting called by one of the Committee members. The Committee shall transmit the request to the Chairman, who shall promptly inform the accused member of the allegations in writing, and who then may forward the request to the PSA Executive Committee to pursue the process of Corrective Action as described in the PSA By-Laws or adequately resolve the matter at the departmental level and in a manner that is satisfactory to the Executive Committee and/or the PI Committee.
- C. Hearing and Appellate Review Procedures shall be conducted according to the PSA By-Laws.

VI. COMMITTEES

- A. The Chairman shall appoint all committees.
- B.
 - 1. The Credentials Committee shall consist of all active members and may include the Chairman of the Department.
 - 2. The Credentials Committee shall evaluate every physician seeking departmental appointment and reappointment and shall be responsible for determining if any applicant meets the professional and ethical standards of the Department, if he/she should be granted the specifically requested privileges, review concerns regarding professional conduct, and make recommendations to the Chairman. In the case of new appointments, the privileges granted will be provisional or temporary only with unrestricted privileges based on the results of the proctoring. For members requesting new or additional privileges during reappointment, these privileges will be either provisional, based on the outcome of proctoring of these new privileges, or unrestricted depending upon the specific circumstances of training and experience. The committee shall then present its findings in the form of a recommendation to the Chairman as outlined in Article IV.
 - 3. The committee shall meet as needed and shall maintain a permanent record of proceedings.
- C.
 - 1. The Performance Improvement and Peer Review Committee shall consist of at least five members, chaired

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by a Provisional and/or active member and also include representatives from Nursing, and other medical and ancillary departments.

2. There shall be a performance improvement coordinator.
 3. This Committee shall be responsible for evaluating and improving aspects of care provided by the Department. This includes receiving and investigating any question of quality submitted by an individual or another committee, establishing goals of the Department, reviewing practitioner-specific peer review, and monitoring the Departmental indicators.
 4. This committee shall meet at least twice per year, maintain a record of its proceedings and submit reports to the PSA Peer Review Oversight Committee.
 5. There shall be a PI report given at least quarterly at the Department Business Meeting and the PSA PI Committee Meeting.
- D. Other committees may be appointed at the discretion of the Chairman.
- E. If any committee member cannot be present at any designated meeting, he may enlist a qualified replacement to attend.

VII. MEETINGS

- A. There shall be meetings at least ten times per year to conduct business and to review the care of the patients of the Department. All morbidity and mortality shall be discussed by the responsible physicians or their designees. In addition, business brought before the department will be discussed.
- B. Special meetings of the Department may be called by the Chairman or by one-third of the Department's active members. Written notice of the place, date, and time of such a Special Meeting shall be hand delivered or mailed to each member at least seven days before the meeting.
- C. Active members and provisional members who are proposed as active members should attend at least 50% of the meetings in any one year.

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- D. The quorum necessary for the conduct of business shall be the number of voting members present at the monthly meeting or at a Special Meeting for which due notice has been given.

VIII. STANDARDS OF PARTICIPATION FOR ACTIVE MEMBERS

- A. The patient care, teaching, research, community service, and other contributions for active members and provisional members who are proposed as active members should be commensurate with their role in the Department as determined by the Chairman. Appropriate activities also include attending in the emergency department and other unscheduled care areas, and participating in Olive View-UCLA educational conferences, committees, and departmental and hospital business meetings.
- B. Arranging appropriate attending coverage is the responsibility of the Chairman, but once an on-service assignment has been accepted, it is the responsibility of the assignee to make certain of his/her availability or to provide a qualified substitute.
- C. Inadequate participation may be cause for change of membership status. Failure to participate as promised may be cause for a request for corrective action.

IX. AMENDMENTS

An Amendment to these Rules and Regulations may be proposed by any active member and may be enacted by a majority vote at any departmental meeting, provided that the proposed changes are presented at a prior departmental meeting.

X. ADOPTION

These Rules and Regulations may be adopted at any regular meeting of the Department by a majority of those voting members present, provided that they are presented at a prior departmental meeting. When thus approved and signed by the Chairman, these Rules and Regulations shall then replace any previous Rules and Regulations of the Department. If the Chairman will not endorse this document, approval by at least two-thirds of all voting members at a subsequent regular meeting of the Department shall override the veto.

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References:	
Approved by: OVEC-2017 June	Date: 07/21/2017
Review Date: 2/11, 07/21/2020	Revision Date: 12/8/07, 2/17/11
Distribution: Emergency Medicine	
Original Date: 07/21/2017	