

**OLIVE VIEW-UCLA MEDICAL CENTER
NEUROLOGY DEPARTMENT
POLICY & PROCEDURE**

**NUMBER: 2155
VERSION: 2**

SUBJECT/TITLE: RULES AND REGULATIONS

POLICY: ARTICLE I. MEMBERSHIP

- A. Membership in the Department of Neurology is a privilege which shall be extended to physicians of the Olive View-UCLA Medical Center staff who are members of the Professional Staff Association (PSA), who practice general neurology, pediatric neurology, and/or other neurological subspecialties, including but not limited to neuromuscular disease, stroke, movement disorders, epilepsy, headache and pain management, and who are faculty in any series in the Department of Neurology at the UCLA School of Medicine or, under special circumstances, the USC School of Medicine.
- B. All new appointments to the Department shall be under the rules governing appointments to the PSA and to the Neurology Department at UCLA, and no one shall be admitted to the Department unless he/she already has a faculty appointment in any series in the Department of Neurology at the UCLA School of Medicine, or such faculty appointment is in process, having been already approved by the Chair of Neurology at UCLA.

ARTICLE 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 shall be physicians who actively attend patients at Olive View-UCLA Medical Center.

Active members whose LA County appointment generally is 3/8 time or greater 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. They shall be required to attend departmental meetings.
- C. Consultants are those members of the department whose advice or assistance is occasionally desired. They are eligible to serve on committees, but are not required to attend PSA or departmental meetings.

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- D. All members must also have completed the minimal requirements of formal training for certification by the American Board of Psychiatry and Neurology. All members must become certified by the American Academy of Psychiatry and Neurology within two years of completing their residency or within two years of completion of the first two years of subspecialty fellowship. All members who have been certified by the American Board of Psychiatry and Neurology on or after 1994 should become re-certified prior to the lapse of certification. It is the responsibility of the member to keep the department informed at all times as to his/her status with the specialty board. Failure to obtain or maintain board certification will result in immediate loss of clinical privileges and is grounds for immediate dismissal from the department.

- E. Licensure: A valid California license is required for all hospital and clinical privileges. Lapse, suspension or termination of licensure will result in immediate loss of clinical privileges and is grounds for immediate dismissal from the department.

ARTICLE III. ADMINISTRATION

- A. The department Chief shall be appointed by the director of the Department of Health Services and shall have the responsibilities delineated in the PSA By-Laws.

- B. The Chief must be an active or proposed member of the PSA, hold a faculty appointment at UCLA, demonstrate scholarly pursuits (engage in clinical research and/or have documented strong teaching ability in his/her area of expertise), be physically present at Olive View-UCLA Medical Center for a significant portion of his/her professional time, and manifest administrative skill.

ARTICLE IV. PROCEDURE FOR APPOINTMENT AND RE-APPOINTMENT

- A. Once provisional privileges have been granted, proctoring, including but not limited to direct observation of clinical performance, shall be performed by at least one member of the department appointed by the Chief. The member will be supplied with the names and duties of the proctor(s).

- B. In conformity with PSA By-Laws, the proctor(s) will review at least six cases (may be a combination of outpatient clinic visits and inpatient consults). If the member interprets EEGs or EMGs, at least six of these will also be reviewed. The proctor will submit to the Chief written assessments

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of the clinical activity reviewed.

- C. If the proctoring reports are favorable, the Chief 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.
- D. If the recommendation of the Chief or the proctors is adverse to the applicant, the matter will be referred to the PSA Credentials and Executive Committees for resolution.
- E. All appointments shall be for a period of not more than two years.

ARTICLE V. MEETINGS

There shall be a meeting of the department at least quarterly to conduct business and to review the care of patients, activity of the laboratories, clinics, morbidity and mortality, performance improvement, committee reports and academic matters (including resident and student issues, research, lectures and publications). In addition, business brought before the department will be discussed. All formally proposed actions/changes in policy shall be voted on by the department members and the result recorded in the minutes. Minutes will be kept by the secretary and approved at the subsequent meeting.

ARTICLE VI. STANDARDS OF PARTICIPATION FOR ACTIVE MEMBERS AND CONSULTANTS WHO ARE ONE-HALF TIME OR GREATER

- A. The patient care, teaching, and other contributions of active members and provisional members who are proposed as active members should be commensurate with their role in the department as determined by the Chief. Appropriate activities include attending for inpatient neurology consultation, outpatient clinics, and participating in Olive View-UCLA educational conferences, committees, and departmental or hospital business meetings.
- B. Arranging appropriate attending coverage is the responsibility of the department Chief, but once an on-service assignment has been accepted, it is the responsibility of the assignee, unless incapacitated, to make certain of his/her availability or to arrange for a qualified substitute.
- C. Inadequate participation may be cause for change of membership status. Failure to participate as promised may be cause for corrective action.
- D. The department will have a Performance Improvement Coordinator, appointed by the Chief. All members will foster the department's Performance Improvement initiatives to the extent applicable to them.

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ARTICLE VII. CORRECTIVE ACTION, PEER REVIEW

- A. Anyone who is concerned that the professional conduct of a member may be below the standards of the department, or disruptive or deleterious to its operations, should bring the concern to the attention of the department Chief. If that concern is in regard to the department Chief then the Medical Director should be notified. If the Chief concurs with the concern, he/she will follow up on it in a manner appropriate to the issue at hand, in accordance with PSA By-Laws and HR Policies.
- B. The department shall have a Peer Review Committee
 - a. This committee shall consist of at least three members.
 - b. This committee shall be responsible for evaluating aspects of care provided by the department. This includes the Ongoing Professional Practice Evaluation (OPPE) of all members, as well as receiving and investigating any question of quality submitted by an individual or another committee, and any focused reviews that may indicated.
 - c. If there is a quality concern involving a member of the Peer Review Committee itself, the other committee members may seek the ad hoc opinion of another department member and/or bring the matter independently to the PSA Peer Review Oversight Committee.
 - d. 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.

ARTICLE VIII. AMENDMENTS

An amendment to these Rules and Regulations may be proposed by any active member and may be enacted by a majority vote among the active members of the department, subject to approval by the PSA.

By becoming a member of the Department of Neurology at Olive View-UCLA Medical Center, any category of physician agrees to comply with all department policies and procedures and agrees to maintain the highest level of patient care and medical professionalism possible.

PURPOSE:

DEPARTMENTS: NEUROLOGY

DEFINITIONS:

PROCEDURE:

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References:	
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