

LEE MEMORIAL HEALTH SYSTEM

Lee County, Florida

DEPARTMENT OF EMERGENCY MEDICINE

RULES AND REGULATIONS

I. PREAMBLE:

Public expectation of medical services provided by Emergency Departments encompasses the entire spectrum of diagnostic and therapeutic modalities. In order that the highest possible standard of emergency medical care may be rendered to all patients who are admitted to the emergency facilities of this institution, the Department of Emergency Medicine of the staff has formulated the following Rules and Regulations which shall govern this Department and be binding upon each and every member of this Department.

II. PURPOSE:

- A. To define the scope of the Department of Emergency Medicine services by parameters which are sufficiently flexible to permit necessary adjustment to future contingencies without compromising the quality of professional care.
- B. To encourage efficient utilization of all available disciplines involved in delivery of these services, specifically by insuring:

1. The availability and appropriate utilization of consultation in various surgical and medical specialties;
 2. The availability and appropriate utilization of such techniques and equipment that become applicable to the Department of Emergency Medicine.
- C. To establish criteria of competence for all personnel engaged in the care and treatment of patients in the Department of Emergency Medicine.
- D. To clarify and constantly reappraise those policies and procedures which have been found to best expedite the above, and to provide means of formulating new practices as the need arises.

III. PHILOSOPHY:

In keeping with the goals and objectives under which Lee Memorial Health System was established and continues to operate today, the Department of Emergency Medicine strives to maintain an environment of caring and compassion where competent quality medical care and treatment is rendered in all patients presenting themselves in an efficient manner, using up-to-date accepted, proven, scientific methods.

IV. DEFINITION OF AN EMERGENCY PHYSICIAN:

- A. An Emergency Physician is defined as one who by residency training and/or experience in Emergency Medicine, is qualified to engage in:

1. The immediate initial recognition, evaluation, care and disposition of patients in response to acute illness or injury.
2. The administration, research and teaching of all aspects of Emergency Medical care.
3. The direction of the patients to sources of follow-up care in or out of the hospital, as may be required.
4. The provision, when required, of emergency but not continuing care to in-hospital patients.
5. The management of the Emergency Medical Services system for the provision of pre-hospital emergency care.

B. GENERAL AND SPECIFIC AREAS OF SKILL AND KNOWLEDGE:

Any procedure which can be performed in the Emergency Department by a member of the hospital staff also falls within the scope of the Emergency Physician, providing he/she is qualified and competent by training and/or experience. In any emergency, the Emergency Department physician is authorized to treat any medical disease or perform any medical or surgical procedures to save life or limb or alleviate undue suffering of patients attended, until proper consultation can be obtained.

1. General Skills Defined:

General skills are those established as expected of a physician in the clinical primary care areas of medicine.

2. Essential Skills Defined:

a. Airway Maintenance:

- (1) use of oropharyngeal and nasopharyngeal airways
- (2) endotracheal intubation
- (3) cricothyrotomy / tracheostomy
- (4) use of suction apparatus
- (5) use of manual and mechanical resuscitators
- (6) oxygen therapy

b. Cardiopulmonary Resuscitation (CPR):

- (1) airway maintenance
- (2) closed chest massage
- (3) emergency drug therapy
- (4) rhythm strip interpretation
- (5) electroconversion
- (6) central venous access
- (7) intravenous puncture
- (8) intravenous catheterization
- (9) venous cut-down
- (10) intracardiac injection

c. Differential diagnosis including recognition of life-threatening conditions

by means of appropriate:

- (1) history plus physical examination
- (2) laboratory test interpretation
- (3) x-ray interpretation

- (4) interpretation of special diagnostic procedures; e.g., electrocardiogram, arterial blood gases, etc.
- (5) splinting, traction and plaster techniques
- (6) surgical debridement
- (7) wound repair
- (8) use of ophthalmological instruments including slit lamp, burr for rust ring removal
- (9) use of water-sealed drainage devices
- (10) insertion of thoracotomy tube
- (11) thoracentesis
- (12) paracentesis
- (13) peritoneal lavage (when appropriate) after surgical consultation
- (14) indirect laryngoscopy
- (15) pericardiocentesis

d. Any other skills the Department of Emergency Medicine might add from time to time.

V. POLICIES AND PROCEDURES OF THE DEPARTMENT OF EMERGENCY MEDICINE:

Policies and procedures relevant to the physician's professional activities as described in the Emergency Center's "Policy and Procedure Manual" shall be considered part of the Rules and Regulations of the Department of Emergency Medicine.

- A. All members of the Department of Emergency Medicine and any other staff physicians utilizing the Emergency facility, should follow the guidelines of the policies and procedures of the Department.
- B. The Department of Emergency Medicine will be responsible for periodic review of these policies and procedures.

VI. QUALIFICATIONS FOR MEMBERSHIP IN THE DEPARTMENT OF EMERGENCY MEDICINE:

A. GENERAL QUALIFICATIONS:

A candidate for membership in the Department must meet the requirements of the Medical Staff Bylaws.

B. PROFESSIONAL QUALIFICATIONS:

Initial qualifications for membership in the Department of Emergency Medicine shall include:

1. Satisfactory completion of a graduate residency training program in Emergency Medicine or adequate experience gained in actual practice of Emergency Medicine, or the combination of graduate training and clinical experience considered adequate by the Department of Emergency Medicine and eligibility for the American Board of Emergency Medicine or American Osteopathic Board of Emergency Medicine as currently defined. Individuals granted certification in emergency medicine by other

organizations shall be considered on an individual basis. Physicians that have had their certification accepted cannot have that acceptance revoked.

2. Demonstration to the Department of Emergency Medicine that he/she possesses the specific areas of knowledge and skills as delineated in Section IV, paragraph V of this document.
3. Physicians shall be granted one year to show proof of eligibility from an acceptable certifying body.

VII. MEMBERSHIP:

All physicians in the Emergency Medicine Department are employees of Lee Memorial Health System. The employment relationship may be established by written contract. No physician may exercise privileges in the Department of Emergency Medicine in the absence of an employment relationship with Lee Memorial Health System. The involuntary termination of employment shall operate automatically as the voluntary resignation of medical Staff membership and privileges. The right to a fair hearing pursuant to the Bylaws of the Medical Staff shall be limited to determining whether a terminated Emergency Physician committed any act which was in violation of the Florida Medical Practice Act and not reinstatement of Emergency Medicine privileges or membership:

There shall be three categories of membership in the Department of Emergency Medicine. To be an employed physician of this Department, a physician must be on Active, Associate or Courtesy staff of the Lee Memorial Health System Medical Staff and be an active participant in acute patient management in the Emergency Medicine Department, working at least an average of 12 (twelve) hours per month.

A. ACTIVE MEMBER:

A member in good standing of the Medical Staff, as stated in the Medical Staff Bylaws who also by training in Emergency Medicine and/or by experience, shows he/she has appropriate skills and knowledge of Emergency Medicine. He/she is to be an employee of the present Emergency Medicine Department. Members shall be board certified in Emergency Medicine. Physicians who work in an affiliated section or division of the Emergency Department shall be certified in the appropriate specialty. Recertification is required as specified by the certifying body. Only active members shall have the right to vote during Department meetings. One (1) vote per individual only.

B. ASSOCIATE MEMBER:

Concomitant with status of membership on the Medical Staff, as well as by training in Emergency Medicine and/or by experience, member shows he/she has appropriate skills and knowledge of Emergency Medicine. Elevation from Associate to full Active will be in accordance with the Medical Staff bylaws and is to take place within one year of the time he/she is given membership. During this time, he/she is to demonstrate that skill by active patient care management under the preceptorship of an Active member of the Department's staff. He/she is to be an employee of the Emergency Medicine Department during the whole term of Associate status.

C. COURTESY STAFF MEMBER:

Part-time (PRN) physicians should be considered for Courtesy staff appointment by recommendation of the department chairman after completing one year on the Associate staff. PRN physician must work at least 12 hours per month.

VIII. EMPLOYMENT AND APPOINTMENT/REAPPOINTMENT CREDENTIALING:

A. APPLICATION FOR INITIAL APPOINTMENT PROCEDURE:

The procedure for applying for employment in the Department shall be consistent with the Health System Policy and Medical Staff Bylaws, except that acceptance of employment shall subject the practitioner to additional requirements of the Policy and Procedure.

B. REAPPOINTMENT REVIEW PROCEDURE:

1. The procedure for application review shall be consistent with the guidelines of the Medical Staff Bylaws.
2. Departmental Considerations:

Annual review of qualifications and privileges shall include evaluation performance of those duties and acceptance of those responsibilities which are deemed appropriate by the Department, with the consideration that:

 - a. Any recommendation for restriction of privileges or recommendations against reappointment, shall require a fifty percent (50%) consent of voting members of the Department other than the member involved. The affected physician shall be entitled to an informal hearing before the Department on such

recommendation before it is transmitted to the Executive Committee of the Medical Staff.

- b. Such duties and responsibilities shall be in general, those inherent in the usual course of the member's professional practice in the Department of Emergency Medicine.
- c. Members shall participate in those graduate education programs which may be considered appropriate by the Department of Emergency Medicine to enhance the members' competence in Emergency practice.

3. Procedure:

Determination of qualifications shall be made by such members designated for this purpose by voting members of the Department.

4. Expansion or Reduction of Privileges:

Requests for determinations of qualifications for any member may be initiated at any time by the Emergency Department Medical Director or by any other member provided that:

- a. Such requests are made in writing to the Emergency Department Medical Director and one other member of the committee for review of qualifications and privileges and to the member involved and;
- b. Recommendation for any action regarding such requests shall require the same considerations expressed in Section VIII-B-2 above. The Medical Director of the Emergency Department shall

have the authority to prohibit a member of the Department from pursuing what may be commonly thought to be an improper and/or dangerous act, treatment or operation. He may thus temporarily restrict or suspend the employment of this or any other member. He may thus temporarily restrict or suspend the employment of this or any other member. However, he shall be expected to call an emergency meeting of the Active members of the Department of Emergency Medicine as soon as possible, but not to exceed 48 hours, to determine what further action if any should be taken. A summary of the situation shall be presented to the Executive Committee of the Medical Staff for whatever action is deemed necessary.

C. PRIVILEGES OF DEPARTMENT OF EMERGENCY MEDICINE MEMBERS:

Privileges of the Department of Emergency Medicine members shall include those practices which are necessary to render adequate appraisal, advice or initial treatment of any ill or injured person who presents himself to the Emergency Department.

1. Privileges shall encompass the skills and knowledge criteria defined for an Emergency Physician in Section IV of these Rules and Regulations.
2. Temporary privileges in Emergency Medicine will be granted when appropriate in accordance with the Medical Staff Bylaws.

IX. DEPARTMENTAL ORGANIZATION:

Department structure, functions and meetings shall be in accordance with the principles described in the Medical Staff Bylaws.

IX. DEPARTMENTAL OFFICER:

A. Chairman of the Department of Emergency Medicine:

1. QUALIFICATIONS:

The Department Chairman must be a voting member of the Department.

2. SELECTION OF DEPARTMENT OFFICERS:

Chairman of the Department of Emergency Medicine shall be selected in accordance with the Medical Staff bylaws and the policy and procedures of the Board of Directors of Lee Memorial Health System, as applicable.

3. EXECUTIVE COMMITTEE MEMBERSHIP:

The Chairman shall be a member of the Executive Committee. If he/she is unable to attend, a replacement will be assigned by the Chairman.

4. DUTIES:

a. The Department Chairman shall be responsible for the supervision over the professional work of the members and for programs and activities conducted by the Department.

b. The Department Chairman shall be responsible to the Executive Committee of the Medical Staff for the performance of his duties

within the Department. The Department Chairman shall confer with the administrative staff of the Health System regarding the functioning of the Department.

B. Medical Director of the Department of Emergency Medicine:

1. The Medical Director must be a physician with Medical Staff privileges in accordance with the Medical Staff Bylaws.
2. The Medical Director shall have a vote if he/she is also an Active member of the Department of Emergency Medicine.
3. The Medical Director shall be appointed by the System President or his designee.

C. Assistant Medical Director:

1. The Assistant Medical Director must be a physician with Medical Staff privileges in accordance with the Medical Staff Bylaws.
2. The Assistant Medical Director shall have a vote if he/she is also an active member of the Department of Emergency Medicine.
3. The Assistant Medical Director shall be appointed by the System President or his designee.

X. MEETINGS:

A. DEPARTMENT MEETINGS:

Departmental meetings shall be held quarterly, chaired by the Chairman of the Department of Emergency Medicine or his designee.

B. SPECIAL MEETINGS:

These meetings may be called by any voting member within 24-hour notice and full disclosure of subject (or reason) for meeting. A quorum must be present for an official meeting.

C. ATTENDANCE:

Active and Associate members shall attend at least 75% of the monthly Department meetings, unless excused absence. ("Excused Absence" being sickness, family emergency or other departmental business.)

D. QUORUM:

Fifty-one percent (51%) of the members of the Department shall constitute a quorum for Departmental meetings where Department policy will be modified.

E. MINUTES:

Minutes of all Departmental meetings will be kept on file with the Medical Staff Office as well as the Emergency Medicine Department office.

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