



Howard Young Medical Center

MINISTRY HEALTH CARE

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Medical Staff Policy & Procedure

NUMBER: MS.2	Effective/Approval Date:
TITLE: CATEGORIES OF THE MEDICAL STAFF	Revision Date: Revised 6/97; 10/97; 11/97; 4/98; 3/07/00; 4/03/01; 12/03/02; 3/02/04; 5/04/04; 1/05; 5/05; 9/07

CATEGORIES

The medical staff shall be categorized into Active, Courtesy, Affiliated, Honorary/Emeritus, and Inactive Medical Staff.

Active Medical Staff

The Active Medical Staff shall consist of practitioners who regularly admit, perform outpatient/inpatient procedures, and/or are regularly involved in the care of patients in the hospital on a year-round basis.

A. Prerogatives

The prerogatives of an Active Medical Staff member shall be the following:

- 1) To admit patients without limitations, unless otherwise provided in MS.4 - Section 2 of this manual and/or the Medical Staff Rules and Regulations;
- 2) To exercise such clinical privileges as are granted to him or her;
- 3) To vote on all matters presented at general and special meetings of the Medical Staff and of the department and committees of which he or she is a member, unless otherwise provided by resolution of the Medical Staff, such department or committee, and approved by the Medical Executive Committee and the Board of Directors; and,
- 4) To hold office in the Medical Staff organization and in the department and committees of which he or she is a member, unless otherwise provided by resolution of the Medical Staff, such department or committee, and approved by the Medical Executive Committee and the Board of Directors.

B. Responsibilities

In addition to the basic responsibilities of Medical Staff membership, each member of the Active Medical Staff shall discharge the following responsibilities:

Retain responsibility within his or her area of professional competence for the continuous care and supervision of each patient in the Hospital for whom he or she is providing services, or arrange a suitable alternative for such care and supervision;

- 1) Actively participate in the patient care review, utilization review, and other quality evaluation and monitoring activities required of the Medical Staff, in supervision of initial appointees of his or her same profession, and in discharging such other Medical Staff functions as may be required from time to time; and,
- 2) Satisfy the requirements set forth for attendance at meetings of the Medical Staff and of the department and committees to which he or she is a member.

Courtesy Medical Staff

Courtesy Medical Staff must meet one of the following criteria:

- 1) Be a member of the Active Staff of another hospital where they actively participate in patient care review programs and other quality assessment and improvement activities similar to those required of the Active Staff of this hospital; or
- 2) who are providing locum tenens (temporary) coverage.

A. Prerogatives

The prerogatives of a Courtesy Medical Staff member shall be the following:

- 1) admit and/or be involved in the treatment of patients, order and/or suggest treatment and render a dictated or written opinion;

(With the exception of Courtesy Medical Staff who are providing locum tenens or emergency on-call services, patient volumes should not exceed 24 encounters per year with no more than 6 encounters per quarter.

Patient encounters are defined as inpatient or observation bed admissions and inpatient/outpatient procedures (excluding non-invasive diagnostic testing). If this number is exceeded during the defined timeframe, the member may be considered for Active Staff membership.)

- 2) may not hold office or vote on any matter of the medical staff organization.
- 3) Physicians on the Courtesy Staff who have had no activity for two years shall have been deemed to have requested voluntary termination of their membership and relinquishment of clinical privileges. Future activity would require a full reapplication to the medical staff.

Affiliated Medical Staff

The Affiliated Medical Staff shall consist of those practitioners who utilize hospital ancillary services and whose professional practice consists of outpatient services and/or consultative services.

A. Prerogatives

The prerogatives of an Affiliated Medical Staff member shall be the following:

- 1) may not have admitting privileges;
- 2) may provide consultations at the request of the attending physician;
- 3) may order but not perform outpatient diagnostic procedures;
- 4) may order but not perform therapeutic procedures; orders must be placed jointly with an active staff member (The Affiliated Staff member must contact an Active Staff member for acceptance of the patient receiving treatment.)
- 5) may provide pre-procedural history and physical examinations;
- 6) may not hold office, or vote on any matter of the medical staff organization;
- 7) may participate in committee and department meetings.

Inactive Staff

The Inactive Medical Staff may consist of physicians (MD and DO), podiatrists (DPM), and dentists (DDS) who are not in active practice at this time, but who had been a member of the Active Staff category at one time.

A. Prerogatives

The prerogative of an Inactive Medical Staff member shall be to attend Hospital staff educational activities.

B. Responsibilities

- 1) Admits no patients
- 2) No participating role in the Hospital
- 3) Not subject to review unless requesting a change in staff category

Honorary/Emeritus Medical Staff

The term “Honorary/Emeritus” Staff is restricted to those individuals the staff wishes to honor. Such staff appointees are not eligible for clinical privileges. They may, however, attend medical staff and department meetings. The Honorary/Emeritus Staff category does not preclude membership on another staff category.

The following criteria will be considered for nomination to this prestigious category:

Nominations for Honorary/Emeritus Medical Staff membership will not be limited to physicians, and is intended as a mechanism for honoring those outstanding individuals who the medical staff feel significantly contributed to the improvement, reputation or services of the hospital and/or medical staff.

Nominations for membership shall be submitted in writing to the President of the Medical Staff and will include the rationale for the nomination. Nominations will be accepted from any Active Medical Staff member.

Nominations will be presented to the Active Medical Staff for ballot vote at the next regularly scheduled department meeting of the medical staff. 90% of the voting members present at the meeting must approve the nomination.

The Honorary/Emeritus Medical Staff member’s name will be included on the plaque representing the entire Honorary/Emeritus Medical Staff. The Honorary/Emeritus Staff member will be acknowledged to the community via the Marketing Department. This may include an article in the local newspaper and any other recognition felt appropriate by the Medical Staff.

LIMITATION OF PREROGATIVES

The prerogatives set forth under each Medical Staff category are general in nature and may be subject to limitation by special conditions attached to a practitioner's staff membership, by other sections of these Bylaws, and by other policies of the Hospital.