

Loma Linda University Medical Center
Departmental Rules and Regulations
Family Medicine Service
July 22, 2005

I. PURPOSE:

The purpose of the Family Medicine Service (hereafter referred to as "Service"), of Loma Linda University Medical Center (LLUMC), is to provide an organized framework within which family physicians work together to assure that patients at LLUMC receive excellent, continuing, and comprehensive care, by qualified family physicians.

II. RESPONSIBILITIES:

The Service Chief shall:

- A. Interview and evaluate each applicant to the Service when the applicant seeks Medical Staff membership and privileges.
- B. After evaluation, recommend to the Medical Staff Credentials Committee, privileges commensurate with the individual applicant's documented and verified training, experience, demonstrated abilities, and current competence..
- C. Appoint a proctor/sponsor for each applicant. The proctor/sponsor shall be an active member of the Service. In addition, any Active member of the Service may serve as a secondary proctor in the absence of the assigned proctor. The applicant has the responsibility of notifying their proctor of each hospital admission under their care. The proctor shall assist the applicant in becoming familiar with LLUMC policies and review the applicant's clinical performance in the hospital. Ten (10) satisfactory proctored cases are required. Review and evaluation shall continue for the duration of the Provisional period of Medical Staff membership, as designed in the Medical Staff Bylaws. Preceding the conclusion of Provisional staff membership, the proctor/sponsor shall submit a written recommendation to the Family Medicine Service Chief for release of proctorship. The Service Chief will make his recommendation for release of proctorship to the Medical Staff Credentials Committee.
- D. The Service Chief shall consider and evaluate requests by members of the Service for advancement of privileges, and shall make the recommendations to the Medical Staff Credentials Committee..
- E. Provide a recommendation to the medical staff Credentials Committee regarding the granting of membership and clinical privileges in the Service.
- F. Assure that high ethical and professional standards are adhered to by members of the Service.
- G. Engage in an on-going process of continuous quality improvement.

III. MEMBERSHIP AND PRIVILEGES:

The applicant shall meet the requirements for LLUMC Medical Staff membership and privileges as outlined in the Medical Staff Bylaws.

IV. DUTIES AND EXPECTATIONS:

- A. The duties and expectations of the members of this Service shall be as follows:
1. Practice family medicine in accordance with their individual documented training and/or experience, demonstrated abilities, and current competence.
 2. Provide high quality continuing care for patients, seeking consultation when needed.
 3. Participate actively in LLUMC continuing education and quality improvement programs.
 4. Abide by the Bylaws, and Rules and Regulations of the Medical Staff and the Rules and Regulations of the Service.
 5. Attend at least 50% of the general meetings of the Service or any committee or task forces to which the member may be appointed.
 6. Participate in proctoring new applicants, serving on committees, taking emergency room admission call, and doing quality improvement chart audits as requested.
 7. Maintain timely medical records documentation according to recognized professional standards and according to the Bylaws, Rules and Regulations of the Medical Staff.
 8. Relate to patients, colleagues, and staff in a professional and courteous manner.
 9. Be available to respond to the needs of their patients in a timely manner, or to provide a covering physician with medical staff privileges who is authorized to act in his or her stead.

Adherence to the duties and expectations above are considered in the re-credentialing process. Members of the Service holding courtesy medical staff appointments are exempt from the meeting attendance and Service requirements delineated in numbers 5 and 6 above.

V. OFFICES AND DUTIES

- A. The Chair of the Department of Family Medicine of Loma Linda University School of Medicine shall serve as the Chief of Family Medicine Service of LLUMC. In the absence of the Chair, the individual acting as Chair shall serve as Service Chief.
1. The Service Chief shall:
 - a. Preside at all Service meetings.
 - b. Represent the Service at MSEC meetings.
 - c. Appoint Service members to the standing committees
 - d. Other duties as deemed necessary to facilitate the function of the Service.

- B. Family Medicine Service Quality Improvement (QI) Committee:
 - 1. Chair: The Service QI Committee shall be chaired by a member of the Service as appointed by the Service Chief. The QI Committee chair shall be responsible for the on-going quality improvement activities of the Service.
 - 2. Membership: Five (5) active members of the Service shall serve as members of the QI Committee.
 - 3. Function:
 - a. In conjunction with the Medical Staff Quality Improvement Committee, the Service QI Committee will review selected aspects of care on the Service, with the goal of providing the highest quality patient care through continuous quality improvement.
 - b. The Service QI Committee will present recommendations to the Service Chief for changes in policies, procedures, and regulations that are intended to improve the quality of care on the Service.
 - c. The Service QI Committee will arrange for the presentation of educational programs to the Service, in response to the Service QI Committee's quality improvement activities.

VI. MEETINGS:

- A. Service meetings shall be held quarterly or more frequently if needed. Attendance requirements for these meetings shall be a minimum of fifty percent (50%).
- B. The Service Chief or the designated alternate shall serve as Chair at all Service meetings. Minutes of all meetings shall be kept by the secretary. Twenty-five percent (25%) of the active members of the Service shall constitute a quorum. A majority vote shall be required to transact business.