

Loma Linda University Medical Center
Departmental Rules and Regulations
Psychiatry Service

I. RESPONSIBILITIES:

The Psychiatry Service (hereafter referred to as “Service”) of Loma Linda University Medical Center (LLUMC) is responsible for:

- A. The evaluation of the qualifications of those individuals applying or reapplying for membership on the Service.
- B. The monitoring of the ethical and professional practices of the medical staff members on the Service, and monitoring of care provided by the Service.
- C. The monitoring of the clinical activities of the students and residents assigned to the Service.
- D. The provision of continuing education activities to it’s members and guests.

II. MEMBERSHIP:

- A. The Service shall be made up of LLUMC Medical Staff members who perform procedures and provide psychiatric services at LLUMC.
- B. Requirements for membership in the Service of LLUMC shall be determined by the Medical Staff Executive Committee (MSEC) and shall be implemented through the Medical Staff Bylaws and Rules and Regulations. In addition, applicants for membership in the Service shall be Board Certified or be eligible to take the appropriate board certification examination or the equivalent thereof in his/her specialty areas of behavioral medicine.

III. OFFICERS:

The Chief of the Psychiatry Service shall be the Chair of the Department of Psychiatry, School of Medicine, or his/her designee, subject to approval of the MSEC. The Chief of Service shall:

- A. Serve as Chair of the Psychiatry Service Committee.
- B. Organize and chair regular meetings of the members of the Service.
- C. Appoint service committees as needed or required.
- D. Maintain records of the Service.

IV. COMMITTEES:

- A. The Psychiatry Service Committee:
 - 1. Chairman: Chief of Service
 - 2. Membership: All active full-time members of the Psychiatry Service shall serve as members of the committee.

3. Function:
 - a. Review applications for appointment and reappointment to the Service.
 - b. Recommend to the Chief of Service the granting of specific clinical privileges.
 - c. Recommend to the Service policies, rules and regulations.
 - d. Assist the Chief of Service in administrative activities as required.

B. The Quality Committee

1. Chairman: Chief of Service or designee.
2. Membership: All active full-time members of the Service shall serve as members of the committee.
3. Function:
 - a. In conjunction with the Medical Staff Quality Committee, review selected aspects of care in the Service with the goal of achieving continuing quality improvement.
 - b. Present recommendations to the Chief of Service for changes in policies, procedures, and regulations that are intended to improve the quality of care in the Service.

V. POLICIES:

Additional rules and regulations governing the Service will be developed as policies. These policies will be approved by the active members of the Service, the Psychiatry Service Committee, and the MSEC. They will be reviewed annually and distributed to all members of the Service after review.

VI. PRIVILEGES:

- A. Privileges will be granted in accordance with the Medical Staff Bylaws.
- B. For active privileges in specialty areas of behavioral medicine, board certification in psychiatry or its equivalent in other specialty areas will be required. Individuals who are board eligible may be granted full-time staff privileges, but must become certified within three years to retain their active status.

VII. PROCTORING:

All initial appointments to the Service are contingent on the applicant demonstrating to their peers that they have the capability to provide the evaluation and management services required by their patients. The individual will be required to demonstrate their ability to manage psychiatric patients in the hospital environment. The usual requirement is ten (10) cases be reviewed by a peer. In special circumstances, the number may be reduced by action of the Psychiatry Service Committee. The absolute minimum is five (5) cases.