SUTTER CENTER FOR PSYCHIATRY

MEDICAL STAFF RULES

February 5, 2015

Approved February 5, 2015
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ARTICLE I. PREAMBLE

1.01 These Rules are intended to provide for the operation and governance of the Medical Staff in accordance with the guidance and structure set forth in the Medical Staff Bylaws (“Bylaws”). In the event of any conflict between the Bylaws and the Rules, the Medical Staff Bylaws shall prevail.

1.02 All Rules contained herein have been recommended by the Medical Executive Committee of the Sutter Center for Psychiatry Medical Staff and approved by the Board of Directors in accordance with Section 15.01 of the Medical Staff Bylaws. These Rules are incorporated by reference and are a part of those Bylaws, carrying with them the Bylaws’ force and effect.

1.03 Except for this Article I, the Rules are organized to correspond to the parallel article of the Medical Staff Bylaws that addresses the same issue (although the section numbers will not be identical).

1.04 All definitions contained in the Bylaws are incorporated in these Rules.

ARTICLE II. PURPOSES AND RELATIONSHIPS TO HOSPITAL’S GOALS

RESERVED

ARTICLE III. MEDICAL STAFF MEMBERSHIP

3.01 QUALIFICATIONS FOR MEMBERSHIP

3.01-1 Qualifications for membership at Sutter Center for Psychiatry are spelled out under paragraph 3.02 in the Medical Staff Bylaws. In addition,

(a) Physician members will have demonstrated competence by documentation of Board certification by the American Board of Psychiatry and Neurology or successful completion of a residency training in Psychiatry

(b) Licensed Clinical Psychologists must also satisfy the following requirements to be admitted to the Psychiatry Medical Staff:

(1) A currently valid and unrestricted license to practice psychology in the State of California.

(2) Two years of professional experience, at least one year of which must be in a multi-disciplinary health facility. (Multi-disciplinary refers to a health facility having several types of practitioners including, but not limited to, the licensed disciplines of Medicine, Clinical Psychology, Social Work and Nursing.) Such experience must include at least one year full-time active participation in treatment planning and collaboration with a multi-disciplinary team in an acute psychiatric hospital or equivalent acute inpatient psychiatric treatment facility. At least 50% of this experience should be in direct treatment of individuals.
(3) Evidence of course work and supervised experience covering evaluation and treatment of severely disturbed populations; and

   a. One of the following:

   b. Five (5) years of post-doctoral clinical experience;

   c. A doctoral degree from an American Psychological Association-accredited program; or

   d. A one (1) year internship in an American Psychological Association-accredited training site.

(c) A Clinical Psychologist who does not meet the requirements of subsection II A 2 may apply for clinical privileges as an Allied Health Professional, as described in Section II E, below.

3.01-2 Liability Insurance Requirements

Each Practitioner granted Medical Staff membership or Clinical Privileges in the Hospital shall maintain in force professional liability insurance from a company authorized to sell insurance in the State of California with minimum limits of at least $1 million per occurrence and $3 million in the aggregate. All policies of insurance should be issued by carriers who carry a minimum financial rating of B+VII or better in A.M. Best’s Key Rating Guide. Exceptions will be considered on an individual basis if adequate financial resources are documented to assure coverage. In lieu thereof, the Member may participate in a trust agreement entered into pursuant to California statute or may demonstrate to the Medical Executive Committee, in the exercise of its sole discretion, that the Member has obtained insurance or made other provision not satisfying the requirements of this paragraph, affording equivalent financial security for the payment of any judgment or award, in no less than said minimum amounts. Subject to the approval of the Board, upon written request, the Executive Committee, for good cause shown, may waive this requirement with regard to such Member as long as such waiver is not granted or withheld on an arbitrary, discriminatory or capricious basis. In determining whether an individual exception is appropriate, the following factors may be considered:

(a) Whether the Practitioner has applied for the requisite insurance;

(b) Whether the Practitioner has been refused insurance, and if so, the reasons for such refusal;

(c) Whether insurance is reasonably available to the Practitioner, and if not, the reasons for its unavailability;

(d) The Practitioner’s ability to demonstrate alternative means of satisfying financial responsibilities in the event of professional negligence.

ARTICLE IV. CATEGORIES OF THE MEDICAL STAFF

RESERVED
ARTICLE V. PROCEDURES FOR APPOINTMENT AND REAPPOINTMENT

5.01 APPLICATION FOR INITIAL APPOINTMENT

5.01-1 Pre-application

(a) In order to have an application for Medical Staff membership accepted for review, the applicant must be able to document compliance with certain minimum objective criteria described in Section 3.02-1(a) of the Bylaws. This is done by completion of a Pre-application Questionnaire for Medical Staff Membership. The information that must be provided in completing this form includes: license and (if applicable) DEA permit; documentation of board certification, board admissibility, completion of an approved residency, or previous ten years of practice; documentation of insurance coverage; documentation of where the applicant has practiced for the previous five years; and confirmation of office/home locations.

(b) If the applicant’s responses on the Pre-application Questionnaire demonstrate prima facie compliance with Section 3.02-1(a) of the Bylaws, then he or she may proceed with the submission of the Application Form.

(c) An applicant who is unable to satisfy Rules 5.01-1(a) and (b), above shall not be entitled to apply for Medical Staff membership. Moreover, such a Practitioner shall not be entitled to the procedural rights set forth in the Bylaws, but may, and is encouraged, to submit comments and a request for reconsideration of the specific Bylaws or Rule(s) which have adversely affected such Practitioner. Processing of such comments and requests shall be in accordance with Article IX of the Bylaws.

5.01-2 Application

(a) Upon satisfaction of Rules 5.01-l(a) and (b) above, the applicant shall complete an Application for Medical Staff Membership Form and return it to the Chief of Staff or his or her designee.

(b) The application form shall be deemed a Credentials Committee record. It shall be developed by the Credentials Committee, and shall be subject to approval by the Medical Executive Committee and the Board. The application shall include a statement of agreement to abide by the Medical Staff Bylaws and Rules, and such lawful and reasonable requirements imposed by the Hospital. The Credentials Committee shall inquire regarding the applicant’s involvement in any professional liability actions, previously successful or currently pending challenges to any licensure or registration or the voluntary relinquishment of such licensure or registration, voluntary or involuntary termination of medical staff membership or voluntary or involuntary limitation, reduction, or loss of Clinical Privileges while under investigation or disciplinary action at another hospital, health facility, or health care entity, participation in continuing medical education and obtain three professional references.

(c) Applicants must provide a signed authorization that permits the Medical Staff to conduct a full criminal background check the nature and scope of which will be
disclosed to the applicant. Criminal back ground checks will be conducted at time of initial application.

5.01-3 The effect of application and application process is delineated in 5.04-2 through 5.04-15 of the Bylaws.

5.02 REAPPOINTMENT PROCESS

5.02-1 Information Form for Reappointment

At least 150 days prior to the expiration date of each Staff Member’s term of appointment, the Chief of Staff shall provide the Member with a reappointment form. Completed reappointment form shall be returned to the Chief of Staff within 30 days. Failure, without good cause, to return the form shall be deemed a voluntary resignation effective at the expiration of the Member’s current term.

5.02-2 Content of Reappointment Form

The reappointment form shall be a prescribed form and shall seek at least the following: information necessary to update the Medical Staff file on the Staff Member’s health-care-related activities other than as a Member of the Staff; a statement detailing the amounts of malpractice insurance carried; and a renewed request for Clinical Privileges. This form shall be developed by the Credentials Committee, and be approved by the Medical Executive Committee and the Board. In addition to completing the information requested on the reappointment form, the Staff Member shall submit his or her biennial dues, and he or she shall be responsible to provide any physical or mental health evaluations. The application shall also include statements regarding the applicant’s involvement in any professional liability actions of claims, suits, settlements and dismissals, one peer reference when sufficient peer review information is not available, previously successful or currently pending challenges to any licensure or registration or the voluntary relinquishment of such licensure or registration, voluntary or involuntary termination of medical staff membership or voluntary or involuntary limitation, reduction, or loss of clinical privileges at another hospital, health facility, or health care entity and participation in continuing medical education.

5.02-3 Continuing Compliance with Requirements

(a) By applying for reappointment and by accepting reappointment to the Medical Staff, the Staff Member signifies his or her continuing acknowledgment and acceptance of the provisions of Rule 5.01-3.

(b) Continued membership and exercise of Clinical Privileges shall require at least the following:

(1) Documentation of continuing satisfaction of the Qualifications set forth at Section 3.02 of the Bylaws; and insofar as Clinical Privileges are concerned, compliance with the then-applicable requirements of his or her clinical specialty, including, if deemed necessary, requirements of additional proctoring with respect to Clinical Privileges that are used so infrequently as
to make it difficult or unreliable to assess current competency without additional proctoring;

(2) Satisfactory results in Medical Staff performance improvement reviews, or satisfactory correction of any significant problems identified through such reviews; and

(3) Obtain and document “reporting endorsements” (tail coverage) or “prior acts coverage” (nose coverage) when changing insurance companies.

(4) Written notification to the Chief of Staff of any subsequently occurring changes in the information submitted during the appointment or reappointment process.

5.02-4 Processing the Application

(a) Except as provided in this Section 5.02-4, the reappointment application shall be processed in substantially the same manner and subject to the same conditions described in 5.01-4 of the Bylaws, and a personal interview need not be conducted by the Credentials Committee. For purposes of reappointment, the terms “applicant” and “appointment” as used in those sections shall be read, respectively, as “Staff Member” and “reappointment.”

(b) The Chief of Staff shall appraise the Staff Member’s performance over the previous two years and shall report thereon to Credentials Committee.

(c) The Chief of Staff shall review the information provided by the Peer Review Committee, as well as any other pertinent information available to it, and shall consider the Staff Member’s physical and mental health status. The Chief of Staff shall document this appraisal and recommendations for reappointment and Privileges.

5.02-5 Reinstatement

Applicants who were formerly in good standing and who have left the Medical Staff for less than two years will be given a modified application form. The process of credentialing will be the same as for reappointment, except that the applicant’s burden shall be the same as that of an initial applicant. Reinstatement requests in excess of two years’ absence will be considered to be and processed as a new application for appointment. The requirement for proctoring of the applicant on return to the Medical Staff will be at the discretion of the Medical Executive Committee. In all cases, applicants for reinstatement shall be given the same fair hearing rights, including application of the same burden of proof, as initial applicants under the Bylaws.

5.03 REQUESTS FOR MODIFICATION OF APPOINTMENT

(a) A Staff Member may, at any time, request modification of his or her Clinical Privileges, and a non-Provisional Staff Member may request modification of his or her Staff category by submitting a written application to the Chief of Staff on the prescribed form. Such application shall be processed in substantially the same
manner as provided in Rule 5.02 for reappointment, except that the time periods for processing are extended by 45 days to enable evaluation and input by the Chief of Staff.

(b) The Medical Executive Committee may recommend to the Board that a change in Staff category of a current Staff Member or the granting of additional Privileges to a current Staff Member be made provisional in accordance with procedures similar to those outlined in Section 4.05 of the Bylaws for initial appointments.

5.04 SYSTEMWIDE COOPERATION

Practitioners desiring to exercise Privileges through more than one System Affiliate are subject to the following provisions regarding Systemwide appointments and reappointments.

5.04-1 System Application Form

A single application form may be developed for use among all participating System Affiliates, and the applicant shall indicate those System Affiliates in which he or she desires to exercise Privileges, together with the Privileges desired.

(a) An applicant requesting appointment/Privileges with an affiliated medical foundation must first demonstrate a contractual or employment relationship with such medical foundation.

(b) Except for the consulting second opinion Privileges described in Section 6.03 of the Bylaws, an applicant requesting Privileges in a facility or specialty subject to an exclusive contracting arrangement must first demonstrate a contractual or employment relationship with the party holding the exclusive contract.

(c) In addition to the provisions of subparagraphs (a) and (b), above, all Clinical Privileges shall be limited by the scope of Privileges normally available at each System Affiliate.

5.04-2 System Investigation

(a) A coordinated investigation may be conducted in accordance with any Systemwide Credentialing Program rules. Such Program may delegate investigatory responsibility to one or more participants in the Program.

(b) The results of the investigation shall be reported to the Medical Executive Committee for processing in accordance with Rule 5.01-4(d).

ARTICLE VI. DETERMINATION OF CLINICAL PRIVILEGES

6.01 CREDENTIALING PROCEDURE FOR ALLIED HEALTH PROFESSIONALS

6.01-1 Application Procedures

Applications for AHP Privileges will be processed in substantially the same manner as specified in Rule 5.01; however, the following special procedures apply as well:
(a) The applicant and the sponsoring physician will obtain and complete an application form that has been developed by the Credentials Committee and approved by the Board.

(b) Upon receipt, the Chief of Staff shall review the application and supporting documentation and may conduct a personal interview with the applicant in accordance with the Policy for Determining Categories for Initial Applications. The Chief of Staff shall transmit to the Interdisciplinary Practices Subcommittee on a prescribed form a written recommendation for AHP approval and for practice parameters.

(c) The applicant may be interviewed by the Interdisciplinary Practices Subcommittee in accordance with the Policy for Determining Categories for Initial application. The Subcommittee will make a recommendation through the chair of the Credentials Committee to the Medical Executive Committee.

(d) The Medical Executive Committee shall make a recommendation to the Board through the Administrator.

(e) Applications shall be processed in timely fashion appropriate to the circumstances of the case; strict compliance with Rule 5.01-4(k) is waived.

6.01-2 Frequency of Credentials Review of AHPs

The Interdisciplinary Practices Subcommittee of the Credentials Committee shall develop policies and procedures (which shall become effective upon approval by the Board) to implement the following:

(a) All new AHPs shall be subject to a one-year period of formal observation and review.

(b) Upon successful completion of the observation period, the credentials of each AHP practicing in the Hospital shall be reviewed at least biennially. The input of the Peer Review Committee shall be obtained at the time of biennial review.

6.02 CIRCUMSTANCES FOR GRANTING TEMPORARY PRIVILEGES

Upon the written concurrence of the Chief of Staff, the Administrator, as a representative of the Board, or his or her designee in his or her absence or the Board may grant temporary Privileges in the following circumstances:

(a) Pendency of Application: After receipt of an application for Staff appointment, including a request for specific temporary Privileges, an appropriately licensed applicant may be granted temporary Privileges at such time as (1) the applicant’s credentials file is complete; and (2) after the applicant has met with the Chief of Staff and the Credentials Committee (or Chairperson) and the file has been signed by those committees; and (3) the Chief of the Medical Staff and the Administrator or his/her designee, or a member of the Board shall then review the file, and if such temporary Privileges are approved by them, sign the file evidencing the granting of temporary Privileges for a period not to exceed 120 days. In exercising such
Privileges, the applicant shall act under the supervision of the Chief of Staff and in accordance with the conditions specified in Section 6.07-3 of the Bylaws.

Locum Tenens: Request for locum tenens status will be considered when failure to provide the services of the physician would result in undue hardship for the hospital or in cases of a documented important patient care need. A Practitioner applying for temporary Privileges in a locum tenens capacity shall follow the procedure outlined in the medical staff policy for temporary privileges. After receipt of an application for locum tenens appointment, including a request for specific temporary Privileges, an appropriately licensed Practitioner of documented competence who is serving as a locum tenens for a Member of the Medical Staff may be granted temporary Privileges for a period not to exceed three months and not less than two weeks duration.

6.02-1 CIRCUMSTANCES FOR GRANTING EMERGENCY PRIVILEGES IN A DISASTER

During a period of officially declared emergency (as declared by local, state, or national officials) in which the emergency management plan has been activated and the organization is unable to meet immediate patient needs, a Practitioner who is not a Member of the Medical Staff may be granted temporary Privileges as needed to assist in staffing for the emergency. The Administrator or Chief of Staff or their designees, or the Medical Staff Director (as identified under the Hospital’s Emergency Management Plan) have the option of granting emergency privileges, on a case-by-case basis, to non-staff licensed independent practitioners. Volunteers considered eligible to act as licensed independent practitioner must at a minimum present a valid government issued photo identification issued by a state or federal agency (e.g. driver’s license or passport) and at least one of the following:

- A current picture hospital ID card that clearly identifies professional designation
- A current license to practice
- Primary source verification of the license
- Identification indicating that the individual is a member of a Disaster medical Assistance Team (DMAT) or MRC, ESAR-VHP or other recognized state or federal organization or groups
- Identification indicating that the individual has been granted authority to render patient care, treatment, and services in disaster circumstances (such authority having been granted by a federal, state or municipal entity)
- Identification by current hospital or medical staff members(s) who possesses personal knowledge regarding volunteer’s ability to act as a licensed independent practitioner during a disaster

Primary source verification of licensure begins as soon as the immediate situation is under control and is completed within 72 hours from the time the volunteer practitioner presents to the organization.

The Medical Staff Manager shall determine the duties and area of assignment of those with emergency privileges. The Practitioner will be assigned to work with a currently credentialed Medical Staff Member. The practitioner will wear an SMCS issued photo ID badges that indicate they have emergency privileges. The Chief of Staff, or designee will make a decision (based on information obtained regarding the professional practice of the volunteer) within 72 hours related to the continuation of
the disaster privileges initially granted. The mechanism for evaluation will be direct
observation or medical record review.

Allied Health Professionals may be similarly considered for temporary privileges,
and shall be subject to the same general conditions of supervision except that
supervision may be performed by an AHP with current like Privileges.

Emergency temporary privileges may be rescinded at any time, and there shall be no
rights to any hearing or review, regardless of the reason for such termination.

6.03 CIRCUMSTANCES FOR GRANTING NON-STAFF MEMBERS LIMITED MEDICAL
ATTENDANCE PRIVILEGES

6.03-1 Special Consultants

With the prior written approval of the Administrator and the Chief of Staff, licensed
Practitioners of recognized expertise in their fields may be called in as special consultant to
examine patients who have been admitted by a Staff Member and to consult with the Staff
Member regarding patients’ treatment. Such consultations shall be limited to no more than
three per year; to perform additional consultations the Practitioner must apply for and be
granted Consulting Staff membership.

6.03-2 Education and Training Programs

Licensed Practitioners who are not Members of the Medical Staff may be permitted to
participate in education and training programs being conducted by Medical Staff Members.
The precise description of such programs shall be set forth in written form by the Medical
Staff and shall be approved by the Medical Executive Committee and the Board of Directors.

6.03-3 Emergency Use of Hospital by Dentists

Emergency use of the Hospitals shall be available to dentists not on the Medical Staff with the
approval of the Chief of Staff and the Administrator. Emergency use of the Hospitals by
dentists shall be limited to:

(a) Relief of pain;
(b) Acute injury to teeth not involving oral surgery; or
(c) Continuation of therapy that cannot be postponed, or treatment that, if interrupted or
delayed until the patient’s release from the Hospital, will result in regression of a
dental condition.

6.04 FELLOWS, RESIDENTS, AND MEDICAL STUDENTS

6.04-1 Assignment to Hospitals
(a) Fellows, residents, and medical students (“trainees”) and other trainees to include Nurse Practitioner, Physician Assistants and RN First Assist students may be assigned to the Hospital and its Staff, for training, and they may attend patients pursuant to the provisions of affiliation arrangements, approved by the Board of Directors and Medical Executive Committee, and setting forth their respective responsibilities. The precise definition of such educational programs shall be set forth in written form by the medical staff, who shall also be responsible for participants in its approved program.

(b) Resident physicians will be selected by an ACGME-accredited training institution and warranted to be licensed physicians in good standing or identified as unlicensed.

(c) A letter of assignment will be provided to the Graduate Medical Education Director, SHSSR. This letter will identify the resident, assigned preceptor, and dates of rotation.

(d) All trainees are to wear photo identification.

(e) Professional liability insurance for the fellows, residents, and medical students will be provided by the primary training institution. Professional liability insurance covering risks associated with teaching and resident supervision for preceptors who have UCD faculty affiliations and appointments will be covered by UCD while supervising trainees.

(f) Patients will be notified at admission that this is a teaching hospital and that portions of their care may be rendered by trainees under the supervision of Staff preceptor/attending physicians. If they decline same, this must be discussed between patient and attending physician with resolution prior to resident care.

(g) Fellows from UCD or another ACGME institution shall require no specific credentialing if their practice is to remain within the scope of their fellowship area of specialty and if the fellowship is for one year or less. If practice is anticipated outside the scope of the fellowship, the full credentialing process will be accomplished. For non-UCD or non-ACGME institution fellows, the advanced practitioner policy will apply if the fellowship is for less than one year. However, if the fellowship is for greater than one year or if the practice is to extend outside the scope of the fellowship, a full credentialing will be accomplished.

6.04-2 Supervision

(a) Trainees will at all times be under the supervision of a preceptor/attending physician. (“Preceptor” is defined as the physician who has undertaken to supervise the trainee. “Attending” is defined as the physician who has an on-going physician/patient relationship with the patient and who has admitted the patient to the hospital. The same physician may be both the preceptor and the attending physician.) The attending physician shall be ultimately responsible for all aspects of patient care. All patient care administered by the resident shall be coordinated with the preceptor/attending physician.
The attending physician shall ultimately be responsible for all aspects of patient care. All patient care administered by the residents shall be coordinated with the preceptor/attending physician. The Preceptor must be a non-Provisional member of the Medical Staff and must have clinical privileges consistent with the nature and scope of the activities to be supervised. It is expected that when a resident contacts a faculty member and requests his/her presence to help manage a patient, the faculty member will respond to this request in an appropriate fashion and come in to evaluate the patient.

The patient must be seen on a daily basis and that visit documented. If the preceptor/attending physician is the primary physician, then documentation of that daily visit by the preceptor is required. If the preceptor/attending physician is a consultant only on the case, then each visit, daily or not, shall be documented. The only exception to this shall be by medical staff policy.

Authorizations for admission, history and physical, operative reports, and cover sheets will either be completed or co-signed by the staff preceptor/attending physician. At the discretion of the attending physician, progress notes and orders written by licensed or registered trainees do not need to be countersigned. Medical students and other trainees must have all orders and progress notes co-signed.

The competency of the resident in specific procedures shall be determined by the attending physician/preceptor.

At the conclusion of the resident’s rotation, an evaluation of the resident’s activities should be completed according to the Evaluation Plan located in the Family Medicine Resident Handbook or similar document approved by the Medical Executive Committee. Additionally, the resident should be provided with an evaluation sheet for assessing activity of the preceptor/attending physician. This latter document should be kept on file in the Family Medicine Residency Program office.

Authority

(a) Nursing staff will carry out resident and fellows patient orders. If there is question on appropriateness of any order or procedure to be performed on the unit, Hospital personnel are encouraged to verify the order with the resident then, if indicated, directly contact the preceptor/attending physician to verify treatment plans.

(b) Trainees may participate in deliveries and cesarean sections at the discretion and under the supervision of the preceptor/attending physician.

Medical Records

(a) With the consent of the attending physician, residents may dictate histories and physicals, discharge summaries, and operative reports, but such dictation must be
countersigned by the preceptor/attending physician. At the discretion of the attending physician, progress notes and orders written by licensed or registered trainees do not need to be countersigned.

(b) When non-licensed and nonregistered trainees are actively involved in the care of patients and are making entries in the medical record, evidence of active participation in, and supervision of, patient care should be documented in the medical record by the attending physician. The preceptor/attending physician shall co-sign all orders and progress notes.

(c) Completion of the medical record is ultimately the responsibility of the attending physician. The residency director will act as an intermediary/facilitator to resolve any issues of records delinquency by a resident.

6.04-5 Resident Handbook

Policies and procedures for Resident physicians are outlined in the Sutter Health Family Medicine Residency Program Resident Handbook. A copy of the Handbook is located in the Residency Department and online at the Sutter Intranet site: http://mysutter/SHSSR/Resources/Depts/residency/Handbook/Pages/default.aspx. The Resident Handbook is to be approved by the MEC and Governing Board triennially, and more often if revisions occur.

6.05 PROCTORING

6.05-1 Procedure

All requests for Clinical Privileges by new (whether Provisional, Consulting, or Telemedicine Affiliate Staff and current Members shall be subject to the restrictions regarding proctoring outlined in Section 4.05 of the Bylaws.

6.05-2 Role of Psychiatry Quality Improvement Committee

Proctoring shall be conducted under the auspices of the psychiatry quality improvement committee. The Chief of Staff shall appoint proctors, and the persons appointed shall be deemed members of the psychiatry quality improvement committee while serving as proctor.

6.05-3 Proctoring Guidelines

The psychiatry quality improvement committee shall develop Rules (subject to approval by the Medical Executive Committee and the Board) to implement the following proctoring guidelines:

(a) For all initial appointees to the Medical Staff, proctoring will begin immediately, with the first case scheduled or admitted, following appointment to the Provisional or Temporary (including locum tenens) Staff.

(b) For Members who are granted new Clinical Privileges for which proctoring is required and Members seeking reappointment of unused or rarely used Privileges,
proctoring will begin immediately, with the first scheduled case or admission, following appointment or reappointment.

(c) In other cases, proctoring commencement and frequency shall be as determined by the psychiatry quality improvement committee.

(d) The duty of the proctor is not to participate in patient care, but to review and report to the psychiatry quality improvement committee.

(e) Proctors shall submit written reports on appropriate evaluation forms promptly following each case/shift evaluated.

(f) The psychiatry quality improvement committee shall require sufficient evaluations to provide adequate bases for determining competency or defining Privileges.

ARTICLE VII. CORRECTIVE ACTION

7.01 MEDICAL RECORDS DELINQUENCY (also refer to Section 17.08)

7.01-1 A record is considered delinquent if not completed within 14 days from day of discharge, and the physician will be placed on suspension until all his/her delinquent records are completed. While a physician is on suspension he/she may not admit patients to the hospital, schedule or perform procedures. Physicians can still treat patients within the hospital that they are already caring for and sign off on records. It is the responsibility of the suspended physician to find appropriate coverage for new admissions and to fulfill his/her ER on call responsibilities, if scheduled. Once all his/her delinquent records are completed, the physician's privileges will be reinstated. Medical Records shall notify Medical Staff Services of any delinquent physician. Such suspension shall be summary in nature, and shall remain in effect until the delinquent records have been completed to the standards of the Medical Staff.

7.01-2 The Medical Staff Member shall be responsible for notifying the Medical Record Director or his or her designee of the Member’s inability to comply with Staff requirements for completing medical records in the event of illness or prolonged vacation. Notice of vacation must be given prior to the vacation. Any record for which a 7-day notice has been received must be completed before departure on vacation.

7.01-3 Practitioners whose Privileges are suspended for incomplete medical records shall be denied the following Privileges:

(a) Admission of new patients;

(b) Scheduling of patients for any procedure;

(c) Consultations; and

7.01-4 Effect of cumulative suspensions:

If a physician accumulates sixty (60) days of suspension in any twelve (12) month period, the physician shall be required to appear before the Credentials Committee. Failure of
the physician to complete his/her medical records resulting in a total of 90 days of suspension within a 12 month period shall constitute voluntary resignation and relinquishment of Medical Staff membership and privileges. The MEC has the authority to make a final determination on any of the above actions. If a physician is no longer affiliated with the hospital, is on an extended leave of absence, or dies, the Medical Records Committee may order the record filed as incomplete, stating such in the record.

ARTICLE VIII. INTERVIEWS, HEARINGS AND APPELLATE REVIEW-FAIR HEARING PLAN

RESERVED

ARTICLE IX. REVIEW OF BYLAWS, RULES AND MEDICAL STAFF POLICIES

RESERVED

ARTICLE X. MEDICAL STAFF OFFICERS AND MEDICAL DIRECTOR

10.01-1 Duties for the Chief of Staff are spelled out under paragraph 10.02-1 in the Medical Staff Bylaws. In addition,

(a) Shall establish objectives for ensuring the quality of psychiatric or psychological care within the medical staff. He/she shall assist in developing programs to achieve these objectives.

(b) In conjunction with the Medical Education Program at Sutter Center for Psychiatry and he/she shall ensure that programs for the continuing education of members are established and periodically evaluated.

(c) He/she shall establish and enforce, in conjunction with the Medical Executive Committee, written policies, rules, and regulations, which shall be reviewed at least every three years.

(d) He/she shall oversee the medical staff’s compliance with the requirements of Title 22, California Code of Regulations, and of The Joint Commission (TJC), insofar as they relate to the medical staff within Sutter Center for Psychiatry.

(e) He/she will supervise, or cause to be supervised, all medical staff members and Allied Health Professionals holding temporary privileges or a probationary appointment.

(f) He/she shall keep members and Allied Health Professionals informed as to the established medical staff objectives and policies and the progress being made toward fulfillment of these objectives and policies. He/she shall implement any medical care policies and procedures adopted as they pertain to the medical staff.
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(g) At least biennially, he/she shall review ongoing professional practice evaluations for all medical staff members and Allied Health Professionals with clinical privileges at the Sutter Center for Psychiatry.

ARTICLE XI. COMMITTEES AND TEAMS

11.01 STANDING COMMITTEES

(a) In accordance with Article XI of the Bylaws, there shall be the following standing committees of the Medical Staff:

• Sutter Medical Center, Sacramento Bioethics
• Electroconvulsive Therapy (ECT) Committee
• Sutter Medical Center, Sacramento Credentials, with the following standing subcommittee:
  • Sutter Medical Center, Sacramento Interdisciplinary Practices Subcommittee
• Joint Conference
• Medical Executive Committee
• Performance in Psychiatry Committee
• Psychiatry Quality Improvement Committee
• Sutter Medical Center, Sacramento Professional Practice Evaluation
• Utilization Management Committee
• Sutter Medical Center, Sacramento Well-Being

(b) Additionally, there shall be the following standing teams, as further described in Rule 11.14:

• Sutter Medical Center, Sacramento Pharmacy and Therapeutics, with the following standing subcommittee:
  • Sutter Center for Psychiatry Pharmacy Team
  • Sutter Medical Center, Sacramento Education

(c) Additionally, there shall be the following standing committee of the Sutter Health System, as further described in Rule 11.15:

• Sutter Health Patient Safety and Quality Committee

11.02 GENERAL PROVISIONS

The following provisions apply (but not by way of limitation) to all standing committees and teams of the Medical Staff.
11.02-1 Composition

(a) All Medical Staff members of committees and teams shall be appointed by the Chief of Staff with the approval of the Medical Executive Committee.

(b) The Chief of Staff and the Administrator or his or her designee may attend each committee or team, without vote.

(c) The Chair of each committee shall be appointed by the Chief of Staff; the Vice Chair shall be appointed by the Chair from among the committee members.

(d) Team Leaders shall be appointed by the Chief of Staff.

11.02-2 Term

(a) Ordinarily, committee and team members will be appointed to serve for two years, subject to unlimited renewal.

(b) Ordinarily, committee and Team Leaders Chairs shall serve a two-year term.

(c) The Chief of Staff shall have the discretion to reappoint committee or team members or Chairs or Team Leaders to serve more than two consecutive terms.

11.02-3 Duties

Each Staff committee and team is responsible to:

(a) Develop policies and procedures describing how it will carry out its purpose; and, upon approval by the Medical Executive Committee and the Board, implement these policies and procedures.

(b) Unless otherwise provided by Hospital policy, maintain permanent records of its activities in accordance with Section 14.01 of the Bylaws.

11.02-4 Authority

Each Staff committee and team shall have the following authority:

(a) To review all records and charts pertinent to the purposes of the committee or team and to perform performance improvement activities as requested.

(b) To require the appearance before it of any Practitioner or nurse whose conduct is being reviewed, or who has information relevant to the purposes of the committee or Team.

11.02-5 Accountability and Relationships

(a) Each committee shall be accountable:

(1) To its Chair.
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(2) The Chair of each committee shall be accountable to the Medical Executive Committee and the Chief of Staff.

(3) Each Chair shall regularly report to the Medical Executive Committee, through the Chief of Staff.

(b) Each team shall be accountable:

(1) To its Team Leader.

(2) To the Medical Executive Committee with respect to process and quality improvement matters.

(3) To the responsible psychiatry quality improvement committee, with respect to physician-specific problems.

11.02-6 Meetings

Unless otherwise specified in the Bylaws or these Rules, all committees and subcommittees shall meet at least quarterly or more frequently if requested by the committee Chair, the Medical Executive Committee or the Chief of Staff as necessary to fulfill their purpose.

11.03 SUTTER MEDICAL CENTER, SACRAMENTO BIOETHICS COMMITTEE

11.03-1 Composition

The Bioethics Committee shall be comprised of at least the following members: Seven physicians, one of whom should be a psychiatrist; two registered nurses; one clergy; one medical social worker; one member of Hospital administration; and two non-Hospital local community members-at-large. Additional members may be appointed by the Chief of Staff. The Chair shall be a physician appointed by the Chief of Staff, and the Vice-Chair shall be a physician or non-physician Sutter Medical Center employee selected by the Chair. If the Vice-Chair is a non-physician, he/she is not eligible to ascend to the committee Chair position.

11.03-2 Purpose

The purpose of the Bioethics Committee is to impact positively upon the quality of health care provided by Sutter General and Memorial Hospitals, Sutter Center for Psychiatry, and the Sutter Continuing Care facilities by:

(a) Providing assistance in decision-making processes which have bioethical implications.

(b) Educating members within Sutter’s hospital community on bioethical issues and dilemmas.
(c) Facilitating communication about ethical issues and dilemmas among members of Sutter’s hospital community, in general, and among participants involved in bioethical dilemmas and decisions, in particular.

11.03-3 Meetings

The Bioethics Committee shall meet on an as-needed basis. Meetings shall be called by the Chair.

11.04 ELECTROCONVULSIVE (ECT) COMMITTEE

11.04-1 Composition

The Electroconvulsive Therapy Committee shall be comprised of three psychiatrists.

11.04-2 Purpose

The purpose of the Electroconvulsive Therapy (ECT) Committee is to verify the appropriateness and need for ECT treatment. This committee shall review all convulsive treatments given in that facility.

11.04-3 Meetings

The Electroconvulsive Therapy Committee will meet at least quarterly.

11.05 SUTTER MEDICAL CENTER, SACRAMENTO CREDENTIALS COMMITTEE

11.05-1 Composition

The Credentials Committee shall be comprised of five Active Staff Members.

11.05-2 Purpose

The purpose of the Credentials Committee is to evaluate the qualifications of all applicants for Medical Staff appointment, reappointment, promotions, Privileges, or changes in Staff categories. The Committee shall coordinate the credentials review activities, maintain records used in evaluation of applicants, and shall develop recommendations based on its own and the Chief of Staff’s evaluations of each applicant.

11.05-3 Other

A confidential file on each applicant, Staff Member, and Allied Health Professional shall be maintained by the Credentials Committee in the office of the Medical Staff Services Manager.

11.05-4 Sutter Medical Center, Sacramento Interdisciplinary Practices Subcommittee

(a) Composition

The Interdisciplinary Practices Subcommittee shall be comprised of an equal number of Medical Staff and nursing staff members as follows: two physician Members of
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the Active Staff and two registered nurses, at least one of whom shall represent nursing administration and who shall be voting members of the Subcommittee. In addition, representatives of the various allied health professions should serve as consultants on an as-needed basis, and, if available, shall be included in the committee proceedings when a member of the specialty is applying. The Chairperson or Vice-Chairperson of the Credentials Committee will chair the Interdisciplinary Practices Subcommittee.

(b) Purpose

The purpose of the Interdisciplinary Practices Subcommittee is to oversee, in accordance with State regulations, the credentialing and performance of registered nurses performing standardized procedures and of Allied Health Professionals practicing in the Hospital.

(c) Reporting Obligation

The Interdisciplinary Practices Subcommittee shall report to the Credentials Committee and the Medical Executive Committee as described in the Interdisciplinary Practices Subcommittee Guidelines for Allied Health Professionals.

11.06 JOINT CONFERENCE COMMITTEE

11.06-1 Composition

The composition of the Joint Conference Committee shall be as defined in Section 11.02-1 of the Bylaws.

11.06-2 Purpose

The Committee’s purpose, responsibilities and authority shall be as described in Section 11.02-2 of the Bylaws.

11.06-3 Other

Unresolved problems shall be referred to the Medical Executive Committee in a timely fashion.

11.7 MEDICAL EXECUTIVE COMMITTEE

11.7-1 Composition

The composition of the Medical Executive Committee shall be as defined in Section 11.03-1 of the Bylaws.

11.7-2 Purpose

(a) The Committee’s purpose shall be as described in Section 11.03-2 of the Bylaws.
An additional purpose of the Medical Executive Committee shall be to develop, implement and maintain a well-defined plan for emergency care based on community needs and the capabilities of the Hospital so as to ensure that adequate appraisal, advice or initial treatment shall be rendered to all ill or injured persons who present themselves to the Hospital.

11.7-3 Authority

The Medical Executive Committee shall have the authority to:

(a) Summarily suspend any Practitioner in accordance with Section 7.03 of the Bylaws.

(b) Require any Practitioner to appear before the Committee whenever the Committee considers it necessary in order to carry out its duties and responsibilities.

(c) Appoint subcommittees to study and advise on any matters before the Committee. Subcommittees may consist of Practitioners other than those on the Medical Executive Committee, but each subcommittee shall be chaired by a member of the Medical Executive Committee.

(d) Take any action which the Committee deems necessary in discharging its duties and responsibilities.

11.7-4 Accountability and Relationships

(a) The Medical Executive Committee is directly responsible and accountable to the Chief of Staff. The Medical Executive Committee shall report through the Chief of Staff:

(1) To the Board, on at least the following:

a. The discharge of the functions of the Medical Staff organization as stated in the Medical Staff Bylaws.

b. The quality of medical care rendered in the Hospital as reflected by ongoing performance improvement programs.

c. All disciplinary actions in progress.

d. The conduct or professional performance of any Practitioner or Allied Health Professional or any other matter when so requested by the Administrator.

(2) To any committee of the Board whenever such committee requests a report.

(3) At least quarterly to the Staff, and at any special Staff meetings or at any other meeting of the Staff when requested to do so by any Member.
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(b) The Medical Executive Committee shall communicate on an ongoing but as-needed basis with the Performance Improvement in Psychiatry Committee as to general process and quality improvement matters.

11.08 PERFORMANCE IMPROVEMENT IN PSYCHIATRY COMMITTEE

11.08-1 Composition

The Performance Improvement in Psychiatry Committee shall be comprised of the Chief of Staff, the Vice Chief of Staff, the Director of Medical Affairs, Director of Patient Care Services, Regional Behavioral Health Nurse Educator, Director of Access and Community Outreach, Human Resources Manager, Outpatient Services Manager, and Quality Clinical Coordinator.

11.08-2 Purpose

The Performance Improvement in Psychiatry Committee coordinates Quality Improvement activities. The committee provides support for development, monitoring and reporting of quality indicators with an emphasis on interdepartmental process improvement, infection control, and serves as the grievance committee.

11.08-3 Meetings

The Performance Improvement in Psychiatry Committee will meet at least quarterly.

11.09 PSYCHIATRY QUALITY IMPROVEMENT COMMITTEE

11.09-1 Composition

The Psychiatry Quality Improvement Committee shall be comprised of seven physicians, which include the Chief of Staff and Vice Chief of Staff, director of affiliated programs and services, and clinical quality coordinator. The Vice Chief of Staff shall serve as Chairperson.

11.09-2 Purpose

(a) The purpose of the Psychiatry Quality Improvement Committee is to (a) identify elements that assist in defining "quality of care"; (b) evaluate the structure, process, and outcome standards in assessing quality of care; (c) evaluate the effectiveness of peer assessment in maintaining and/or improving care; and (d) evaluate the adequacy and focus of the current methods for measuring, reviewing and assuring quality of care. The Chairperson of the Psychiatry Quality Improvement Committee shall report a summary of committee activities and recommendations to the Medical Executive Committee and to the Chief of Staff. It is responsible for developing and implementing the proctoring program in accordance with Section 6.05 of the Medical Staff Rules and Regulations.

(b) An additional charge of the Psychiatry Quality Improvement Committee is to develop and recommend hospital and medical staff policies and procedures for the management and prevention of hospital-wide suicide attempts. The committee must evaluate any actual suicide within four weeks of its occurrence. Implementation of this charge may be through an appointed subcommittee which will be responsible to
11.10 UTILIZATION MANAGEMENT COMMITTEE

11.10-1 Composition

The Utilization Management Committee shall be comprised of two physician members, two utilization review/management staff members, the social worker supervisor, and the director of behavioral health.

11.10-2 Purpose

The Utilization Management Committee is established by the Medical Staff as part of its quality management and process improvement activities. The committee provides an ongoing, systematic process for measurement and assessment of the necessity, appropriateness and efficiency of the use of its health care services, procedures and facilities.

11.10-3 Meetings

The Utilization Management Committee shall meet at least quarterly.

11.11 SUTTER MEDICAL CENTER, SACRAMENTO WELL-BEING COMMITTEE

11.11-1 Composition

(a) The Well-Being Committee shall be comprised of no less than six Active Staff Members, a majority of whom, including the Chair, shall be physicians.

(b) Insofar as possible, members of this committee shall not serve as active participants on other peer review or quality assessment committees while serving on this committee.

11.11-2 Purpose

(a) The purpose of the Well-Being Committee shall be to improve the quality of care and promote the competence of the Medical Staff by attempting to resolve matters relating to Medical Staff Members’ and/or Allied Health Professionals’ health, well-being or impairment prior to their evolving into significant patient care problems.

(b) The Well-Being Committee may receive reports related to the health, well-being, or impairment of Medical Staff Members and/or Allied Health Professionals and, as it deems appropriate, may investigate such reports. With respect to matters involving individual Medical Staff Members and/or Allied Health Professionals, the Committee may, on a voluntary basis, provide such advice, counseling, or referrals as may seem appropriate. Such activities shall be confidential; however, in the event information received by the Committee substantially demonstrates that the health or impairment of a Medical Staff Member and/or Allied Health Professional may pose a risk of harm to Hospital patients (or prospective Hospital patients), that information shall be referred for corrective action. The Committee shall also consider...
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general matters related to the health and well-being of the Medical Staff and/or Allied Health Professional and, with the approval of the Medical Executive Committee, develop educational programs or related activities.

11.11-3 Meetings

The Committee shall meet on an as-needed basis. It shall maintain only such records of its proceedings as it deems advisable, but shall report on its activities on a routine basis to the Medical Executive Committee.

11.12 SUTTER MEDICAL CENTER, SACRAMENTO PROFESSIONAL PRACTICE EVALUATION COMMITTEE (PPEC)

11.12-1 Composition

The Professional Practice Evaluation Committee (PPEC) shall consist of at least six (6) medical staff members consisting of at least one (1) past Chief of Staff and five (5) medical staff members in good standing representing various SMCS departments. Members shall be chosen by the PPEC Chair and ratified by the Medical Executive Committee. Members shall serve three (3) year terms, which shall be staggered to maintain continuity.

The Chair shall be appointed by the Chief of Staff, based on Nominations by the Medical Executive Committee, and shall serve as a member of the Medical Executive Committee. The Chair shall serve a three (3) year term, which can be extended for a second three (3) year term upon the recommendation of the Medical Executive Committee.

11.12-2 Purpose

To monitor practice and performance to identify improvement opportunities for individuals, monitor for significant trends in performance by analyzing aggregate data and case findings, and to ensure that the process for professional practice evaluation is clearly defined, objective, equitable, timely.

11.12-3 Duties

The PPEC shall:

(a) oversee the implementation of this policy;

(b) review and approve specialty-specific data elements for ongoing professional practice evaluation and specialty-specific triggers for focused professional practice evaluation that are identified by each SMCS Department and SCP;

(c) provide oversight for aggregate peer review data;
identify those variances from rules, regulations, policies or protocols which do not require physician review but for which the Quality/Performance Improvement Department may send an educational letter to the practitioner involved in the case;

(e) peer review cases referred to it by Leadership Council, Administrative/QI Committee, QA Committee, or Department Chief, or SCP Chief of Staff;

(f) work in collaboration with SMCS Department Chief or SCP Chief of Staff for physician specific issues and interventions;

(g) submit reports of its actions and recommendations to the SMCS Medical Executive Committee on a regular basis and the SCP Medical Executive Committee on an as needed basis; and

(h) review the effectiveness of this policy at least every three (3) years and recommend revisions or modifications as may be necessary.

11.13 STANDING TEAMS

11.13-1 Composition

The Sutter Medical Center, Sacramento Quality and Patient Safety Council shall determine the appropriate composition of the standing teams listed in Rule 11.01(b). The Medical Staff members of the teams shall be appointed by the Chief of Staff, and representative of Hospital administrative shall be appointed by the Chief Operating Officer (or his/her designee(s)).

11.13-2 Purpose

The standing teams shall be responsible to perform the following Medical Staff functions:

(a) Sutter Medical Center, Sacramento Pharmacy and Therapeutics - Develop and implement professional policies regarding evaluation, selection, procurement, distribution, administration, safety, and other matters pertinent to drug use in the Hospital; and develop and implement related educational activities to meet the needs of physicians, pharmacists, and nurses in the Hospital; maintain compliance with Joint Commission standards for pharmacy and therapeutics, with special reference to antibiotic usage and diagnostic testing materials. The P&T Team shall also be responsible to oversee nutrition and dietetics programs.

   (1) Sutter Center for Psychiatry Pharmacy Subcommittee - Develop and implement professional policies regarding evaluation, selection, procurement, distribution, administration, safety, and other matters pertinent to drug use at the Sutter Center for Psychiatry.

(b) Sutter Medical Center, Sacramento Infection Control - Develop and implement mechanisms designed to reduce the risks of endemic and epidemic nosocomial
infections, and monitor the Hospital’s infection control program and the Staff’s treatment of infectious disease, including review of the clinical use of antimicrobials.

(c) Sutter Medical Center, Sacramento Education – Establish (subject to approval of the Board) continuing education requirements; and assure ongoing in-house education programs that meet the needs of the Medical Staff, and that are responsive to the results of all the performance improvement activities performed by the Staff.

11.13-3 Other

(a) The standing teams shall meet on a regular schedule as needed to fulfill their responsibility.

(b) They shall report to the Sutter Medical Center, Sacramento Quality and Patient Safety Council as to general matters within their purview; but shall provide information directly to the SMCS Department Administrative Committees and/or the appropriate Peer Review Committees, when necessary to address problems involving specific practitioners.

11.14 SUTTER HEALTH PATIENT SAFETY AND QUALITY COMMITTEE

11. 14 -1 Composition

The Committee shall be appointed by the Sutter Health System, and shall consist of appropriate experts and representatives, including medical staff leaders from this or other Sutter Affiliate hospitals, to discharge the duties described below.

11. 14 -2 Purpose

The purposes of the Medical Staff, as described in the Medical Staff Bylaws, include a dedication to strive to maintain and improve the quality of care rendered within the Medical Center and to provide oversight of care, treatment, and services provided by all practitioners authorized to practice in the Medical Center. In pursuing these activities, the Medical Staff is aided by the guidance and coordination provided by the Medical Executive Committee.

The Medical Executive Committee recognizes that some evaluation functions which directly affect, and which are specifically designed to enhance, the quality of care rendered in the Medical Center are best performed at the Sutter Health system-wide level so as to assure the provision of quality patient care. Such functions include, but are not limited to, the implementation and monitoring of the system-wide electronic health record, Midas Project Support and development and review of system standard order sets. These quality review and evaluation activities are best performed at a system level because of the broader data base available which provides valuable information about the experiences of other Sutter Health affiliated hospitals and providers in the specific areas under review. The additional, broader based information obtained from other Sutter Health affiliates, and the analysis done at the system level, assists the Medical Executive Committee in making improvements and enhancements to the quality of care rendered in the Medical Center.
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Through appropriate action taken by the Medical Executive Committee as reflected in these Rules and Regulation, the Medical Executive Committee authorizes the Sutter Health Patient Safety and Quality Committee to perform, on behalf of and in appropriate collaboration with the Medical Executive Committee, quality activities related to system-wide functions. Such activities shall include, but not be limited to, intake of reports, data gathering, data trending, investigating, evaluating and taking action on the processes and systems which are performed at the system-level to improve the quality care.

The data reviewed by the Sutter Health Patient Safety and Quality Committee shall not include information regarding peer review recommendations or actions taken relative to a specific provider.

The Sutter Health Patient Safety and Quality Committee shall report to the Medical Executive Committee at least quarterly, or more frequently as deemed appropriate by either the Medical Executive Committee or the Sutter Health Patient Safety and Quality Committee. The activities of the Sutter Health Patient Safety and Quality Committee are intended to supplement and enhance, not replace the quality activities of the Medical Executive Committee. Accordingly, the records and proceedings of the Sutter Health Patient Safety and Quality Committee are considered confidential and intended to be protected under California Evidence Code 1157.

Further, any information that is provided by the Medical Staff to the Sutter Health Patient Safety and Quality Committee is conveyed in reliance upon that protection and in the expectation that appropriate confidentiality and privacy will be maintained, consistent with the needs of these Sutter Health system-wide programs.

ARTICLE XII. CLINICAL SERVICES

12.01 CLINICAL SERVICES

Any group of Practitioners may organize themselves into a service. The following clinical service has been organized:

(a) Interventional Psychiatry

12.02 SERVICE MEETINGS

12.02-1 Any service, if organized, will not be required to hold any number of regularly scheduled meetings. Nor will attendance be required unless the service chairperson calls a special meeting to discuss a particular issue. (Such special meeting must be preceded by at least one full week prior notification for all those expected to attend.)

12.02-2 Services may perform any of the following functions:

(a) Discussion of policy;

(b) Discussion of equipment needs;

(c) Development of recommendations for Medical Executive Committee; and
(d) Discussion of specific issue at the specific require of the Medical Executive Committee.

12.03 FUNCTIONS OF SERVICES

Each service shall recommend criteria, consistent with the policies of the Medical Staff and of the Board of Directors, for the granting of clinical privileges as requested by the Medical Executive Committee or the SMCS Credentials Committee.

RESERVED

ARTICLE XIII. MEETINGS

RESERVED

ARTICLE XIV. IMMUNITY AND RELEASES

RESERVED

ARTICLE XV. GENERAL PROVISIONS

15.01 CONSULTATION REQUIREMENTS

Mandatory consultation requirements, if any, shall be specified in policies and procedures.

ARTICLE XVI. ADOPTION AND AMENDMENT OF BYLAWS

RESERVED

ARTICLE XVII. PATIENT CARE

17.01 ADMISSION AND ATTENDANCE POLICIES

17.01-1 Patients will be admitted in conformity with the admission policies of the Hospital. Such policies shall be subject to approval by the Medical Executive Committee.

17.01-2 No patient shall be admitted to the Hospital unless a provisional diagnosis has been given by the attending Medical Staff Member.

17.01-3 Unless otherwise specified in policies and procedures, each inpatient shall be seen daily by the attending Staff Member or by his or her designated alternate. In addition, either the attending Staff Member or his or her alternate shall be available on call 24 hours per day to meet the needs of the patient.

17.01-4 Staff Members admitting patients with communicable diseases or psychological problems shall be held responsible for giving such information as may be necessary to assure the protection of other hospitalized patients.

17.01-5 Any patient who demonstrates suicidal tendencies shall be cared for pursuant to the guidelines developed by the medical staff.
17.01-6 Members of the Medical Staff shall not be involved in the direct provision of medical services to a member of their family being treated in any facility of Sutter Center for Psychiatry. A family member is defined as a spouse, domestic partner, parent, child, sibling or other close relative. Exceptions to this rule may be made by the Chief of Staff.

17.01-7 The management and coordination of each patient’s care, treatment, and services is the responsibility of a practitioner with appropriate privileges. A patient’s general medical condition is managed and coordinated by a physician and there is communication among all practitioners involved in a patient’s care, treatment and services.

17.01-8 The Medical Staff shall participate in the coordination of care, treatment and services with other practitioners and hospital personnel, as relevant to the care, treatment, and services of an individual patient.

17.02 CONSENTS

17.02-1 No invasive procedure and no treatment involving unusual risk to the patient shall be performed without both of the following documented in the record:

(a) The “informed consent” of a patient or legally authorized representative. It shall be the responsibility of the treating physician to obtain an informed consent. Informed consent shall include at least the following:

(1) An explanation of the procedure, appropriate alternatives and respective benefits;

(2) An explanation of the significant risks, complications, and alternative options. The patient may be informed that he or she has the right to refuse this explanation.

(3) An explanation of the possible consequences of refusing the proposed treatment or procedure.

The physician shall document in the medical record that an informed consent has been obtained.

(b) The patient’s written consent to treatment on an approved Hospital form. It shall be the responsibility of the Practitioner to provide the admitting nurse (or appropriate nursing personnel on the unit) with a written or verbal order indicating the name of the procedure to be performed.

17.02-2 No experimental procedures or treatment shall be performed on Hospital patients without their written consent on forms approved by the Institutional Review Committee.

17.02-3 Informed consent for psychotropic medications shall be obtained in accordance with applicable Hospital policy.

17.03 CONSULTATIONS
17.03-1 The medical staff shall identify instances where consultation will be required as a matter of course.

17.03-2 Consultation is required when the care is beyond the scope of practice of the practitioner.

17.03-3 Consultations shall be arranged personally by the attending Staff Member.

17.03-4 Except as provided in Rule 6.03-1, consultants shall have Privileges in the area in question.

17.03-5 Each consultation report shall contain a written opinion by the consultant that reflects, when appropriate, an actual examination of the patient and the patient’s medical record.

17.04 DISCHARGES TO OTHER FACILITIES

No patient shall be discharged to another health facility unless arrangements have been made in advance for admission to that health facility and the person legally responsible for the patient has been notified; or attempts have been made over a 24-hour period, and a responsible person cannot be reached. Discharge shall not be carried out if, in the opinion of the patient’s physician, such discharge would create a medical hazard.

17.05 EMERGENCY TREATMENT AND STABILIZATION

Patients or other individuals presenting with an immediate life threatening or other emergent medical condition will be assessed and provided with stabilizing treatment as indicated and consistent with approved emergency medical protocols. As appropriate, immediate activation of the EMS system (9-911) for emergency transport will occur.

17.06 HOSPITAL FORMULARY

17.06-1 The Hospital Formulary shall be maintained by the Sutter Center for Psychiatry Pharmacy Subcommittee for the purpose of designating therapeutic drug entities which shall be maintained in the pharmacy inventories to provide an adequate, safe and effective armamentarium of medications for treating the needs of all patients.

17.06-2 The Sutter Center for Psychiatry Pharmacy Subcommittee shall also designate medications which may be dispensed on a generic and/or therapeutic equivalent basis for medications prescribed by a trade or proprietary name. Provision shall be made to provide exception to this Rule at the request of the prescribing Practitioner.

17.06-3 All medications prescribed for administration to patients within the Hospital shall be dispensed from the Hospital pharmacies. Exceptions may be granted by policy for selected products, such as birth control medications, eye drops, outpatient investigational drugs and other non-formulary drugs, to provide continuity of therapy. All medications in the “exception group” must also be prescribed on the physician’s chart order.

17.07 LABORATORY

17.07-1 There are no routine laboratory procedures applicable to all patients. All admission laboratory procedures are the responsibility of the admitting Practitioner.
17.07-2 Examinations done by outside laboratories will be approved only with specific prior authorization from the Medical Executive Committee. This list of laboratories shall be updated at least annually and as the need arises.

17.08 MEDICAL RECORDS

17.08-1 All records shall be accurate and the responsibility of the attending Staff Member.

17.08-2 ELECTRONIC HEALTH RECORD

1. The attending practitioner and each practitioner involved in the care of the patient shall be responsible for the preparation and completion of the medical aspects of the medical record for each patient. The contents of the medical record shall be legibly recorded and current; it shall contain sufficient information to identify the patient, support the diagnosis, justify the treatment and document the results accurately. This record shall include: Identification data, medical history of the patient, report of the physical examination, statement of impressions upon admission with plan of treatment, diagnostic and therapeutic orders, appropriate informed consent, clinical observations through progress notes and consultations, reports of procedures, and tests, discharge summary, discharge instructions, and autopsy report, when applicable.

   a. The primary purpose of the patient record is to serve the treatment interests of the individual patient. However, it also serves as the basis for quality improvement and utilization review activities and may be used for other legitimate operational and payment purposes, subject to Hospital and Medical Staff policy.

   b. Proper use of the Electronic Health Record ("EHR") system is the standard of practice at Sutter Health Sacramento Sierra Region ("Hospital").

      i. Definition of EHR: A longitudinal electronic record of patient health information generated by one or more encounters in any care delivery setting.

      ii. All current members of the Medical Staff and Allied Health Professional Staff ("AHP") shall be required to participate in hospital-provided training and demonstrate basic proficiency in the use of the EHR system before gaining access to the system. However, a physician or AHP who treats six (6) or fewer patients per year will not be required to attend training. They will be provided with view only access to the EHR. All new Medical Staff and AHP staff applicants, except for Medical Staff who intend to request Courtesy Staff status are required to obtain hospital-provided EHR training and demonstrate basic proficiency before privileges are granted. Without such training, a member of the Medical Staff or AHP Staff may be granted “read-only” access to the EHR if he/she is part of a patient’s medical treatment team.

2. Access to patient records is at all times on a need-to-know basis subject to Hospital and Medical Staff policies and to legal and regulatory requirements. Treating providers
should only enter charts of patients they are treating (or whose care they are involved in). There are audit trails that document who entered each chart.

3. Treating providers may access and use a patient’s medical information to provide treatment to that patient, to assure that the patient’s medical record is complete and accurate to promote timely and consistent documentation of medical decisions and actions and to enhance communication between and among providers, staff, and the patient as to the patient’s condition and treatment.

   a. Access is only permissible when the person seeking access is involved in the care of the patient, and has an active treating relationship with the patient. This would include the admitting, attending, consulting, call coverage, or referring physician and others with an authorized diagnostic or therapeutic relationship, unless that relationship has ended.

   b. No practitioner shall access the medical record of any patient with whom he/she does not have an active patient relationship. This applies regardless of the form in which confidential materials are maintained or stored and therefore applies equally to information stored electronically and in hard copy.

   c. Access to EHR and use of electronic signatures shall be controlled through the use of individual identifiers and computer passwords. Secure remote access to the EHR will be granted to EHR-trained and authorized practitioners to facilitate timely review and completion of records, subject to the practitioner’s continuing compliance with system security and confidentiality policies.

   d. Access to the EHR and use of electronic signatures is subject to the same confidentiality requirements and policies as paper medical records. Practitioners shall not access patient information without authorization and shall not misuse, alter, remove, or improperly use patient or other confidential material. Improper alteration of the medical record; unauthorized access, use, or disclosure of patient or other confidential information; or enabling others to access patient or confidential information without authorization is a violation of these rules and may result in disciplinary action in accordance with the Medical Staff Bylaws.

   e. Practitioners may not download patient information to personal devices.

4. Access to and use of protected health information by persons other than treating providers shall be limited to those individuals who are authorized to access or use the information for approved purposes, which may include the purposes listed below; access to patient information in these instances shall be limited to the minimum amount of patient information necessary to accomplish the authorized purpose.
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a. Peer review and other activities relating to the review of the competence, qualifications or performance of health care professionals
b. Risk management and other quality assessment and improvement activities
c. Credentialing of health care professionals
d. Approved research
e. Activities authorized by Medical Staff Departments and Officers of the Medical Staff

5. Security

a. All practitioners holding or applying for clinical privileges must sign an agreement to maintain the security of the EHR and the confidentiality of all patient information in accordance with applicable law and Hospital policies.

b. Passwords are confidential and must never be shared with anyone, for any reason. Sharing of and/or misuse of passwords or access to the EHR or other electronic systems that contain patient and/or confidential information is prohibited. Practitioners will be held responsible for any system usage that occurs with their identifier and password. If the Hospital becomes aware that an access code or password has been shared with another person, it may re-set the password.

c. Practitioners who fail to comply with the requirement for utilization of the EHR and other data systems will be referred to the MEC to determine if any disciplinary action is needed.

d. Paper records shall be securely maintained and shall be destroyed by shredding when no longer needed. Records may be removed from the Hospital only in accordance with a court order, subpoena, or other authorization as allowed by California and federal law. All patient records are the property of the Hospital and shall not otherwise be taken away without permission of the Chief Executive Officer or his/her designee. Originals may not be removed from the Hospital.

e. Practitioners shall immediately report to the Privacy Officer any instances of known or suspected unauthorized access to, or use or disclosure of patient information, including the loss of any device containing patient information.

6. Electronic Signature

a. A physician desiring to use electronic signature for authentication must complete an attestation form that indicates compliance with the Electronic Signature policy.

b. Before electronically signing a report, the physician should review the entry for completeness and accuracy, correcting or modifying as needed.
c. Correction of errors, or adding additional information after an entry has been signed electronically should be done by means of an addendum to the original entry.

d. The addendum will also be signed electronically and date/time stamped.

7. Remote Access

a. Secure remote access to the EHR will be granted to EHR-trained Medical Staff and AHP Staff members to facilitate timely review and completion of records.

8. Treatment Orders

Computerized provider order entry shall be utilized by Medical Staff and AHP staff with the following exceptions.

a. Outpatient tests and treatment may be ordered using a handwritten or preprinted order form.

b. Verbal orders may be accepted when the Medical staff and/or AHP Staff is not present in the unit and/or does not have a reasonable and/or convenient access to the EHR.

c. Emergency situations.

9. Content

a. Subject Matter. The medical record shall contain sufficient information to identify the patient, to support the diagnosis, to justify the management, and to document the results of such management accurately, especially the following: identification data; a medical history of the patient, a summary of the patient's psychosocial and disability needs as appropriate; a relevant physical examination; a treatment plan; diagnostic and therapeutic orders; evidence of informed consent; clinical observations through progress notes and consultations; including the results of therapy; reports of procedures and tests with results; operative reports and pathological findings, discharge summary, discharge instructions and autopsy report, when applicable.

b. Symbols, Abbreviations and Signatures. Use of abbreviations can lead to medical errors; therefore, abbreviations should be used infrequently. Abbreviations banned by The Joint Commission are NOT to be used in any circumstances. Abbreviations shall not be used in documenting the principal diagnosis. Medical records may be authenticated by electronic signature in lieu of the physician's signature if the physician completes a signed statement to the effect that he/she is the only one who will use it. The physician shall not delegate use of the electronic signature to another individual.

10. History and Physical Examination.
a. **Content.** A history and physical examination (H&P) should be pertinent and relevant. The H&P shall include sufficient information necessary to provide the care and services required to address the patient’s conditions and needs.

b. **Authentication.** A complete history and physical examination (H&P) shall be performed and entered in the medical record within twenty-four (24) hours after admission as an inpatient. The history and physical examination will include an assessment of respiratory and cardiac status and other systems as appropriate to the care planned and the needs of the patient. When there is a transcription delay, a handwritten note containing pertinent finding is acceptable signed by the medical staff member and placed in the record.

c. **Performance of History and Physical.** The H&P must be performed by a member of the medical staff with such privileges. H&P’s submitted by non-SSR medical staff members are allowed provided that a SSR medical staff member shall: review the H&P document and confirm the information and findings; update any information and findings as necessary and, sign and date the information.

d. **Updates to the Patients Condition.** If a history and physical examination has been performed up to 30 days prior to admission (or the outpatient services which require a H&P), an update to the patient’s condition since it was last assessed is required at the time of admission. Patients having surgery or other procedures that place them at risk and/or involve the use of sedation or anesthesia must have an update of their condition prior to the start of surgery.

e. **Exemption.** The prenatal patient is a special situation due to the fact that the prenatal course of care is a planned, systematic updating of the history and physical performed at the first visit and throughout the pregnancy. As such, the entire prenatal record can be utilized as the H&P, provided it is updated to reflect the patient’s condition upon admission.

f. **Cancellation.** If a history and physical examination has not been entered in the patient’s medical record prior to a scheduled surgery or procedure, the case will be cancelled or re-scheduled unless it is an emergency (as per below).

g. **Emergency.** In an emergency, when there is no time to record the complete history and physical examination, a progress or admission note describing a brief history and appropriate physical findings and the preoperative diagnosis will be recorded in the medical record before surgery.

11. **Progress Notes.** Progress notes shall provide a chronological report of the patient’s course. They shall describe all changes in the patient’s condition, and describe the results of treatment. Progress notes shall be entered into the EHR by direct entry with the exception of cases that involve complex medical decision making. Notes shall be recorded at least daily or more
frequently as necessary on acute care patients, and recorded at least twice per week on partial hospitalization patient’s.

a. Pertinent progress notes shall be recorded at the time the patient is seen by direct entry into the EHR
b. Handwritten progress notes shall be accepted only in the following situations:
   - Periods when the computer system is not functioning
   - When an attending physician or consultant is exempt from the requirement for making EHR entries according to these rules.

12. **Consultation Reports.** Each such report shall contain a written opinion by the consultant that results from the examination of the patient and his/her medical record.

17.08-3 A physician Member of the Medical Staff shall be responsible for performing an adequate history and physical examination on all patients within 24 hours of admission. Advanced Practice RNs (Nurse Practitioner and CRNAs) and Physician Assistants are permitted to perform H&Ps as long as they are credentialed and have been approved for H&P privileges. The H&Ps must be countersigned and dated by the supervising physician within 30 days of care.

17.08-4 In case of readmission of a patient, all previous records shall be available for use of the attending Practitioner.

17.08-5 All high-risk procedures performed shall be fully described by the treating physician on the patient’s medical record, or dictated immediately following the procedure. The report shall contain the name of the physician and assistants, procedures performed and description of procedure, findings, estimated blood loss, specimens removed, disposition of each specimen and postoperative diagnosis. When the procedure report is not placed in the medical record immediately after the procedure (for example, there is a transcription and/or filing delay), a procedure progress note is to be entered into the medical record immediately after the procedure to provide pertinent information for any individual required to attend to the patient.

17.08-6 **Procedure Reports.** Prior to any high risk or invasive procedure, the physician, or one of his/her team, shall record:
   a) a provisional diagnosis, with supporting history,
   b) the name/nature of the operation/procedure intended,
   c) the indication(s) for the operation/procedure, its risks and complications, alternative means of therapy, and
   d) a statement that (1),(2), and (3) have been explained and that the patient has freely given informed consent to the operation/procedure.

17.08-7 **Discharge Summary.** A discharge summary is required for all hospitalizations o, and in the event of death. For hospitalizations of less than 48 hours, a standard charting template that meets the required elements of documentation may be used in lieu of a complete discharge summary. All discharge/death summaries must be completed within fourteen (14) days of discharge/death. The Discharge Summary shall briefly recapitulate the reason for
hospitalization, significant findings, procedures performed, treatment rendered, condition of the patient upon discharge, and any specific instructions given to the patient and/or family including instructions related to physical activity, medication, diet and follow-up.

17.08-8 Completeness and Delinquency. A medical record is considered complete when the required contents, including any required clinical resume or final progress note, are assembled and authenticated by the attending physician. Refer to section 7.01 for medical records delinquency.

17.08-9 The responsibility for control of delinquent medical records shall be delegated to the Sutter Medical Center, Sacramento Medical Records Team. Seven days after discharge of the patient, Health Information Services will notify the Medical Staff Member of medical records not yet completed.

17.08-10 Patient information shall be released only through authorized personnel in order to protect patient confidentiality and security. Written consent from the patient or the patient’s legal representative is required for such release to persons not otherwise authorized to receive such information. Requests for release of information shall be handled by Medical Records Information Services.

17.08-11 Authentication of Entries
All entries in the patient’s medical record shall be accurate, legible and authenticated by the responsible practitioner, only by written or electronic signatures (the exception is verbal orders which may be signed, dated and timed by another treating provider responsible for the care of the patient.). It is the author’s responsibility to review the document before signing it, whether by electronic or written signature.

I. The validation of documentation by electronic or written signature by the author (or by another practitioner authorized to do so on behalf of the author) is to include date and time.

II. The date and time on entries in a physical record shall be the date and time that the entry is made, regardless of whether the contents of the note relates to a previous date or time.

17.08-12 Alteration of Medical Records
No alteration or erasure shall be made on any portion of the medical record. Corrections of entries in the EHR shall be made by the addition of addendums that reference the inaccurate documentation and explain the reason for the correction. Any correction, amendment or supplement in a physical medical record shall be indicated by a single line through the incorrect information with the date, time initials of the practitioner making such a correction, amendment or supplement.

17.08-13 HIPAA Privacy Rules - Business Associate Protocol For Non-Covered Medical Staff Member
A. Scope
This Protocol applies to SHSSR Medical Staff members who are not “covered entities” under the HIPAA privacy rules [45 C.F.R. §164.500 et seq.]. Medical Staff members who are covered entities may have access to patient-identifiable health care information.
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held by the Medical Staff ("Protected Health Information") in order to assist the Medical Staff in its health care operations. These include activities such as quality assessment and improvement, credentialing, and peer review [45 C.F.R. §164.501]. A practitioner is a “covered entity” only if he or she engages in certain standard electronic transactions with payors in the course of applying for and obtaining reimbursement in private practice. A practitioner who does not engage in such standard electronic transactions in private practice is not a “covered entity” and is therefore not subject to the HIPAA privacy rules. Medical Staff members who fall within this category cannot obtain automatic access to Protected Health Information in order to perform Medical Staff functions. They can do so only as “business associates” of SHSSR, who will be allowed access to such Protected Health Information only if they provide satisfactory assurances that they will comply with certain prescribed standards.

As a condition to obtaining access to Protected Health Information to perform Medical Staff functions, each member who is not covered by the HIPAA privacy rules (“Non-Covered Practitioner”) will comply with the standards set forth in this Protocol.

B. Standards

1. Compliance with Business Associate Requirements. The Non-Covered Practitioner will comply with the HIPAA business associate rules (in current or amended form) in using and disclosing Protected Health Information that he/she receives from the Medical Staff in the course of performing Medical Staff functions [45 C.F.R. §§160.103, 164.502(e), 164.504(e)].

2. Specific Obligations. Specifically, the Non-Covered Practitioner will:
   i. Use and disclose Protected Health Information only in order to perform Medical Staff functions.
   ii. Use appropriate safeguards to prevent use or disclosure of Protected Health Information for purposes other than Medical Staff functions. Formatted: Indent: Left: 0.5
   iii. Report to the Medical Staff any use or disclosure of Protected Health Information for purposes other than Medical Staff functions.
   iv. Ensure that any agent, including a subcontractor, to whom the Non-Covered Practitioner provides Protected Health Information in the course of performing Medical Staff duties, agrees to the same restrictions and conditions that apply to the Non-Covered Practitioner.

3. Obligations to the Medical Staff. The Non-Covered Practitioner will perform the following obligations with respect to the Medical Staff:

   i. Give the Medical Staff or the patient access to Protected Health Information in his/her possession that was obtained in the course
of performing Medical Staff functions, as required by the patient access provisions of the HIPAA privacy rules [45 C.F.R. §164.524].

ii. Allow the Medical Staff, at the patient’s request, to require amendment of Protected Health Information in his/her possession that was obtained in the course of performing Medical Staff functions in the time and manner that it designates [45 C.F.R. §164.526].

iii. Document any disclosures by him/her of Protected Health Information obtained in the course of performing Medical Staff functions outside of the Medical Staff and provide the resulting documentation to the Medical Staff in order to allow the Medical Staff to respond to the patient’s request for an accounting of disclosures [45 C.F.R. §164.528].

iv. Records. The Non-Covered Practitioner will make his/her internal practices, books, and records relating to the use and disclosure of the Protected Health Information obtained in the course of performing Medical Staff functions available to the Medical Staff, or, at the request of the Medical Staff, to the Secretary of the Department of Health and Human Services, in a time and manner designated by the Medical Staff or the Secretary, to assist the Secretary in determining the Medical Staff’s compliance with the HIPAA privacy rule.

v. Termination. At the end of a Medical Staff assignment involving specific Protected Health Information or upon termination of Medical Staff membership, the Non-Covered Practitioner will, if feasible, return or destroy Protected Health Information (including copies) received from the Medical Staff, or created or obtained when performing Medical Staff services. If it is not feasible to return or destroy such Protected Health Information, the Non-Covered Practitioner will continue to protect the Protected Health Information under this Protocol and will limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.

vi. Amendment. The Medical Staff will amend this Protocol from time to time as necessary to comply with the HIPAA privacy rule.

17.09 OBSTETRICAL PATIENTS

Consultation with a Staff Member with full Privileges in obstetrics is required in all seriously ill obstetrical patients, in cases of doubtful diagnosis or treatment, or in complications with the potential of great risk to mother and baby. The consultation will be recorded in the patient’s Hospital chart.

17.10 ORDERS
17.1-1 Medical Staff Members and AHPs may write orders and prescribe medications within the limits of their licensure and any applicable provisions of the Medical Staff Bylaws and these Medical Staff Rules. The Medical Staff Office will provide information to the Pharmacy of limitations on prescribing or ordering for Medical Staff members and AHPs.

17.1-2 All orders for treatment shall be dated, noting the time ordered, and signed by the physician responsible. All medication orders shall state the name, dosage, route and frequency of dispensing, and shall also note the duration of treatment as appropriate. In accordance with regulatory standards, medications listed below are reviewed at intervals consistent with regional policy for consideration of renewal:

<table>
<thead>
<tr>
<th>Schedule, II, III, IV Medications</th>
<th>Ketorolac</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antibiotics</td>
<td>Anticoagulants(except Heparin algorithms)</td>
</tr>
<tr>
<td>Antihistamines</td>
<td>All others</td>
</tr>
</tbody>
</table>

17.1-3 Verbal orders:

(a) Physicians should write their own orders while they are on the unit.

(b) All verbal orders shall be transmitted only to a registered nurse, a registered pharmacist, a physician assistant, a vocational nurse, a licensed psychiatric technician, nurse practitioner or another physician. All of the above personnel shall only accept orders within the scope of licensure and Hospital policy and shall immediately record such orders, noting both the physician’s and his/her name. All orders must be countersigned as soon as possible but within forty-eight (48) hours by the prescribing physician or the physician assuming care in the prescriber’s absence. Documentation of verbal orders includes the time the order was received.

17.1-4 Automatic Stop Orders: When narcotic, toxic or other dangerous drugs are ordered, the following procedure shall be used for automatic stop order. Physicians will be notified 72, 48 and 24 hours in advance of the expiration time before the drug will be discontinued. This notice will be provided by the computer system on an “Auto-Stop Medication Report,” which will be placed in the chart. If the order is not signed, the drugs shall be discontinued at 72 hours. Throughout the Hospital, all physicians must designate an automatic stop date for all laboratory tests and chest X-rays.

17.1-5 Open-ended Orders: When a Staff Member orders a “sliding scale” strength on a medication, it shall be given as follows:

(a) Give the lowest dose;

(b) Wait 30 minutes;
(c) If desired results have not been obtained, give additional medication to total highest amount.

17.10-6 Standing Orders

(a) A Staff Member must notify the Hospital in writing of any standing orders, the use of which is subject to prior approval and annual review by the Sutter Center for Psychiatry Pharmacy Subcommittee.

(b) Standing orders shall specify:

(1) The circumstances under which the drug is to be administered;

(2) The types of medical conditions of patients for whom the standing orders are intended; and

(3) The drug dosage, route, and frequency of administration.

(c) A copy of standing orders for a specific patient shall be dated, promptly signed by the Practitioner, and included in the patient’s medical record.

17.10-7 Withholding or Withdrawing Life-sustaining Treatment: Medical Staff Members are expected to comply with the Hospital’s Guidelines for Withholding or Withdrawing Life-Sustaining Treatment, as approved by the Medical Executive Committee and the Board.

17.10-8 Restraint/Seclusion Orders. A physician order is required for the use of restraint or seclusion. The order must include the specific clinical justification for restraint use, type of restraint, and the order must be time-limited. Restraint and seclusion orders shall comply with all current laws, rules and regulations, standards and policies.

All restraints orders must be renewed at intervals specified by hospital policy based on criteria, but in no case greater than every 24 hours. All such orders in the inpatient Psychiatry Unit shall be reported daily to its Medical Director for review.

17.11 PATHOLOGY

17.11-1 All specimens removed in surgery or invasive procedures are the property of the Hospital and shall be sent to the pathologist of the Hospital, who shall make such examinations as ordered by the operating Staff Member, or as the pathologist may consider necessary to arrive at a diagnosis.

17.11-2 All requests for laboratory tests shall be made in writing or by electronic means. Orders or requisitions for inpatient and ambulatory care patient services shall clearly identify the patient, the requesting individual, the tests required, any special handling required, the date and (when relevant) the time the specimen was collected, and the date and time the request and/or specimen reached the laboratory. Requests for examinations of surgical specimens shall also contain a concise statement of the reason for the examination.
17.11-3 The laboratory shall perform tests and examine specimens on the written request of: individuals authorized by the Medical Staff to order such evaluations and receive the results; those physicians or dentists who are not Members of the Medical Staff but who have authorization from the Medical Staff and Administration to request such support services from the Hospital; and to the extent permitted by law, other persons authorized by the Hospital and licensed to engage in direct treatment of patients.

17.11-4 Laboratory reports and a report of the pathologist’s findings shall be filed with and shall remain a part of the patient’s record.

17.12 REPORTABLE DEATHS AND AUTOPSIES

17.12-1 Coroner’s cases: A physician SHALL immediately notify the coroner when he or she has knowledge of a death which occurred or has charge of a body in which death occurred as a result of certain statutorily-defined causes or circumstances, including:

(a) Violent, sudden or unusual deaths;
(b) Unattended deaths;
(c) Deaths wherein the deceased has not been attended by a physician in the 20 days before death;
(d) Where the attending physician is unable to state the cause of death;
(e) Known or suspected sudden infant death syndrome;
(f) Known or suspected homicide or suicide;
(g) Known or suspected self-induced or criminal abortion as defined by the law relating to coroner’s cases and abortions;
(h) Known or suspected accidental poisoning;
(i) Deaths known or suspected as resulting in whole or in part from or related to accident or injury either old or recent;
(j) Under such circumstances as to afford a reasonable ground to suspect that the death was caused by the criminal act of another or occasioned in whole or in part by criminal means (including but not limited to cases of known or alleged rape or crime against nature);
(k) Cases of possible but not diagnosed contagious disease and constituting a public hazard;
(l) Starvation;
(m) Death in prison or while under sentence;
(n) Occupational diseases or occupational hazards;
(o) Aspiration;
(p) Drug or alcohol addiction;
(q) Exposure (including but not limited to deaths as a result of heat prostration);
(r) Stabbing or cutting;
(s) Hanging or strangulation;
(t) Gunshot;
(u) Fire;
(v) Drowning;
(w) Deaths occurring within 24 hours of admission to the hospital;
(x) Fractures (excluding spontaneous pathological fractures);
(y) Therapeutic misadventure;
(z) Operative death (in operating room under influence of anesthesia or patient recovery area);
(aa) Death of a patient in a state hospital serving the mentally or developmentally disabled;
(bb) Fetal and neonatal deaths:
   - when trauma to the mother is suspected or known;
   - when the mother received no prenatal care
   - when the mother used drugs during pregnancy
     (which the physician believes may have contributed to the demise)

17.12-2 Autopsies

(a) For non-coroner’s cases, Medical Staff Members should attempt to secure autopsies on all in-patient hospital deaths. However, autopsies are felt to be of particular value in the following circumstances and the Medical Staff is encouraged to actively seek family permission for autopsy for all in-patient deaths meeting these criteria:

(1) Deaths where there are significant questions related to the effectiveness of therapy.

(2) Deaths where there are significant questions relating to the extent of disease.
(3) Deaths where antemortem diagnostic procedures have resulted in unusual or unexplained findings.

(4) Deaths where genetic diseases are suspected but not confirmed prior to death.

(5) Deaths in all patients who have received organ transplants at Sutter Hospitals.

(b) Individuals who expire outside the Hospital or in one of the Hospital’s emergency rooms are not considered in-patient deaths. In these cases, there is frequently little or no information relating to the circumstance of death or recent pertinent health history. Therefore, for non-coroner’s cases, the autopsy is usually not warranted. The few exceptions to this would include:

(1) Decedents who have received organ transplants at Sutter Memorial or Sutter General Hospitals.

(2) Individuals who expire outside of the Hospital but who have been an in-patient in the Hospital within the last 30 days may be entitled to a Hospital autopsy. In these cases, the request for autopsy should originate from the attending physician (an active Staff physician) with appropriate consent and permission from the family.

(c) No autopsy shall be performed without written consent (see Permission for Autopsy Procedures outlined in the SMCS Pathology Department Procedure Manual). In the event the person who is to authorize the autopsy is not available to sign a consent, a telegram from him or her may be considered temporary authorization to proceed. A signed consent should be obtained from such individual as soon as possible thereafter. In all cases, the final decision for the performance of an autopsy should be made after consultation between the attending physician and the pathologist.

17.12-3 All autopsies, except those performed by the Coroner, shall be performed by a physician with Privileges in the SMCS Department of Laboratory Medicine.

17.12-4 Each necropsy procedure, and the record thereof, shall be sufficiently thorough and detailed to meet the needs of the Medical Staff. Provisional anatomic diagnoses shall be recorded in the patient’s medical record within 72 hours, where feasible; and a complete report should be made a part of the record within three months.

17.12-5 A copy of every necropsy procedure report should be sent to the Sutter Medical Center, Sacramento Multidisciplinary Peer Review Committee and the attending Practitioner.

17.13 Denial of Patient Rights

Denial of visitation or telephone rights (or any of the patient rights listed in California hospital licensing regulations, Title 22, Section 71507) requires the order of the Medical Director. The Medical Director hereby authorizes the admitting psychiatrist or psychologist, as appropriate, to exercise patient rights denial authority; provided, however, that the
reasons for such denial must be documented in the patient's medical records, and the exercise of this authority shall at all times be subject to the ultimate authority of the Medical Director.

17.14 OTHER MATTERS

All matters pertaining to the business or welfare of the Staff which are not specifically covered by the Medical Staff Bylaws, or by these general Rules shall be referred to the Chief of Staff, and if appropriate, the Medical Executive Committee.

17.15 ADOPTION AND AMENDMENT

These Rules may be adopted, amended or repealed by majority vote of the Medical Executive Committee, and approval of the Board of Directors. Further, in recognition of the ultimate legal and fiduciary responsibility of the Board of Directors the organized Medical Staff acknowledges, in the event the Staff has unreasonably failed to exercise its responsibility and after notice from the Board to such effect including a reasonable period of time for response, the Board may impose conditions on the Staff that are required for continued State licensure, approval by accrediting bodies or to comply with a court judgment. In such event, Staff recommendations and views shall be carefully considered by the Board in its actions. Neither the Medical Staff nor the Board of Directors may unilaterally amend Medical Staff Rules.

If significant changes are made in the medical staff bylaws, rule and regulations, or policies, medical staff members and other individuals who have delineated clinical privileges are provided with revised texts of the written materials.

Adopted by the Medical Executive Committee and approved by the Board of Directors and effective as of 2/5/15.

APPROVALS:
SCP MEC Date: 01/06/2015
Board of Directors Date: 02/05/2015