

Shady Grove Medical Center
Medical and Allied Health Professional Staff Clinical Practice Expectations

The goal of the Medical and Allied Health Professional Staff at Shady Grove Medical Center is to provide the highest quality of care to our patients.

In an effort to accomplish this, the medical staff has articulated criteria, which govern the practice of medicine within this hospital. All members of the Medical and Allied Health Professional Staff are expected to abide by these expectations as members of a community of health care professionals engaged in the delivery of high quality medical care.

1. Abide by the Medical Staff Bylaws, Credentials Manual, Medical Staff Rules and Regulations, respective Section and Department Rules and Regulations and other policies & procedures of Shady Grove Medical Center.
2. Participate in the on-call schedule as determined by department and/or section rules & regulations.
3. Ensure continuous coverage (24 hours/day, 7 days/week) for in-house patients. In your absence, the covering physician must be a Member in good standing of the Shady Grove Medical Center Medical Staff.
4. Develop a plan of care for patients promptly on their admission to the hospital and document this clearly.
5. Maintain acceptable standards of quality care, utilizing, when appropriate, approved clinical protocols and pathways.
6. Follow the Medical Executive Committee's recommended medical practice in the ordering of medications and blood products, i.e. use special forms for transfusions, chemotherapy, antibiotics use, and other high-risk medications, as well as using specialized order sets as designated by the Medical Executive Committee.
7. Maintain medical records consistent with medical staff bylaws, rules & regulations, and hospital policy, including:
 - a. Completing a dictated or written H & P within 24 hours of patient admission and prior to transfer to the OR.
 - b. Completing a brief operative note immediately after surgery.
Completing a full dictated or written operative report within 24 hours of surgery
 - c. Completing a discharge summary within 30 days of discharge.
 - d. Providing an accurate daily and complete progress note in the medical record of inpatients that updates the patient's condition and plan of care and addresses their need for continued stay in an acute care facility
8. Provide regular thoughtful communications with patients and their families regarding the patient's condition and the plan of care.
9. Communicate effectively with other members of the health care team including nurses, therapists, other physicians, and anyone involved in the welfare of patients. This includes:
 - a. Responding promptly to pages. (30-minute phone response time and a 2 hour in person time if required)
 - b. Keeping other members of the team informed of the care plan.
 - c. Communicating directly with consulting physicians regarding the specific reason for requesting consultation and the level of urgency of the consultation.
 - d. Avoiding disruptive or threatening behavior or communication including the avoidance of impulsive, disrespectful or sexually harassing behavior directed at fellow physicians, Shady Grove Medical Center staff, patients or their families.

Shady Grove Medical Center
Medical and Allied Health Professional Staff Clinical Practice Expectations
Page Two

- e. Avoiding disruptive or threatening behavior or communication including the avoidance of impulsive, disrespectful or sexually harassing behavior directed at fellow physicians, Shady Grove Medical Center staff, patients or their families.
 - f. Abiding by the Code of Conduct Policy as stated in the Medical Staff Bylaws.
 - g. Ensuring you have a working e-mail address on file with the Medical Staff Office. E-mail is our primary means of communication.
 - h. Maintaining continuity of care i.e., if a patient has previously been under the care of a physician on staff, that relationship should be respected unless a change is specifically requested by the patient.
10. Participate in the Peer Review process by responding promptly to Peer Review inquiries regarding quality of care issues.
 11. Contribute to the Hospital and Medical and Allied Health Professional Staff Community by:
 - a. Serving periodically on medical staff committees.
 - b. Participating in performance improvement initiatives.
 - c. Providing patient care in a cost-effective manner with particular emphasis on patient safety.
 - d. Working to resolve conflicts and issues through established medical staff channels.
 12. Members who are suspended for 30 days or more in a calendar year for any reason shall not be eligible to hold a leadership role for the Medical Staff. If a member is currently in a leadership role, then they must step down from their position if they are suspended for 30 or more days in a calendar year for any reason.
 13. Members who do not comply with the Medical Staff Clinical Practice Expectations will be subject to disciplinary action as per the Medical Staff Bylaws. Monetary fines/reinstatement fees will be assessed for non-compliance of any items for which disciplinary action is not addressed in the Medical Staff Bylaws. Reappointments will not be processed if monetary fines/reinstatement fees are not paid. Monetary fines/reinstatement fees will be as follows:
 - Reappointment - \$300 late fee
 - Reinstatement fee - \$100
 14. All Members of the Medical Staff agree to maintain Board Certification, Recertification and Maintenance of Certification as required under Credentials Manual Section 2.15 and 2.16 and their specific department or section delineation of privileges.
 15. All Members of the Medical and Allied Health Professional Staff agree to abide by the Adventist HealthCare's Organizational Integrity Program regarding the HealthCare Insurance Portability and Accountability Act (HIPAA).
 16. Agrees to notify the President of the Medical Staff immediately of any change of status to include: licensure, professional liability insurance coverage, Federal DEA or Maryland CDS Certificate, physician coverage, health status, and affiliation at any healthcare facility. Additionally, will notify the Medical Staff Office of any change in address, e-mail address, phone, fax or answering service.
 17. Agrees to notify the President of the Medical Staff of any arrests or criminal charges carrying a possible penalty of incarceration in any jurisdiction, including but not limited to DUI and DWI, within 10 days after such arrests are made or charges are filed, and to keep the President of the Medical Staff promptly apprised of any significant developments in such matters, including but not limited to pleas, convictions, and sentencing.
 18. Agrees to notify the President of the Medical Staff within 10 business days of any charges filed by any State or federal licensing or regulatory board, including but not limited to the Maryland Board of Physicians, CDS, DEA, or Medicare, Medicaid and Campus.
 19. Agrees to notify the President of the Medical Staff within 10 business days of any proposed or actual reduction in privileges at any other hospital or institution, whether voluntary or involuntarily imposed.

**Shady Grove Medical Center
Medical and Allied Health Professional Staff Clinical Practice Expectations
Page Three**

20. Agrees to notify the President of the Medical Staff immediately of the provider's exclusion or notification of investigation for exclusion of participation in the Medicare or Medicaid programs. Exclusion from Medicare or Medicaid program participation will result in immediate termination of privileges without rights of hearing and appeal. (See Medical Staff bylaws, Remedial Action, Section 5. Automatic Termination.)
21. Agrees to share any Conflicts of Interest with regard to personal or a relatives ownership or partnerships with other entities or facilities. An actual or potential conflict of interest, or perception or appearance of a conflict of interest, occurs when a Covered Person is in a position to influence a decision that may result in a personal gain, as a result of Adventist Healthcare's business activities.
22. Agrees to complete all required trainings (including orientations) via computer or classroom as required by Adventist HealthCare, Shady Grove Medical Center, or Shady Grove Medical Staff.
23. When a patient is admitted to the Hospital, providers are expected to refer patients back to their respective Primary Care Practitioner.

(Please return this document with your Initial Appointment/Reappointment Packet - please make a copy for your files. Thank you.)

I have read and agree to abide by the Medical and Allied Health Professional Staff Clinical Practice Expectations:

Signature

Date

Print Name

Board Approved: 7/30/01; 12/11/03; 01/26/05; 04/28/05; 11/30/05; 8/22/07; 12/10/09; 03/28/12; 06/27/12; 05/28/14; 11/25/15; 11/23/16; 1/18/17