

## Medical Staff Clinical Practice Expectations

The goal of the Medical Staff of Washington Adventist Hospital is to provide the highest quality of care to our patients.

In an effort to accomplish this, the medical staff has articulated generally accepted criteria which govern the practice of medicine within this hospital. All members of the medical staff are expected to adhere to the following principles as members of a community of health care professionals engaged in the delivery of high quality medical care.

1. Abide by the Bylaws, Rules and Regulations and other policies & procedures of WAH.
2. Participate in the on-call ER schedule as determined by hospital policy.
3. Examine and develop a plan of care for patients promptly on their admission to the hospital.
4. Ensure continuous physician coverage (24hrs/day, 7days/week) for providers' in-house patients by the provider or a covering physician with privileges at WAH.
5. Maintain medical records consistent with medical staff bylaws and rules and regulations including:
  - a. Completing a dictated or written H&P within 12 hours of patient admission and prior to transfer to the Operating Room or for any invasive procedure requiring sedation.
  - b. Completing a brief operative note immediately after surgery and before transfer to the next level of care.
  - c. Completing a fully dictated and signed operative report within 24 hours of procedure.
  - d. Provide a daily progress note in the record for all inpatients that updates the patients condition and plan of care and addresses their need for continued stay in an acute care facility.
  - e. Complete a dictated discharge summary within 2 weeks of discharge, and transfer summaries immediately when patient is to be transferred. Attending physicians who transfer care from one service to another must dictate a transfer summary that includes all pertinent details to enable the next provider to manage the patient's care.
  - f. All written entries in the medical record are to be legible, signed, dated and timed.
6. Provide regular thoughtful communications with patients and their families regarding the patient's condition and the plan of care.
7. Maintain acceptable standards of quality care, utilizing, when appropriate, approved clinical pathways.

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8. Participate fully in the Peer Review process by responding fully and promptly to Peer Review inquiries regarding quality of care issues.
9. Follow generally accepted medical practice in the ordering of medications and blood products.
10. 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 in no more than 30 minutes
  - b. Keeping other members of the team informed of the plan of care.
  - 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, WAH staff, patients or their families.
  - e. When transferring complete responsibility for a patient (such as during vacation coverage), physicians will conduct a verbal hand-off to the covering physician. This hand-off will contain pertinent information about current treatment and condition as well as about any recent or anticipated changes. The information will be provided within a timeframe sufficient for the receiving physician to review the information and request any additional information needed. A similar verbal exchange will be provided by the covering physician on the return of the physician taking leave.
  - f. When transferring on-call responsibility, physicians will verbally inform the oncoming on-call physician of any patient that is anticipated to require monitoring or intervention during the on-call period prior to the on-call coverage period. At the end of the call period, the covering on-call physician will verbally inform the receiving team or on-call physician of patients with urgent clinical issues.
  - g. Physicians are required to provide their current cell phone number to the medical staff office for the reporting of critical results and urgent information about patients.
  - h. Physicians are required to maintain an active e-mail account for all non-urgent communications such as policy changes & meeting announcements. Spam filters must be set to permit messages from the hospital.

*I agree to abide by these Clinical Practice Expectations.*

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Printed Name

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Signature

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Date

Revised: 1.3.11 ; 3.1.16; 4.6.16; 5.4.16; 6.1.16  
Approved by the Medical Executive Committee:

June 6, 2016