

DEPARTMENT OF FAMILY PRACTICE
RULES AND REGULATIONS

PREAMBLE:

Southeast Missouri Hospital and its Family Practice Department shall maintain services sufficient to meet the needs of the patients and conform to established community standards. This shall be carried out administratively through the designation of a Chief of Family Practice chosen from the Family Practice Department and through departmental policies and procedures conforming to the standards established by Southeast Missouri Hospital Board of Trustees and the Bylaws of the Medical Staff.

ARTICLE I: Scope

The Department of Family Practice of Southeast Missouri Hospital shall consist of those physicians appointed to the Medical Staff, whose practice is primarily Family Medicine. The professional activities of the Department shall generally be construed to embrace the professional performance of Family medicine.

ARTICLE II: Definitions

1. Family Practice
 - A. Family practice is the continuing and current expression of the historical medical practitioner and is uniquely defined within the family context.
 - B. Family practice is comprehensive medical care with particular emphasis on the family unit, in which the physician's continuing responsibilities for health care is not limited by the patient's age, sex, or by a particular organ system or disease entity.
 - C. Family practice is the specialty in breadth that integrates biomedical, behavioral and social sciences. The core of knowledge and procedural skills encompassed by the discipline of family medicine prepares the family physician for a unique role in patient care, including the use of cognitive and procedural skills in diagnosis and management, and as a personal physician who provides and coordinates health care.

2. Family Physician

- A. The family physician provides health care in the discipline of family practice. His/her training and experience qualify him/her to practice in the several fields of medicine and surgery.
- B. The family physician is educated and trained to develop unique attitudes and skills which qualify him or her to provide continuing, comprehensive health maintenance and medical care to the entire family regardless of sex, age or type of problem, be it biological, behavioral or social. This physician serves as the patient and/or family's advocate in all health related matters, including the appropriate use of consultants and community resources.

ARTICLE III: Purpose

The purpose of the Department of Family Practice shall be:

- 1. To provide family practice services for inpatients and outpatients undergoing diagnosis and/or treatment at Southeast Missouri Hospital.
- 2. To provide a chairman responsible for the problems of a medical or administrative nature involving patients, medical staff, administration, or governing body of the Hospital.
- 3. To initiate and maintain rules and regulations for proper and efficient function of the Family Practice Department and staff.
- 4. To monitor the quality of care by providing ongoing monitoring of professional activities within the department.

ARTICLE IV: Appointment of the Family Practice staff

1. Qualifications

- A. The physician shall have completed an accredited family practice residency accredited by the American Academy of Family Physicians or the American College of Osteopathic Family Physicians. He/she shall be certified by the appropriate specialty Board. The Chief of the Department of Family Practice based on the following shall recommend him to the Credentials Committee Guidelines:

Documentation of the training required categories required for certification.

Documentation of no less than 150 hours prescribed and elective CME credits per three years.

- B. A physician who has completed his residency training but not yet taken the testing to acquire Board certification may be recommended for appointment to the staff in conformity with the procedures outlined in the Medical Staff Bylaws.
- C. In the case of a physician, who has not completed a residency in family practice, privileges may be recommended on a case-by-case basis after a thorough review of the physician's qualifications by the department chairman and in conformity with the procedures outlined in the Medical Staff Bylaws.
- D. The physician must be a licensed physician in the State of Missouri, and must be approved for appointment to the Medical Staff of Southeast Missouri Hospital in conformity with the process outlined in the Medical Staff Bylaws.

2. Categories of Family Practice Staff

- A. Appointment to the Medical Staff with privileges in Family Practice shall be in the same categories as provided for the Staff in general, and the privileges and responsibilities of this Staff appointment shall be in accordance with the Rules and Regulations of the Medical Staff.

3. Application

- A. Physicians possessing qualifications for Family Practice Staff appointment as outlined in Section 1 above shall apply by making formal application in writing to the Administration of Southeast Missouri Hospital in accordance with its Medical Staff Bylaws. The application must include the specific privileges being requested.

4. Duties and Responsibilities

- A. Each family physician will be expected to perform the duties assigned by the Chief of Family Practice in accordance with departmental rules and regulations and the policies established by the Department of Family Practice, the Medical Staff Bylaws and the Southeast Missouri Hospital Board of Trustees.
- B. Each family physician will be expected to help perform the general services and teaching duties of the Department of Family Practice. These shall be outlined and assigned by the Chief of the Family Practice Department.

5. Due Process of Procedures

- A. The discipline of the family physician on the staff must follow due process in accordance with Hospital the Bylaws and Rules and Regulations of the Medical Staff and the Hospital as they apply to all physicians.

- B. If the Medical Executive, Credentialing, or other appropriate committee does not recommend a physician for reappointment, or if there is a recommendation for a reduction, suspension or revocation of privileges, the physician has the right to a formal appeal as specified by the Medical Staff Bylaws.

6. Term of Appointment

- A. The term of appointment to the Family Practice Department shall be in accordance with Hospital and Medical Staff Bylaws.

7. Interim/Temporary Privileges (including locum tenens)

- A. Interim/Temporary privileges in Family Practice may be granted in compliance with the Medical Staff Bylaws.

ARTICLE V: Privileges

- 1. Privileges in the Department of Family Practice are granted in compliance with the Medical Staff Bylaws.
- 2. There shall be ongoing monitoring of Family Practice procedures and patient care with respect to quality improvement and the results of such monitoring shall be made available for purposes of credentialing, in accordance with the recommendations of the JCAHO.

ARTICLE VI: Officers and Duties

1. Chief of the Department of Family Practice

- A. The selection and tenure of the Chief of the Department of Family Practice shall be in accordance with the Bylaws of the Medical Staff of Southeast Missouri Hospital. Only those physicians appointed to the Family Practice staff shall be eligible to serve as Chief of the Department of Family Practice. Board certification by the American Academy of Family Practice is recommended.

2. Functions of the Chief of the Family Practice Department

- A. He/she shall assume and discharge responsibilities for the professional direction of the Department as outlined in the Bylaws of the Medical Staff and for the administrative direction of the Department in cooperation with the Hospital administration and its Board of Trustees.
- B. He/she shall have the power to intervene in the care of a patient, which poses an unwarranted risk to that patient or is deemed inappropriate.

- C. He/she shall provide specific recommendations concerning the acceptable standards of care to be provided by the Staff and recommendations for the initial approval or renewal of credentials to practice within the Department of Family Practice.

3. Other Family Practice Department Officers

- A. Other officers may be appointed and specific duties within the department outlined by the Chief of Family Practice if a specific need arises.

ARTICLE VII: Departmental Meetings

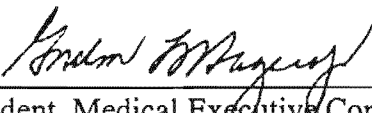
- 1. Regular and special meetings shall be held in accordance with the Medical Staff Bylaws.


ARTICLE VIII: Approval

- 1. The Rules and Regulations may be adopted or modified by a vote of the majority of the members of the Department of Family Practice with subsequent approval of the Executive Committee of the Medical Staff and the Board of Trustees.

APPROVALS:

 8/15/02
Chair, Department of Family Practice Date

 08/27/02
President, Medical Executive Committee Date

 9-10-02
President, Board of Trustees Date