



Banner Estrella
Medical Center

Department of Emergency Medicine
Rules and Regulations

ARTICLE I Organization

The Department of Emergency Medicine shall:

- 1.1 Include all members of the Medical Staff who have privileges in Emergency Medicine.
- 1.2 Be directed by the Chair of Emergency Medicine or designee.
- 1.3 Be responsible for the general quality of all ancillary services requested of Emergency Medicine physicians in which their specialized skills, training and experiences are utilized.
- 1.4 Assist in the formulation and management in those areas of all hospital policies and procedures which relate to the services of Emergency Medicine.

ARTICLE II Department Chair Functions & Duties

- 2.1 The Chair's authority, duties, and responsibilities are outlined in Section 8.5-5 of the Medical Staff Bylaws. The qualification, selection, term of office and removal of the Chair are outlined in Sections 8.5.1 – 8.5.4 of the Medical Staff Bylaws.
- 2.2 The Chair of the Department shall appoint a Vice-Chair of the Department.
- 2.3 The Vice Chair will be responsible for administration of the Department in the absence of the Chair.
- 2.4 The Chair's election will be approved by the Medical Executive Committee.
- 2.5 The Department Chair, or their designee, shall insure timely ongoing assessment of the quality of care (OPPE) through: routine quality review activities and investigation of referrals from members of the Medical Staff or Administration or from the appropriate Department Director(s). Routine quality review activities will include, but not be limited to, the following:
 - a. invasive procedures review, medication usage evaluation, blood usage review, and medical records timeliness and clinical pertinence review;
 - b. other routine reviews of anesthesia-related issues including:
 1. complications;
 2. mortality;
 3. infection control,
 4. risk management, including sentinel events;
 5. comparative outcome data;
 6. regulatory and accreditation results
 7. ethics considerations
 8. patient satisfaction feedback

ARTICLE III Meetings

- 3.01 The Chair shall invite members of the Department of Emergency Medicine who are in the Active and Associate categories to attend the Department of Emergency Medicine Committee.

- 3.02 The presence of two (2) voting members of the Department shall constitute a quorum.
- 3.03 A majority of the Active and Associate Staff who are in attendance at the Department meeting may approve action.
- 3.04 The Performance Improvement and Patient Safety Committee (PIPS) will be a subcommittee of the Emergency Medicine Department.

ARTICLE IV Miscellaneous

4.01 **Holding Provisions for ED Transfers**

For patients awaiting transfer from the ED, the physician will evaluate the patient at least once per shift, complete dictations, and provide physician to physician sign-out.

Approved by Banner Health Board: 1/12/05; 5/19/05; 1/06; 8/17/06; 3/15/07; 7/10/08; 3/10/10; 6/14/12; 2/12/15

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