



Medical Staff Bylaws

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1. Preamble

The bylaws mandate the Credentialing and Recredentialing and a process for peer review and amend Scope of Practice for all Medical Practitioners, Dentists, Podiatric surgeons and other categories of approved health practitioner that provide a service to Specialist Surgicentre.

The purpose of this process is to assess the training, experience and competence of professional capabilities and knowledge. The must present as appropriate fitness of character of a Medical Practitioner, Podiatric Surgeon, Dental Practitioner and other categories of approved health practitioner who holds Accreditation or seeks Accreditation at a Facility.

Relevantly, there is the ability to amend, impose conditions, suspend or cancel Scope of Clinical Practice or Credentialing based upon the grounds set out in the Bylaws.

Credentialing and defining the Scope of Clinical Practice are governance responsibilities of the Facility Chief Executive Officer and may be delegated as appropriate. Credentialing, Recredentialing and the process for defining and amending Scope of Clinical Practice is a non-punitive process, with the paramount consideration being the safety, quality and experience of patients.

Notifiable Conduct:

Any Credentialed Medical Practitioner, Dentists and other categories of approved health practitioner, that provides a service to the Specialist Surgicentre must maintain their registration with APHRA. Should there be a variance in their registration through unsatisfactory professional performance, unprofessional conduct or professional misconduct are to be considered by the Medical Board of Australia or other responsible registration body where applicable, the credentialed Medical Practitioner, Dentist or other category of approved health practitioner must notify the CEO as soon as advice is received from the responsible board or APHRA.

2. Vision

Specialist Surgicentre will be recognised as a destination for day surgical procedures in Geelong and Melbourne. We plan to provide a service and experience that is above and beyond the expectations of our patients through our monitoring processes and customer engagement.

We plan to attract and enhance relationships with the well qualified, accomplished and respected physicians, other healthcare professionals and staff.

Mission Statement

Excellence through leadership, in delivering quality healthcare services.

Our mission is to demonstrate a safe, efficient, excellent quality service to patients requiring oral surgery and other day procedures.

- Specialist Surgicentre offers a highly trained team of experienced medical professionals who will provide safe, high quality care in a friendly and professional environment.
- The caring compassionate team will create better experiences for people using our services, by making procedures as pleasant and efficient as possible.
- Foster a culture of superb clinical and operational performance, as well as a responsive and compassionate care.
- Provide superior capabilities, facilities and technology for the full continuum of healthcare services.

Specialist Surgicentre will strive to achieve and maintain ISO certification 9001:2015 and accreditation against the NSQHSS.

We will continually improve the services offered through our review of procedures, equipment and standards

Values

Our values guide our behaviour and we will ensure our values underpin all of our actions: RITE

- Respect
- Integrity
- Teamwork and collaboration
- Excellence

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3. Code of Conduct

Specialist Surgicentre operates in an environment where safety and quality are paramount, to all our practitioners, staff, patients, consumers and stakeholders.

Our Board and management are committed to the Code of Conduct, which is based on our core values and on the expectations of our consumers, and of the broader community. It complies with the law and with other guidelines on appropriate ethical standards.

Our Code of Conduct outlines how the management of Specialist Surgicentre expects its employees to behave and to conduct business. The term employees" also extends to the behaviour of, Visiting Medical Officers, Practitioners, and Management.

Responsible Credentialed Medical Practitioner/Dentist shall adopt Specialist Surgicentre policies and procedures, in the conduct of patient treatment at Specialist Surgicentre. All Credentialed Medical Practitioner/Dental or other approved health provider will be governed by their Board's Code of Conduct: Medical Practitioners refer to Medical Board of Australia Good Medical Practice. A Code of Conduct for Doctors in Australia. Dentist refer to Dental Board of Australia Code of Conduct. Podiatrists refer to the Podiatry Board of Australia Code of Conduct

The Code of Conduct aims:

- to promote a high level of professionalism and provide a benchmark for ethical and professional behaviour throughout Specialist Surgicentre.
- to promote a healthy, respectful and positive workplace and environment for all our employees.
- to support our business reputation and professional image within the wider community.
- to make employees and visiting persons aware of the consequences they face if they breach our Code of Conduct.

Everyone at Specialist Surgicentre needs to be familiar with our Code of Conduct, live our values every day in the workplace and, at all times, act and behave in a manner consistent with establishing trust and confidence in our organisation.

Our Code of Conduct helps you understand how the management of Specialist Surgicentre expects you, as a Specialist Surgicentre person, to behave at work and at work related events, and how Management expects you to handle ethical issues, so as to maintain the highest standards of integrity. The Code of Conduct is not a set of absolute rules. Nor is it meant to cover every situation that might arise. Rather it gives you practical, useful, common sense guidelines that you can apply and follow in all situations.

Specialist Surgicentre is a values-driven organisation and insists that its people go beyond just complying with laws, with regulations and with basic standards of personal conduct. Our values set the framework for the ethical and professional behaviour we expect from each other and for the standards set in our Code of Conduct:

Reportable Conduct:

Any serious offence against children, as envisaged by applicable child protection legislation in any jurisdiction, including but not limited to neglect, assault, abuse or sexual offence committed against, with or in the presence of a child, including child pornography offences.

Prohibited Person:

Any person prohibited under any applicable child protection legislation in any jurisdiction, from being employed or engaged in a child related area of activity, which may include the Appointment sought.

4. Medical Advisory Committee

The Medical Advisory Committee shall have the following responsibilities as per the Policy for Credentialing PP06 and Management Review PP03:

1. To oversee the medical, professional and ethical activities of Specialist Surgicentres, including medical staff appointments and re-appointments. Thorough scrutiny of documentation provided and reference checks. A full

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description of credentialed scope of practice, in accordance with the current standard for 'credentialing and defining the scope of practice of Medical Practitioner/Dentists'.

2. To make recommendations to the Board of Management regarding the kinds, quality and conduct of service to be made available at Specialist Surgicentres.
3. To act as the Ethics Committee for Specialist Surgicentres.
4. To encourage programs for medical, nursing and administrative staff to encompass clinical review and educational programs.
5. To promote as a Specialist Surgicentres centre of excellence in private health care.
6. The Committee will review performance of credentialed practitioners annually in the final MAC for the year.
7. To advise on and implement appropriate disciplinary actions.

The Medical Advisory Committee may delegate some or all of these tasks to appropriately qualified committee members.

Members of the Medical Advisory Committee shall be appointed by the CEO in concert with the Board of Management and Medical Advisory Committee. Members shall be appointed for 3 years and shall be eligible for re-appointment.

The Medical Advisory Committee may co-opt additional members as required for advice regarding access and delineation of clinical privileges.

Exclusions for admission to Geelong Surgicentre

Child safety is paramount to the management and staff at Specialist Surgicentre.

To maintain safety, Specialist Surgicentre Geelong and Docklands has exclusions for but not limited to:

- Patients who refuse to be compliant re fasting, financial responsibilities or unacceptable behaviour.
- Children requiring anaesthesia other than Local anaesthetic under the age of 2 yrs.
- Patients with an ASA greater than 3
- Patients with a BMI greater than 35 must have an ASA 2 or less.
- Patients with a BMI greater than 45 for IV Sedation/General Anaesthetic.
- Patients with a weight greater than 145kgs for IV Sedation/General Anaesthetic.
- Any patient with idiopathic anaphylaxis
- Non-ambulant patients (as there is no lifting apparatus at this hospital)
- Surgery time no greater than 5 hours.
- Shared airway surgery duration no longer than 3 hours
- Any patients requiring restraints
- Any patient who is deemed high risk of harm due to cognitive impairment or mental health status
- Aggressive patients
- Patients with a history of severe cognitive impairment and delirium following review by Medical Practitioner.
- Patients who do not understand their healthcare rights, (and do not have a substitute decision maker)
- Any patient participating in Active End-Of-Life Care

Exclusions for admission to Docklands Surgicentre includes all Geelong Surgicentre exclusions.

Specialist Surgicentre **Docklands** has **additional** exclusions:

- Children under the weight of 25kgs requiring anaesthesia other than Local Anaesthetic.
- Any patient requiring a general anaesthetic

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5. Appointment for Medical Practitioner/Dentists and Dentists

The Medical Advisory Committee shall appoint only professional, competent Medical Practitioner/Dentists and Podiatrists, that are Fellows of their appropriate college and/or members of their appropriate professional organization, and dentists qualified and registered with the Australian Dental Association.

There are 5 Stages of Credentialing:

Stage 1: Expression of interest through application of Clinical Privileges. Proof of Identification with 100 points must be supplied. Current Police check and working with children certificate to be provided

Stage 2: Clinical Assessment of the CV and may require a face to face discussion. CPD throughout the triennium to be supplied annually. Current Medical Indemnity Insurance details and APHRA registration

Stage 3: Scope of Practice. Three professional referees must be supplied by the applicant and references will be checked prior to consideration of appointment.

Stage 4: Recommendation for Appointment

Stage 5: Approval of appointment. Persons so appointed shall be assigned appropriate scope of practice within their clinical privileges and have full responsibility for the treatment of individual Specialist Surgicentre patients.

Tenure

The tenure of Accreditation shall be for 3 years to the age of 65 and for 1 year thereafter or as otherwise determined by the Medical Advisory Committee.

All applications for appointment to the Medical Staff shall be made to the Medical Advisory Committee through the CEO.

The Committee retains the absolute discretion to take any action it deems to be in the best interests of Medical Advisory Committee and the decision of the Committee shall be final.

The CEO is authorised to act for and on behalf of the Medical Advisory Committee in granting interim Accreditation and in suspending Accreditation without prior notice until the next meeting of the Committee at which time ratification or review of such action can take place.

Appeals against decisions of the Medical Advisory Committee may be made and will be considered by the full committee who will ensure that all decisions comply with the rules of natural justice.

Change of Scope of Practice

If a change is requested of scope of practice, the Credentialed Medical Practitioner/Dentist/Dentist's are required to apply for appropriate credentialing.

Specialist Medical and dental appointments at Specialist Surgicentre are governed by these principals:

- All Medical Practitioners will be required to be credentialed to work in the Specialist Surgicentre
- All credentialed practitioners will have defined categories: Appointment, Location, duration and Scope of Practice.
- All appointments will be assessed and considered according to the needs of the Surgicentres

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6. Responsibilities of Credentialed Medical Practitioner/Dentist and other approved Health Provider

All credentialed persons working at Specialist Surgicentre agree to assist where possible to the improvement process and become active within the Medical Advisory Committee.

It is an expectation of Specialist Surgicentre, that all credentialed persons working at the hospital will participate in quality activities from time to time, as requested.

The responsible Credentialed Medical Practitioner/Dentist shall be -

- the Credentialed Medical Practitioner/Dentist, who arranges the admission of the patient; or
- where no Credentialed Medical Practitioner/Dentist arranged such admission the Credentialed Medical Practitioner/Dentist/dentist who has assumed responsibility for the medical care and treatment of the patient; or
- the Credentialed Medical Practitioner/Dentist as a result of a change notified to the CEO by both Practitioners.

Assistants, Locums and Non-Credentialed Consultants

The Responsible Medical Practitioner/Dentist may obtain assistance from other Medical Practitioner/Dentists who must be Credentialed Medical Practitioner/Dentists. This assistance may take the form of consultation or the provision of special diagnostic, surgical or therapeutic procedures, but the primary responsibility for the care and treatment of the patient shall remain with the patient's Responsible Medical Practitioner/Dentist/Dentist.

Specialist Surgicentre reserves the right to refuse access to any Medical Practitioner/Dentist who is not a Credentialed Medical Practitioner/Dentist.

Inability to Contact Responsible Credentialed Medical Practitioner/Dentist

Where a situation arises where, in the opinion of the Registered Nurse who is in charge of the patient at the time, the attention of the Responsible Credentialed Medical Practitioner/Dentist is required, every reasonable effort will be made to communicate with the Responsible Credentialed Medical Practitioner/Dentist with regard to the situation and consult with him as to the care and treatment of the patient. However, if the Responsible Credentialed Medical Practitioner/Dentist cannot be contacted, Specialist Surgicentre has the right to take whatever action it considers necessary in the interest of the patient. This may include the calling of another Credentialed Medical Practitioner/Dentist to care for the patient, or the transfer of the patient to another hospital. In either case the Responsible Credentialed Medical Practitioner will be advised of the action as soon as possible.

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7. Consent for Medical Treatment

Specialist Surgicentre provides facilities and nursing care and aids for the treatment and management of patients of Credentialed Medical Practitioner/Dentists. It is the responsibility of the Responsible Credentialed Medical Practitioner/Dentist to ensure that the consent of his/her patients to the nature and form of all treatment is obtained.

8. Pre Admission Advice

The Responsible Credentialed Medical Practitioner/Dentist shall provide details of all patients to be admitted under his care to the Administrative staff not less than seven (7) days prior to admission.

9. Medical Record Documentation

During the course of a patient's treatment at Specialist Surgicentre, concise, pertinent and relevant information shall be documented in the patient's medical record according to current standards and guidelines for documentation.

All orders for treatment of the patients shall be clearly conveyed to the nursing staff by the Responsible Credentialed Medical Practitioner/Dentist directing such treatment.

On conclusion of treatment a procedure report or discharge summary shall be written by the Responsible Credentialed Medical Practitioner/Dentist containing a description of the procedure/treatment received and all relevant findings. Post-operative orders must be clearly written.

The nursing staff must be provided with clear written instructions regarding discharge of patients and the arrangements for follow-up care.

10. Disclosure of Patient Information

Specialist Surgicentre is committed to the protection of personal privacy of our patients, staff and other clients. Our policy is based on the Health Privacy Principles as detailed in the Health Records Act 2001, (VIC) and the National Privacy Principles as detailed in the 'The Privacy (Private Sector Amendment) Act 2000 as amended'. The policy deals with the collection, use and disclosure of personal health information as well as access and correction, data security and data retention.

Histology specimens shall be sent for pathological examination whenever necessary.

A copy of the pathologist's report shall be retained in Specialist Surgicentre medical history and a copy is also forwarded to their referring GP.

11. Open Disclosure of Adverse Patient Events

Specialist Surgicentre has a policy of open disclosure for all clinical adverse events and follows the open disclosure principles of the Open Disclosure Standard 2008 Australian Commission on Safety and Quality in Healthcare. Open disclosure is a discussion and an exchange of information that may take place in one conversation or over one or more meetings. Open disclosure should be timely information that is communicated accurately and sensitively.

12. Antimicrobial Stewardship

It is the policy of that Specialist Surgicentre prescribing of antibiotics will be in accordance with Therapeutic Guidelines – Antibiotics online etga. It has been determined that antibiotics only as necessary for patient treatment in accordance with current guidelines.

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13. Allocation of Theatre Sessions

Sessions shall be allocated to Responsible Credentialed Medical Practitioner/Dentists on an agreed basis depending on times that are suitable.

The patient's name, provisional diagnosis, the nature of procedure to be performed, the patient's age, telephone number, health insurance details etc. shall be notified to the Administrative Staff as early as possible, and no less than seven (7) prior to the session.

When a Responsible Credentialed Medical Practitioner/Dentist wishes to cancel a session for any reason, it is required that seven (7) days notice of such cancellation be given to Specialist Surgicentre.

Specialist Surgicentre reserves the right to make casual bookings for any session where there are no bookings seven (7) days ahead of any allocated session, or part of session not fully utilised.

14. Anaesthetics

The Responsible Credentialed Medical Practitioner/Dentist who is to administer the anaesthetic, shall ensure that he or she is fully acquainted with the patient's full medical history has documented details of the medical history and is fully oriented to the emergency equipment and all policies and procedures of Specialist Surgicentre.

15. Quality

Responsible Credentialed Medical Practitioner/Dentists are expected to contribute to the ongoing quality improvement of Specialist Surgicentre by participation in the quality management program through peer review, collection of relevant clinical indicators and assistance with quality activities as required.

16. Other Matters

Specialist Surgicentre encourages Responsible Credentialed Medical Practitioner/Dentists to assist in other ways, including help in emergency cases, work on committees, participation in accreditation programs and attendance at meetings.

Name:

Signature:

____/____/____
Date: