Medical Staff of Inova Alexandria Hospital
Clinical Practice Expectations

The goal of the Medical Staff of Inova Alexandria Hospital is to meet the healthcare needs of the community by providing the highest quality of care to our patients.

In an effort to accomplish this, the Medical Staff is articulating below the generally accepted criteria that govern the practice of medicine within this hospital, and all members of the Medical Staff are expected to adhere to these principles.

1. Abide by the Bylaws, Rules and Regulations and other Policies and Procedures of the Medical Staff of Inova Alexandria Hospital.

2. Ensure good standing as a Member of the Medical Staff by:
   a. maintaining current licensure and ongoing continued medical education and training.
   b. completing and submitting in a timely fashion all documentation needed for credentialing and reappointment.
   c. practicing within your approved delineation of privileges.
   d. participating in the Peer Review process by analyzing and responding fully and promptly to Peer Review inquiries regarding quality of care issues.
   e. informing the Medical Executive Committee promptly (within seven days) of the initiation and eventual outcome of any proceeding (e.g., loss of license, loss of clinical privileges at another facility, suspension, etc.) that may affect membership on the Medical Staff.

3. Contribute to the medical community by participating in at least 50% of Medical Staff Department and Section meetings, Committee assignments, and/or other community activities (such as volunteer programs), both in and outside of the hospital.
4. Exercise good judgment in the delivery of quality medical care to include:

   a. examining patients promptly upon admission for inpatient status to the hospital (for the attending of record, this must occur within six (6) hours of arrival to floor), developing a plan of care that is supported by documentation of appropriate orders and notes, and communicating that plan to other members of the treatment team, to include both physicians and nonphysician staff.

   b. providing open and ongoing communication with patients and their families regarding the patient’s condition and plan of care.

   c. following generally accepted evidence-based medical practice and exhibiting responsible stewardship in the ordering of medications and blood products.

   d. maintaining acceptable standards of quality care and utilizing, when appropriate, approved physician order sets and clinical pathways.

5. Participate in Emergency Department call and the care of house patients when requested and as directed by the Medical Executive Committee and/or Departmental Rules and Regulations.

6. Maintain medical records consistent with Medical Staff Bylaws, Rules and Regulations, and Policies/Procedures including:

   a. dictating or typing a complete history and physical within 24 hours of patient admission and prior to transfer to the operating room.

   b. completing a brief dictated or typed operative note immediately after surgery with a full dictated or typed operative note on the day of surgery.

   c. ensuring all medical record entries are legible (e.g., in non-electronic “shadow chart”), and complete, and include the date, time, signature and identification number of the provider.

   d. providing a progress note at least every twenty-four (24) hours which updates the patient’s condition and plan of care and addresses their need for continued stay in the acute care facility.

   e. completing the medical record within thirty (30) days of discharge.

   f. completing death and discharge summaries within seven (7) days of each event.

   g. ensuring signatures on all orders and dictations within seventy-two (72) hours.
h. ensuring appropriate documentation that accurately conveys patient condition and severity of illness, and responding in timely fashion (within 24 hours, and prior to patient discharge) to queries from Clinical Documentation Specialists regarding such documentation.

i. ensuring appropriate documentation which accurately conveys patient condition and severity

7. Maintain a cooperative, collegial relationship with fellow physicians, nurses, case managers, social workers, other hospital staff, and patients and their families, thus avoiding disruptive, disrespectful and threatening behavior or communication.

8. Communicate effectively with the other members of the healthcare team, including nurses, therapists, other physicians, and anyone involved in the welfare of patients. This includes:

a. responding to pages when on call in timely and courteous manner.
   i. immediately to ED, Critical Care and Labor / Delivery Unit pages.
   ii. within thirty (30) minutes for all other pages.

b. keeping other members of the team informed of the plan of care, including ensuring the courtesy of direct physician-to-physician conversation when indicated (e.g., significant changes in patient status, need to triage scarce resources (e.g., critical care beds, OR times), resolving conflicts regarding plans of care).

c. arranging with another member of the Medical Staff of Inova Alexandria Hospital for coverage when not available to ensure continuous physician coverage.

d. communicating directly with consulting physicians regarding the specific reason and urgency for requested consultation and diagnostic testing.

I have received and read the above expectations and agree to abide by them as long as I have privileges at Inova Alexandria Hospital.

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Applicant’s Signature     Date