EMERGENCY MEDICINE SERVICE
Loma Linda University Medical Center
Rules and Regulations

I. Responsibilities

The Emergency Medicine Service of Loma Linda University Medical Center is responsible for:

A. Providing clinical services in the Emergency Department at Loma Linda University Medical Center.
B. All patients in the Emergency Department unless an attending physician from another service is present and is treating within their privileges.
C. Assuring that all patients presenting to the Emergency Department will be evaluated to ascertain whether or not an emergency medical condition exists without regard to their ability to pay for this service.
D. Evaluating the qualifications of those individuals applying or reapplying for membership on the Medical Staff of the Emergency Medicine Service.
E. Monitoring the practices of Emergency Medicine Service members and the quality of care provided by them.
F. Supervising the clinical activities of students and residents assigned to the Emergency Medicine Service.
G. Providing continuing education services to members and guests of the Emergency Medicine Service.

II. Membership

A. Requirements for membership in the Emergency Medicine Service of the Medical Staff shall be determined by the Executive Committee of the Medical Staff and shall be implemented through the Bylaws, and Rules and Regulations of the Medical Staff.
B. Applicants must be additionally qualified by training and/or experience to fulfill all the requirements of the Emergency Medicine Service Rules and Regulations.
C. Unless otherwise determined by the Executive Committee of the Medical Staff, all physicians who have clinical privileges in Pediatric Emergency Medicine or in Emergency Medicine will be members of the Emergency Medicine Service.

III. Officers

The Chairman of the Department of Emergency Medicine of Loma Linda University School of Medicine shall serve as Chief of the Emergency Medicine Service of Loma Linda University Medical Center. In the absence of the Chairman, the individual acting as Chairman shall serve as Chief. The Chairman may appoint an Associate Chief of Service, or other appropriate officers, and delegate responsibilities to these individuals.
The Chief of Service shall:

A. Serve as Chairman of the Emergency Medicine Service Committee.
B. Organize and chair regular meetings of the Emergency Medicine Service.
C. Appoint service committees or service subcommittees as needed or required.
D. Maintain records of the Emergency Medicine Service.
E. Be responsible for scheduling of members’ clinical services.

IV. Committees

A. Emergency Medicine Service Committee – Chaired by Chief of Service

1. Membership
   a. Members of the Emergency Medicine Service Committee shall be appointed by the Chief of Service and shall serve for indefinite periods of time at the pleasure of the Chief of Service.
   b. The number of members may vary from time to time.
   c. Not all members of the Emergency Medicine Service need be members of the Committee, though all members are invited to attend.

2. Function
   a. Recommend to the entire service appropriate policies.
   b. Adopt changes to these Rules and Regulations as needed.
   c. Assist the Chief of Service in administrative activities.

B. Emergency Medicine Quality Improvement Committee

1. Chairman

The Emergency Medicine Quality Improvement Committee shall be chaired by a member of the Service appointed by the Chief of Service. The Committee Chair shall be responsible for the ongoing quality improvement activities of the Service.

2. Membership
   a. Members of the Committee shall be appointed by the Chief of Service upon the recommendation of the Chairman of the Committee and shall serve for indefinite periods of time at the pleasure of the Chief of Service.
   b. The number of members may vary from time to time.
   c. Not all members of the Emergency Medicine Service need be members of the Committee, though all members are invited to attend.
3. Function
   
a. In conjunction with the Medical Staff Quality Improvement Committee, this Committee will review selected aspects of care on the Emergency Medicine Service with the goal of achieving continuing quality improvement.
   
b. The Committee will present recommendations to the Chief of Service for changes in policies, procedures and regulations that are intended to improve the quality of care on the Emergency Medicine Service.
   
c. The results of the monitoring activities of the Committee will be available to the entire Emergency Medicine Service.
   
d. The Committee will arrange various educational activities for the Service members in support of and to enhance quality improvement.
   
e. The Committee will meet at least six times per year.

V. Emergency Medicine Service Privileges

A. Initial granting of privileges
   
1. New applicants for appointment to the Emergency Medicine Service shall submit a description of their graduate training and other medical experience along with their application form and other required credentials at the time of application.
   
2. Privileges will be granted in accordance with the Medical Staff Bylaws.

B. Proctoring
   
1. All initial appointments to the Emergency Medicine Service are contingent on the applicant demonstrating to his/her peers that they have the capability of evaluating and managing their patients appropriately.
   
2. Ten cases will be reviewed by an active staff member of the Service to demonstrate the applicant’s ability to provide the evaluation and management services required for their patients.
   
3. Initial scheduling will allow for another member of the Emergency Medicine Service to provide direct observation.

C. Additional requirements
   
1. For privileges in Emergency Medicine, an applicant must be board certified or board prepared for examination by the American Board of Emergency Medicine or the American Osteopathic Board of Emergency Medicine.

2. For privileges in Pediatric Emergency Medicine, an applicant must be board certified or board prepared for examination by the American Board of Pediatrics and have additional relevant training or experience (for example, a fellowship in Pediatric Emergency Medicine or Pediatric Critical Care Medicine).
3. Initial applicants for privileges in Emergency Medicine or Pediatric Emergency Medicine who are not board certified as in C. 1. or C. 2. above, may be required by the Chief of Service—at his/her discretion—to undertake additional educational activities before being released from proctoring. These requirements may include, but are not limited to, completion of Advanced Cardiac Life Support, additional education in interpersonal skills, completion of Advanced Trauma Life Support, additional education in EMTALA legislation, and completion of Pediatric Advanced Life Support.

D. Reappointment process

1. Review of overall perceived competency will be accomplished by the Emergency Medicine Service prior to any recommendations for reappointment, every two years.

2. After this Service review, a recommendation regarding the reappointment will be made to the Medical Staff Credentials Committee.

3. Reappointment will be granted in accordance with the Medical Staff Bylaws.

VI. Policies

A. Rules and Regulations governing the Emergency Medicine Service will be developed as policies.

B. Policies will be approved by the Chief of Service and the Executive Committee of the Medical Staff.

C. These policies will be summarized in a document titled *Rules and Regulations* which will be reviewed by the Emergency Medicine Service Committee on an annual basis and distributed to all members of the Emergency Medicine Service after review.