

**PEDIATRIC
RULES AND REGULATIONS**

2016

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I. DEPARTMENT OF PEDIATRICS

A. SCOPE OF SERVICE

The Department of Pediatrics at the Zuckerberg San Francisco General Hospital and Trauma Center (ZSFG) includes comprehensive primary care services as well as the evaluation, diagnosis, management, and treatment of the illnesses, injuries, and diseases that affect neonates, children, adolescents, and young adults, using appropriate staff, space, equipment, and supplies.

The Pediatric Rules and Regulations define the standards and procedures for members of the department. Standards of clinical practice will be consistent with the standards established by the American Academy of Pediatrics and other pediatric organizations. The Pediatric Rules and Regulations supplement the standards and procedures set forth in the the ZSFG Medical Staff Bylaws and Rules and Regulations. If there is a conflict between the Pediatric Rules and Regulations and the ZSFG Medical Staff Bylaws, the Medical Staff Bylaws will prevail unless there are circumstances where the Pediatric department adopts a more stringent standard.

The Department of Pediatrics at the ZSFG will review and revise all policies and procedures every three years or more frequently, if needed.

B. MEMBERSHIP REQUIREMENTS

Membership on the Medical Staff of the ZSFG is a privilege which shall be extended to those practitioners who are professionally competent and continually meet the qualifications, standards, and requirements set forth in the ZSFG Medical Staff Bylaws.

C. ORGANIZATION (Attachment A)

The officers of the Department of Pediatrics at the ZSFG are the Chief of Pediatrics, the Vice Chief of Pediatrics, the Acting Chief of Pediatrics, the Director of Education, the Medical Director of the Children's Health Center, the Medical Director of the Infant Care Center, and the Medical Director of the Pediatric Inpatient Unit.

1. Chief of Pediatrics

- a. Appointment and review of the Chief of Pediatrics will occur by the process specified in the Medical Staff Bylaws.
- b. Responsibilities (Attachment B)
 - i. Provide overall direction of the clinical, educational, and scholarly activities for the department; and
 - ii. Review and recommend all new appointments, requests for privileges, and reappointments; and
 - iii. Appoint the remaining officers of the department; and
 - iv. Oversee the financial affairs of the department; and
 - v. Attend the Medical Executive Committee, the Dean's meeting, the Chiefs of Service meeting, and other meetings, as called from time to time by the Executive Administrator or the Chief of Staff; and
 - vi. Assure that the quality of patient care provided in Pediatrics is monitored and evaluated; and
 - vii. Implement any needed disciplinary action, as set forth in the Pediatric Rules and Regulations or the Bylaws and Rules and Regulations of the Medical Staff.

2. Vice Chief of Pediatrics

- a. Appointment of the Vice Chief of Pediatrics is the prerogative of the Chief of Pediatrics.
- b. The term of appointment is open and subject to annual performance review by the Chief of Pediatrics.
- c. Responsibilities (Attachment B):
 - a. The Vice Chief provides oversight of quality and compliance issues for the department; and
 - b. The Vice Chief assists the Chief with other issues, as requested.

3. Acting Chief of Pediatrics

- a. Appointment of the Acting Chief of Pediatrics is the prerogative of the Chief of Pediatrics.
- b. Responsibilities (Attachment B):
 - c. The Acting Chief of Pediatrics serves as the Chief of Pediatrics in the absence of the Chief.

4. Director of Education

- a. Appointment of the Director of Education is the prerogative of the Chief of Pediatrics.
- b. The term of appointment is open and subject to annual performance review by the Chief of Pediatrics.
- c. Responsibilities (Attachment B)
 - i. Provide leadership in educational issues for the department by supporting and enhancing the educational mission; and
 - ii. Serve as the ZSFG Clerkship Director in Pediatrics; and
 - iii. Serve as Director of the ZSFG Longitudinal Rotation in Pediatrics; and
 - iv. Serve as the liaison for all trainees who rotate in Pediatrics at ZSFG; and
 - v. Assist in planning and coordinating intern orientation.

5. **Medical director, Children’s Health Center (CHC)**
 - a. Appointment of the Medical Director of the CHC is the prerogative of the Chief of Pediatrics.
 - b. The term of appointment is open and subject to annual performance review by the Chief of Pediatrics.
 - c. Responsibilities (Attachment B)
 - i. Provide leadership and oversight of the CHC; and
 - ii. Provide overall direction for clinical and quality improvement activities in the CHC; and
 - iii. Collaborate with the Chief and other departmental leaders; and
 - iv. Develop and maintain reports, protocols, policies, procedures and guidelines, as necessary; and
 - v. Actively participate in the Performance Improvement and Patient Safety Program relating to the CHC; and
 - vi. Prepare budgets and other reports, in collaboration with the Nursing manager, Departmental Manager, and/or Chief of Pediatrics; and
 - vii. Interface with Ambulatory Care and Primary Care Leadership in the DPH San Francisco Health Network (SFHN) and actively participate in appropriate DPH programs.

6. **Medical Director, Infant Care Center (ICC)**
 - a. Appointment of the Medical Director of the ICC is the prerogative of the Chief of Pediatrics.
 - b. The term of appointment is open and subject to annual performance review by the Chief of Pediatrics.
 - c. Responsibilities (Attachment B)
 - i. Provide leadership and oversight of the ICC; and
 - ii. Provide overall direction of clinical and quality improvement activities in the ICC; and
 - iii. Collaborate with the Chief and other departmental leaders; and
 - iv. Develop and maintain reports, protocols, policies, procedures, and guidelines, as necessary; and
 - v. Actively participate in the Performance Improvement and Patient Safety Program relating to the ICC; and
 - vi. Prepare budgets and other reports, in collaboration with the Nurse Manager, Assistant Director of Nursing for Maternal/Child Health, Departmental Manager, and/or Chief of Pediatrics.

7. **Medical Director, Pediatric Inpatient Unit**
 - a. Appointment of the Medical Director of the Pediatric Inpatient Unit is the prerogative of the Chief of Pediatrics.
 - b. The term of appointment is open and subject to annual performance review by the Chief of Pediatrics.
 - b. Responsibilities (Attachment B)
 - i. Provide leadership and oversight of the Pediatric Inpatient Unit; and
 - ii. Provide overall direction of clinical and quality activities on the Pediatric Inpatient Unit; and
 - iii. Collaborate with the Chief of Pediatrics and other departmental leaders; and
 - iv. Develop and maintain reports, protocols, policies, procedures, and guidelines, as necessary; and
 - v. Actively participate in the Performance Improvement and Patient Safety activities relating to the Pediatric Inpatient Unit; and

- vi. Prepare budgets and other reports, in collaboration with the Nursing manager, Departmental Manager, and/or Chief of Pediatrics.

II. CREDENTIALING

The Department of Pediatrics at the ZSFGH follows the existing Rules and Regulations of the ZSFG Medical Staff of the ZSFG. In addition, the Pediatric Department has agreed upon the following rules and regulations for its members:

- A. Faculty meetings: Each month, the Pediatric Faculty meeting reviews Credentials and Pediatric Performance Improvement and Patient Safety (PIPS) issues. All active medical staff members are required to attend at least 50% of the faculty meetings during each year to maintain their medical staff appointments. Courtesy and affiliated professional staff members are also invited to the monthly faculty meeting, along with the ZSFG Associate Administrator for Maternal and Child Health and the Pediatric Departmental Administrator. If deemed necessary by any member of the department, Morbidity and Mortality reports are discussed at the faculty meeting.
- B. Morbidity and Mortality conferences: Pediatric Morbidity and Mortality conferences are held each month. All deaths, as well as problems and adverse outcomes, will be discussed at these conferences and a Pediatric Morbidity and Mortality file will be maintained on all cases reviewed during these conferences. Attendance rosters for the Morbidity and Mortality conferences will be maintained by the Pediatric administrative office and all active medical staff members are expected to attend at least 50% of Pediatric Morbidity and Mortality conferences each year in order to maintain their medical staff appointment.
- C. Committee participation: All active medical staff members serve on ZSFG committees and they are expected to attend at least 50% of committee meetings each year as a requirement of their reappointment, per ZSFG Medical Staff Rules and Regulations. In addition, all active medical staff members are required to attend the Annual Medical Staff meeting every two years.
- D. Certification: All active pediatric staff members are expected to maintain certification in cardiopulmonary resuscitation (Neonatal Advanced Life Support or Pediatric Advanced Life Support, depending on specialty privileges) if required for their medical staff appointment. Courtesy pediatric staff members are also expected to maintain certification in cardiopulmonary resuscitation (Neonatal Advanced Life Support or Pediatric Advanced Life Support, depending on specialty privileges), if required for their medical staff privileges.
 - 1. Licensure: Current medical licensure is required for all active medical staff members and appropriate professional licensure is required for all affiliated professionals.
 - 2. DEA certification: DEA certification is required for all active and courtesy Pediatric staff, unless waived by the Chief of Pediatrics. PNP Furnishing Certification is required for all affiliated professionals who furnish medications as part of their duties.
 - 3. Subspecialty certification: Specialty board certification or eligibility for certification (or other verification of the completion of the board certification process) is required for all active and courtesy medical staff members who note their specialty certification and/or request specialized privileges.
- E. Proctoring: All medical staff members will be proctored by the Chief of Pediatrics or her/his designee during the first year of their appointment. The proctoring evaluation will be completed in the first three months of the first year of appointment. The Chief of Pediatrics, or her/his

designee, will re-evaluate all medical and affiliated professional staff members at the time of their reappointment.

- F. Liability insurance coverage: All members of the ZSFG medical staff who have UCSF faculty appointments in the UCSF Department of Pediatrics, with or without salary, are covered under the University of California's self-insured professional liability program for activities which are performed within the course and scope of their faculty appointments, including clinical, teaching, research and administrative activities. These activities are under the direction of the Chief of Pediatrics. The University's coverage extends to activities performed at University-owned and affiliated hospitals such as the ZSFG. It does not extend to any faculty member's activities performed at facilities not owned by or affiliated with the University unless there is a professional services agreement between UCSF and the facility for that faculty member's services.

Consistent with section 2.2-4 of the ZSFG Medical Staff Bylaws, "individuals who are not members of the faculty of the University or not employed by the City and County of San Francisco, shall maintain professional liability insurance in an amount not less than \$1 million each occurrence, \$3 million aggregate and, if applicable, with an insurance carrier acceptable to the Executive Administrator."

- G. Removal of privileges: Any faculty appointment may be rescinded by the Chief of Pediatrics, in consultation with the Pediatric Credentials Committee, which is composed of the active staff members in Pediatrics.
- H. New appointments: The process of application for membership to the Medical Staff of the ZSFG through the Pediatric Department follows the process specified in the ZSFG Bylaws.
- I. Reappointments: The process of reappointment to the Medical Staff of the ZSFG through the Pediatric Department follows the process specified in the ZSFG Bylaws, Rules and Regulations.
 - 1. Practitioners' Performance Profiles: To maintain appointment in the ZSFG Pediatric department, staff members must supply evidence of clinical activity and/or teaching activity at the ZSFG during the previous two years.
 - 2. Modification of Privileges: The reasons for changes or modifications in clinical privileges must be submitted, in writing, to the Chief of Pediatrics and must be approved by the time of reappointment.
 - 3. Staff Status Change: The process for Staff Status Change for members of the Pediatric department is in accordance with the ZSFG Bylaws, Rules and Regulations and accompanying manuals.
- J. Affiliated Professionals: The process of appointment and reappointment to the Affiliated Professional staff of ZSFG through the Pediatric Department follows the process specified in the SFGH Bylaws, Rules and Regulations as well as the Pediatric Rules and Regulations.
- K. Staff categories: Pediatric departmental staff fall into the same staff categories which are described in Article III of the ZSFG Bylaws, Rules and Regulations, and accompanying manuals.

III. DELINEATION OF PRIVILEGES

- A. Development of Privilege Criteria: Pediatric departmental privileges are developed in accordance with the ZSFG Medical Staff Bylaws.
- B. Annual Review of Clinical Privileges Request Form: Every year, the Pediatric department Privilege Request Form shall be reviewed by the Chief of Pediatrics.
- C. Clinical privileges (Attachment C): Pediatric privileges shall be authorized in accordance with the ZSFG Medical Staff Bylaws. All requests for clinical privileges will be evaluated and approved by the Chief of Pediatrics.
- D. Temporary privileges: Temporary Privileges shall be authorized in accordance with the ZSFG Medical Staff Bylaws.

IV. PROCTORING AND MONITORING

- ~~A.~~ A. REQUIREMENTS: Proctoring and monitoring requirements for the Pediatric Department shall be the responsibility of the Chief of Pediatrics or her/his designee. At least five patient cases per appointment period will be reviewed for active members. For courtesy staff physicians, the review will consist of cases on which they consulted, up to a maximum of five.
- B. ADDITIONAL PRIVILEGES: Requests for additional privileges for the Pediatric Department shall be in accordance with SFGH Bylaws, Rules and Regulations.
- C. REMOVAL OF PRIVILEGES: Requests for removal of privileges for the Pediatric Department shall be in accordance with SFGH Bylaws, Rules and Regulations.

V. EDUCATION

Pediatric departmental members are encouraged to attend UCSF courses or other conferences to obtain continuing medical education (CME) credits.

VI. HOUSESTAFF TRAINING PROGRAM AND SUPERVISION

Refer to the Pediatric Housestaff Manual, which is maintained on the Wiki website, <https://wiki.library.ucsf.edu/display/PedsHouse/>

VII. CONSULTATION CRITERIA

The Pediatric on-call physician, the pediatric inpatient attending or the attending neonatologist is notified for all pediatric admissions and for all emergency department visits or Children's Health Center visits which lead to hospitalization or transport to other facilities.

The Pediatric on-call physician, the pediatric inpatient attending or the attending neonatologist is available for in-person or phone consultation regarding any pediatric patient at any time.

VIII. DISCIPLINARY ACTION

The ZSFG Medical Staff Bylaws, Rules and Regulations will govern all disciplinary action involving members of the Pediatric Department at the ZSFG.

IX. PERFORMANCE IMPROVEMENT AND PATIENT SAFETY (Refer to the Pediatric PIPS Plan, Attachment D)

X. MEETING REQUIREMENTS

- A. Attendance: In accordance with the ZSFG Medical Staff Bylaws, all active staff members are expected to participate in the governance and quality evaluation process of the Medical Staff by attending at least 50% of all assigned committee meetings, Pediatric faculty meetings, Pediatric morbidity and mortality conferences, and annual medical staff meetings.
- B. The Pediatric Department shall hold a faculty meeting as frequently as necessary, but at least quarterly, to consider findings from ongoing monitoring and evaluation of the quality and appropriateness of the care and treatment provided to patients.
- C. Quorum: As defined in the the ZSFG Medical Staff Bylaws, a quorum for the purpose of conducting business is constituted by at least three (3) voting members of the active staff.

XI. ADOPTION AND ADMENDMENT

Every two years, the Pediatric departmental rules and regulations will be reviewed, revised, and adopted by a majority vote of all active members of the Pediatric department at a faculty meeting.