

PROVIDENCE LITTLE COMPANY OF MARY MEDICAL CENTER SAN PEDRO
RULES AND REGULATIONS
OF THE
DEPARTMENT OF PSYCHIATRY

ARTICLE I. NAME

Department of Psychiatry, Providence Little Company of Mary Medical Center San Pedro.

ARTICLE II. PURPOSE

It shall be the purpose of the Department of Psychiatry to concern itself with all psychiatric care performed in the hospital, except for those rehabilitation programs in substance abuse under the Department of Medicine which are under separate supervision and management. It shall include care rendered to ambulatory patients in the Emergency Department as well as inpatient care; the maintenance of high professional standards; the selection of equipment and the establishment and supervision of procedures; and the continuing education of all Department members.

ARTICLE III. MEMBERSHIP

Those practitioners who have achieved appointment to the Medical Staff with psychiatry or psychology privileges.

Non-physician mental health allied health professionals (to include LPS Staff) shall not be members of the Department of Psychiatry but will be assigned to the Department for evaluation of credentials, determination of practice privileges, supervision, proctoring, peer review and performance improvement.

ARTICLE IV. PRIVILEGES

Requests for privileges will be reviewed and recommended by the Department for members based upon compliance with credentialing guidelines and criteria as approved by the Department (see privilege delineation forms).

All privileges are initially probationary concurrent proctoring as outlined on the privilege delineation forms as established by the Department. A proctor will be assigned to the Provisional Staff member by the Department Chair or designee and it is her/his responsibility to inform the proctor of all admissions and/or consultations and it shall be the responsibility of the proctor to promptly review the case, complete the proctor form and return it to the Medical Staff Services Department

Members requesting additional privileges may be subject to proctoring as determined by the Department in the credentialing guidelines.

Proctors must be members of the Department with unsupervised privileges to perform the requested procedures or consultations. The proctor may not be associated with the member professionally.

ARTICLE V. COMMITTEE SERVICE & EMERGENCY CALL LIST

Provisional Staff members are expected to serve on Committees of the Medical Staff as requested, but are not eligible to serve on the Emergency Department Call List. Provisional members who have completed proctoring may be eligible to serve on the ED call list.

Active Staff members are expected to serve on committees of the Medical Staff as requested and are required to serve on the Emergency Department call list.

ARTICLE VI. ORGANIZATION

The business of the Department of Psychiatry shall be conducted by the Psychiatry Department members. The Chairman of the Department of Psychiatry shall be elected every two years by the Department's voting members and this election shall be approved by the Department of Medicine and Medical Executive Committee.

Psychiatric Department meetings

- A. The meetings of the Psychiatry Department shall be held as needed.
- B. Two (2) Active Staff members within the Department shall constitute a quorum.
- C. Special meetings of the Department may be called on written request of any two members of the Department, or at the discretion of the Chairman. Only matters indicated on the agenda will be discussed at the special meetings.
- D. Members eligible to vote may vote on matters falling within the scope of their licensure.

ARTICLE VII. ADMISSIONS & CONSULTATIONS

Only members of the Medical Staff may admit patients to the Hospital. Clinical psychologist members of the Medical Staff may qualify for privileges to admit patients and to assume primary responsibility for such patients during their admission, based upon background, training, experience, and demonstrated competence in the admission and treatment of hospital inpatients. All patients shall have a complete history and physical performed by a non-psychiatrist physician member of the Medical Staff, who shall assume responsibility for any diagnosed medical problem.

All members of the Medical Staff are expected to seek medical or psychiatric consultations as necessary to provide proper care to their patients, especially in problematic situations and taking into consideration their own delineation of privileges. Psychologists must seek consultation with a physician member of the Medical Staff whenever the patient's medical status indicates a need for medical evaluation. Only physician members of the Medical Staff with appropriate clinical privileges may prescribe (and shall thereafter monitor) psychiatric medications on the psychiatric units. Psychiatric medications shall be defined as any medication used to treat a psychiatric disorder. Such medications shall include but not be limited to antidepressants, antipsychotics, and mood stabilizers. Patients admitted must be seen by the psychiatrist within 24 hours of admission with the appropriate psychiatric evaluation performed.

ARTTICLE VIII. GENERAL RULES AND REGULATIONS

All Medical Staff members will observe hospital rules and regulations for medical records as adopted by the Medical Staff of LCM-SPH.

Psychiatric evaluations and/or consultations will include the following:

- A. Identifying information.
- B. Reasons for admission.
- C. Past psychiatric history.
- D. Past medical history.
- E. Current medical treatment.
- F. Social history.
- G. Mental status examination.
- H. Provisional diagnosis.
- I. Treatment plan.

ARTTICLE VIII. GENERAL RULES AND REGULATIONS: cont'd

All discharge summaries on patients admitted to the Hospital shall include the following:

- A. Date of admission and date of discharge.
- B. Reasons for admission.
- C. Significant medical findings.
- D. Course in the hospital.
- E. Final diagnosis.
- F. Prognosis.
- G. Disposition including follow-up treatment plans.

Each psychiatrist or psychologist with patients in the Hospital shall visit their patients at least five (5) times per week or more often if necessary and enter a progress note in the patient's medical record at the time of each visit. These visits may be used to supplement the requirement for daily visits as outlined in the Medical Staff Rules and Regulations.

Requirement for Initial Evaluation for Partial Program: Patients must be evaluated by the attending psychiatrist within 3 working days.

Involuntary admissions to the Psychiatric Service are allowed according to the laws of the State of California.

Medical Workup for ECT Patients:

Initial ECT Treatment: Documentation of Medical History and Physical, serum electrolytes, CBC, x-ray of the spine and chest, and an EKG.

Maintenance ECT Patients: Documentation of the following shall be included for those patients receiving ongoing ECT treatment: Medical History and Physical, serum electrolytes, CBC, and an EKG on a yearly basis.

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ARTICLE IX. PSYCHIATRIC ATTENDING STAFF (LPS DESIGNATION)

The Psychiatric Attending Staff category shall be created and shall be composed of only those persons who are to be authorized to initiate 72-hour holds of patients who present at LCM-SPH.

Membership in this category shall be limited to LCM-SPH employees and LCM-SPH Medical Staff members who are Psychiatric Assessment Team (PAT) members.

See Policy/Procedure: Psychiatric Attending Staff for details.

Form Approval:

Department of Psychiatry: 2/11/99
Department of Medicine: 2/18/99
Medical Executive Committee: 2/25/99
Board of Directors: 3/16/99

Form Revision:

Department of Psychiatry: 2/12/03; 7/13/06; 5/10/07; 3/11/10
Department of Medicine: 2/20/03; 7/20/06; 3/11/10
Medical Executive Committee: 3/17/03; 9/18/06; 3/15/10
Board of Directors: 4/17/03; 10/9/03; 9/20/06; 7/31/07; 3/23/10