

ZSFG CHIEF OF STAFF ACTION ITEMS
Presented to the JCC-ZSFG August 27, 2024
August 2024 MEC Meetings

Clinical Service Rules and Regulations

- Neurology Rules & Regulations (summary of changes)
- Neurology Rules & Regulations (with tracked changes)
- Neurology Rules & Regulations (clean version)

Credentials Committee

- Delineation of Privileges Lists and Summary of Changes: None



Department of Public Health

London Breed
Mayor

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Medical Executive Committee (MEC)
Summary of Changes

Document Name:	<i>ZSFG Neurology Service Rules and Regulations 2024</i>
Clinical Service :	<i>Neurology</i>
Date of last approval:	<i>8/8/2022</i>
Summary of R&R updates:	<i>Minor changes to reflect that weekends for the Ward and Consult Services are covered by the Ward Attending, rather than split between the Ward and Consult Attendings.</i>
Update #1:	<i>Pages renumbered throughout document as continuous, rather than starting at "1" for each appendix</i>
Update #2:	<i>SFGH changed to ZSFG throughout document</i>
Update #3:	<i>Pages 20 & 25, changed from "resident-run" to "academic teaching service" to better reflect the current status and delineation of responsibilities.</i>
Update #4:	<i>Page 32. Liz Hamid has taken over as Neurology PIPS director from Nicole Rosendale.</i>
Update #5:	<i>Pages 36 & 41, calendar has been updated to reflect Neuroradiology Conference on Fridays rather than Wednesdays</i>
Update #6:	<i>Pages 39, 41, & 43. Text has been edited to reflect that weekend rounding and call coverage for both the Ward and Consult Services will be performed by the Ward Attending</i>
Update #7:	<i>Header of document pages has been updated to 8/12/2024 to reflect current update of document</i>

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August 12, 2024

NEUROLOGY SERVICE
RULES AND REGULATIONS
2024

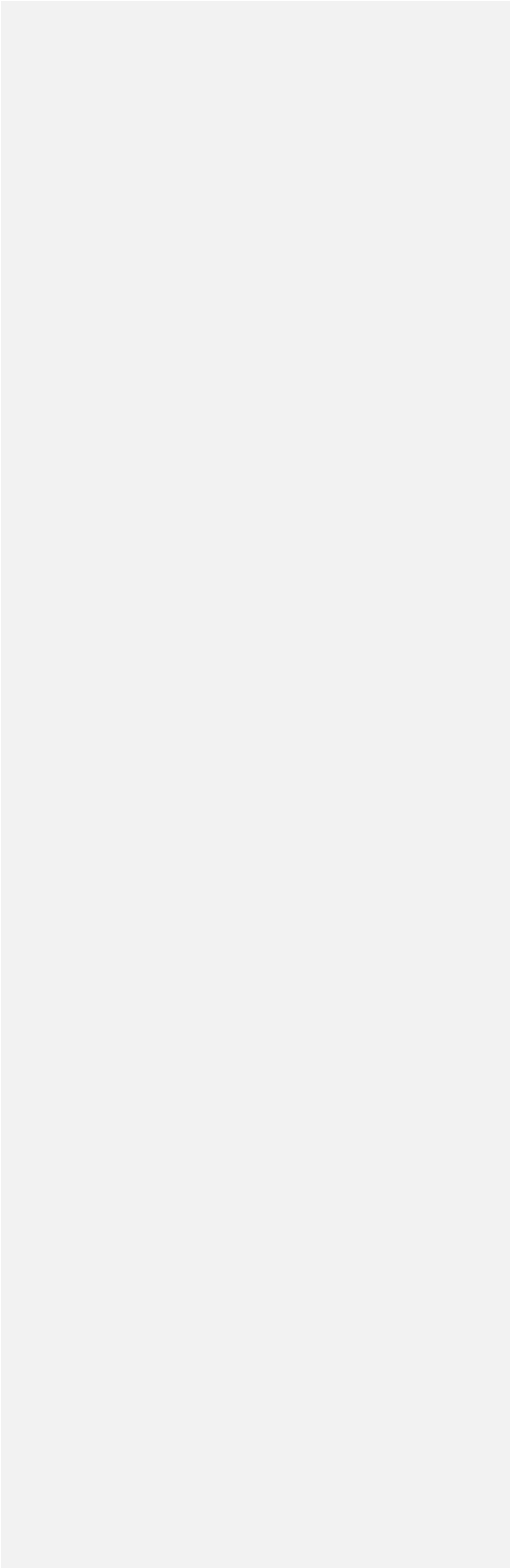
NEUROLOGY SERVICE RULES AND REGULATIONS

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I. NEUROLOGY SERVICE ORGANIZATION

The Neurology Service is an academic component of the University of California, San Francisco (UCSF). The Service also, therefore, conforms to the UCSF regulations and policies and to the policies of the UCSF Department of Neurology. These affect particularly: staff appointments; resident training; policies and allocations; medical student teaching programs; research programs; and financial oversight. There are no perceived conflicts between the UCSF policies and the policies of Zuckerberg San Francisco General Hospital, but if a conflict should arise that relates to patient care activities, the ZSFG Medical Staff Bylaws and Rules and Regulations of ZSFG and this document will take precedence.

The Neurology Service conforms to the Medical Staff Bylaws and Rules and Regulations of Zuckerberg San Francisco General Hospital (ZSFG). This document is therefore supplementary, defining some of the specific rules and regulations that pertain to the Neurology Service and its activities.

The Rules and Regulations of the Neurology Service define certain principles, standards of practice and other rules of the organization of the Neurology Service and the duties of its members.

A. SCOPE OF SERVICE

The mission of the Neurology Service follows the traditional tripartite goals of an academic medical center: Patient Care, Education, and Research. However, in the immediate setting of patient care and patient interactions (inpatient services, outpatient clinics, telephone contact or consultation, etc.) the Neurology Service patient care mission takes precedence whenever there is a conflict or discrepancy among the three mission components. The policies and approaches to clinical service are outlined more specifically in greater detail in a separate document, *Zuckerberg San Francisco General Hospital Neurology Service: Description of Service (Appendix B)*.

B. MEMBERSHIP REQUIREMENTS

Membership on the Medical Staff of Zuckerberg San Francisco General Hospital is a privilege which shall be extended only to those practitioners who are professionally competent and continually meet the qualifications, standards and requirements set forth in the ZSFG Medical Staff Bylaws, Article II, Rules and Regulations and accompanying manuals as well as these Clinical Service Rules and Regulations.

1. Privileges to practice on the Neurology Service will be commensurate with clinical training (Board Certified/Board Eligible) and documentation of an acceptable standard of clinical practice.
2. Privileges are approved by the Chief of the Neurology Service, subject to the approval of the Credentials Committee of the Medical Staff and approval of the Governing Body.
3. Individual privileges are subject to review and revision at initial appointment, throughout the period of proctoring, at the time of reappointment, at the time judged appropriate by the Chief of the Neurology Service or at any time recommended by two-thirds of the Voting Professional Staff of the Neurology Service.
4. DEA Certification is required; CPR Certification is recommended but not required.

C. ORGANIZATION AND STAFFING OF THE NEUROLOGY SERVICE

The officers of the Neurology Service are:

1. Chief of Service

The qualifications, selection, review and tenure of the Chief of the Neurology Service are in accordance with ZSFG Medical Staff Bylaws and Rules and Regulations.

Responsibilities (See ATTACHMENT D)

- Oversees the clinical, teaching and research activities of the Neurology Service.
- Reviews and recommends all new appointments, requests for privileges, and reappointments for all Neurology Service members.
- Appoints other Neurology Service officers and committee members.
- Manages financial affairs of the Neurology Service.
 - Organizes Morning Report and conducts the majority of sessions.
 - Attends and participates in the Medical Executive Committee, Chief of Service Meetings, and other meetings called by the Executive Administrator, and the Chief of Staff.
- Participates in the Clinical Practice Group (CPG) and attends the CPG regular meetings and other meetings convened by the Chair of the CPG as needed.
- Executes disciplinary actions as necessary, as set forth in the ZSFG Bylaws and Rules and Regulations.

2. Director of Performance Improvement and Patient Safety (PIPS)

- Appointment of the Neurology Service Director of PIPS is the prerogative of the Neurology Chief of Service. The term of the appointment is open and subject to periodic performance review by the Neurology Chief of Service.
- **Responsibilities**
 - The Director of PIPS provides overall leadership and direction of the PIPS Plan and PIPS Committee of the Neurology Service.
 - Represents the Neurology Clinical Service on the ZSFG PIPS Committee.
 - Assists in the reappointment process of the members of the Neurology Clinical Service as it relates to quality improvement, management, and assurance.

3. Director of Neurology Outpatient Services

- Appointment of the Director of Neurology Outpatient Services is the prerogative of the Neurology Chief of Service. The term of the appointment is open and subject to periodic performance review by the Neurology Chief of Service.
- **Responsibilities**
 - Oversight of the Neurology new patient and follow-up clinics including making the attending clinic schedule
 - Actively work with nursing and hospital leadership regarding optimizing and improving outpatient services
 - Collaborate and coordinate with referring services regarding Neurology outpatient care
 - Oversee e-Referral as it relates to Neurology Outpatient Services
 - Oversee the EMG portion of the Neurodiagnostic Laboratories
 - Coordinate Neurology Resident teaching relevant to the outpatient domain
 - Collaborate with the Neurology Chief of Service regarding overall direction of the outpatient services program

4. Director of Neurology Inpatient Services (aka Neurohospitalist Service)

- Appointment of the Director of Neurology Inpatient Services is the prerogative of the Neurology Chief of Service. The term of the appointment is open and subject to periodic performance review by the Neurology Chief of Service.
- **Responsibilities**
 - Oversight of the Neurology Ward and Consult Services including making the attending clinic schedule
 - Actively work with nursing and hospital leadership regarding optimizing and improving inpatient services
 - Collaborate and coordinate with referring services regarding Neurology inpatient care

- Coordinate Neurology Resident teaching relevant to the inpatient domain (Ward and Consult Service)
- Collaborate with the Neurology Chief of Service regarding overall direction of the inpatient services program

5. Neurology Medical Student Education Site Director

- Appointment of the Neurology Education Site Director is the prerogative of the Neurology Chief of Service in conjunction with the overall UCSF Department of Neurology medical student clerkship director. The term of the appointment is open and subject to periodic performance review by the Neurology Chief of Service.
- **Responsibilities**
 - Provide leadership and supervision regarding medical student rotations (including student electives) on the ZSFG Neurology Service
 - Orient new medical students to the rotation (or provide faculty designee to do so)
 - Actively work with the Department of Neurology medical student clerkship director and staff regarding priorities and programs
 - Assigning grades and entering them into the SOM grading portal for students on the Neuro 140 (MS4) elective rotation
 - Coordinate E-Value or other rotation evaluations, providing feedback to faculty, fellows, and residents as appropriate and leading resolution of any issues brought forward
 - Maintain relevant medical student neurology education portals appropriate for the rotation
 - Collaboration with the Chief of Service regarding overall direction for Neurology medical student education at ZSFG

6. Director of Electroencephalography (EEG) Services

- Appointment of the Director of EEG Services is the prerogative of the Neurology Chief of Service. The term of the appointment is open and subject to periodic performance review by the Neurology Chief of Service.
- **Responsibilities**
 - Oversight of the EEG Service including making the attending clinic schedule
 - Actively work with nursing and hospital leadership regarding optimizing and improving inpatient and outpatient EEG services
 - Collaborate and coordinate with referring services regarding EEG services
 - Collaborate with the Neurology Chief of Service regarding overall direction of the inpatient services program

7. Organization of the Neurology Clinical Service

The activities of the Neurology Clinical Service are divided into the following:

- Inpatient Adult Neurology Ward Service
- Inpatient Adult Neurology Consultation Service
- Inpatient Neurocritical Care Service
- Outpatient Adult Neurology Clinics
- Neurodiagnostic Laboratories
- Child Neurology Service

Each of the above activities, including their organization, goals and schedules, are described in greater detail in the supplementary document, *Zuckerberg San Francisco General Hospital Service: Description of Service, (Appendix B)*, and are briefly outlined below.

Inpatient Adult Neurology Ward Service

The Inpatient Adult Neurology Ward Service provides hospital care for adult patients with neurological diseases and their complications. The purpose of this Service is to provide optimal diagnostic and therapeutic management of patients for whom neurological disease or dysfunction is the predominating reason for hospitalization and the need for acute medical care. This embodies both specialized (care of the neurological condition, itself) and principal (medical care of associated conditions related to the neurological disease, when appropriate) care to this group of patients.

Inpatient Adult Neurology Consultation Service

The Adult Neurology Consultation Service provides specialized consultation to inpatients hospitalized under the care of other services and to emergency department or outpatients requiring urgent consultation in order to assist in providing optimal care of these patients.

Inpatient Neurocritical Care Service

The Inpatient Neurocritical Care Service provides primary hospital care and consultation for patients with acute and subacute neurological problems requiring critical care services. This includes management of acute stroke and is coordinated with the activities of the ZSFG Joint Commission certified Primary Stroke Center.

Outpatient Adult Neurology Clinics

The Outpatient Adult Neurology Clinics provide specialized neurological evaluation, management and consultation for patients suffering neurological dysfunction. It is the outpatient venue for both neurological consultation (advice to other physicians providing care) and principal neurological care (continuous direct care provided by the Clinic neurologist where appropriate).

Neurodiagnostic Laboratories

The Neurodiagnostic Laboratories currently have two components: the Electroencephalography (EEG) Laboratory (which includes Evoked Potentials) and the Electromyography (EMG) Laboratory. Each laboratory provides diagnostic services for both inpatients and outpatients.

Child Neurology Service

The Child Neurology Service provides neurological services for pediatric patients and is organized together with the Pediatrics Service and provides specialized neurological consultation for selected inpatients and outpatients in the pediatric age group (0-18 years).

II. CREDENTIALING

A. NEW APPOINTMENTS

The process of application for membership to the Medical Staff of ZSFG through the Neurology Service is in accordance with ZSFG Bylaws, and the Rules and Regulations as well as these Clinical Service Rules and Regulations.

Criteria

1. Board Certified or Eligible by the American Board of Psychiatry and Neurology in Adult or Child Neurology
2. Current California Licensure
3. Current DEA Certificate

B. REAPPOINTMENTS

The process of reappointment to the Medical Staff of ZSFG through the Neurology Service is in accordance with ZSFG Bylaws, Rules and Regulations.

C. PRACTITIONER PERFORMANCE PROFILES

The Neurology Service Practitioner Performance Profiles are maintained by the Chief of the Neurology Service.

1. Modification of Clinical Services

The process for Modification of Neurology Clinical Services will be through the appropriate review process as required.

2. Staff Status Changes

The process for Staff Status Changes for members of the Neurology Service is in accordance with ZSFG Bylaws, and the Rules and Regulations.

D. AFFILIATED PROFESSIONALS

The process of appointment and reappointment of Affiliated Professionals to ZSFG through the Neurology Service is in accordance with ZSFG Bylaws, Rules and Regulations as well as these Clinical Service Rules and Regulations.

E. STAFF CATEGORIES

The Neurology Clinical Staff fall in the same staff categories that are described in the ZSFG Bylaws, Rules and Regulations.

III. DELINEATION OF CLINICAL PRIVILEGES

A. DEVELOPMENT OF NEUROLOGY PRIVILEGE CRITERIA

Neurology privileges are developed in accordance with ZSFG Medical Staff Bylaws, Rules and Regulations as well as these Clinical Service Rules and Regulations.

B. ANNUAL REVIEW OF NEUROLOGY CLINICAL SERVICE PRIVILEGE REQUEST FORM

The Neurology Service Privilege Request Form shall be reviewed annually.

C. CLINICAL PRIVILEGES and MODIFICATION/CHANGE TO PRIVILEGES

Clinical Privileges shall be authorized in accordance with the ZSFG Medical Staff Bylaws, Rules and Regulations. All requests for clinical privileges will be evaluated and approved by the Chief of the Neurology Service.

The process for modification/change to the privileges for members of the Neurology Service is in accordance with the ZSFG Medical Staff Bylaws and the Rules and Regulations.