



BALLARAT
SURGICENTRE

Medical Bylaws

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1. Mission Statement

We strive to be a leading healthcare provider and an employer of choice, supporting the needs of our growing community. Partnerships with consumers, carers and professionals provide a collaborative approach in the planning, design and evaluation of health care delivery and provide continuous service improvements.

Ballarat Surgicentre is committed to:

Planned outcomes

- Providing the best available care to our patients,
- Providing the best available service to our doctors,
- Provide a safe, competitive and affordable health care service to our community,

Ballarat Surgicentre is committed to comply with its Management System, of which it is based on ISO9001:2016, the international standard for Quality Management and the National Safety and Quality Health Service standards (NSQHS), Version 2.

Ballarat Surgicentre is also committed to continuously improve, through reviewing practice, in response to established world's best practice through its internal systems review, process and education.

Ballarat Surgicentre has developed processes for planning to facilitate a transparent management system, which involves all team members. The outcome of the planning process is a set of objectives that are reviewed and updated at least annually.

2. Medical Advisory Committee

The Board of Management Committee incorporates the function of the Medical Advisory Committee.

The Board of Management Committee has the following responsibilities:

1. To oversee the medical, professional and ethical activities of the Ballarat Surgicentre, including medical staff appointments, re-appointments and the granting of medical staff privileges, accreditation and credentialing in accordance with the current standard for 'credentialling' and defining the scope of practice of medical practitioners².
2. To make recommendations to the CEO regarding the kinds, quality and types of service available at the Ballarat Surgicentre.
3. To act as the Ethics Committee for the Ballarat Surgicentre.
4. To encourage programs for medical, nursing and administrative staff to encompass clinical review and educational programs.
5. To promote the Ballarat Surgicentre as a centre for excellence in private health care.
6. To advise on and implement appropriate disciplinary actions.

The Board of Management Committee may delegate some or all of these tasks to appropriately qualified committee members.

The Chairman shall appoint members of the Board of Management Committee. This will be held by the Director of Nursing. Members shall be appointed for 3 years and shall be eligible for re-appointment.

The Board of Management Committee may co-opt additional members as required for advice regarding access and delineation of clinical privileges.

3. Appointment of Medical Practitioner

The Board of Management Committee shall appoint only professional, competent Medical Practitioners who are Fellows of their appropriate college and/or members of their appropriate professional organisation.

The applicant must supply two (2) professional referees. References will be checked prior to consideration of any appointment.

Persons appointed shall be assigned appropriate clinical privileges and have full responsibility for the treatment of individual hospital patients.

Tenure

The tenure of Accreditation shall be for three (3) years to the age of 65 and for 1 year thereafter or as otherwise determined by the Board of Management Committee.

All applications for appointment to the Medical Staff shall be made to the Board of Management Committee through the CEO.

The Committee retains the absolute discretion to take any action it deems to be in the best interests of the Ballarat Surgicentre and the decision of the Committee shall be final.

The CEO, or in his/her absence the DON, is authorised to act for and on behalf of the Board of Management Committee in granting interim Accreditation and in suspending Accreditation without prior notice until the next meeting of the Committee at which time ratification or review of such action can take place.

Appeals against decisions of the Board of Management Committee may be made and will be considered by the full committee who will ensure that all decisions comply with the rules of natural justice.

New Appointments

The applicant must provide the following information:

- Proof of identity based on a 100-point check of original documents
- National police history check
- International police check if the applicant has lived overseas for 12 months or longer during the past 10 years
- Original qualification or certified copy, including the primary medical degree and a certified translation when not in English
- Original or certified copy of specialist qualifications and a certified translation when not in English
- Procedural qualifications (where applicable)
- Other evidence of training and clinical experience as required

- Evidence of current compliance with all maintenance of professional standard requirements as determined by the specialty colleges
- Medical registration including:
 - Current AHPRA registration
 - Confirmation of the presence or absence of conditions, undertakings, endorsements, notations and reprimands
 - Confirmation of the type of registration (for example, general or specialist)
- Medical indemnity insurance information including:
 - Sighting the original or a certified copy of the indemnity certificate
 - Ensuring the cover reflects the requested scope of practice
- Health status – completion of Ballarat Surgicentre Health Questionnaire
- Continuing professional development (CPD) statements that are college approved or relevant to the scope of practice determined by the health service and include either:
 - Copies of compliance certificates
 - Statements verifying CPD participation by the relevant college or AMA CPD tracker printouts
- Employment history – a current CV including:
 - Clinical appointments
 - Academic appointments and teaching experience
 - Quality activities
- 2 Referees that:
 - Must not be limited to unsolicited references
 - If undertaken by verbal contact must be documented, preferably in a structured format
 - May be undertaken by templates sent to nominated referees
 - Must be considered appropriate and bona fide
 - Work largely within the specialty of the applicant practitioner and have been in a position to judge the practitioners experience and performance during the previous 3 years and have no conflict of interest in providing a reference

Re-appointment of Medical Practitioner with no Change to Scope of Practice

The applicant applying for re-credentialing must following information:

- National police history check
- Medical registration including:
 - Current AHPRA registration
 - Confirmation of the presence or absence of conditions, undertakings, endorsements, notations and reprimands
 - Confirmation of the type of registration (for example, general or specialist)
- Medical indemnity insurance information including:
 - Sighting the original or a certified copy of the indemnity certificate
 - Ensuring the cover reflects the requested scope of practice
- Health status– completion of Ballarat Surgicentre Health Questionnaire
- CPD statements that are college approved or relevant to the scope of practice determined by the health service and include either:
- Employment history – a current CV including:
 - Clinical appointments
 - Academic appointments and teaching experience
 - Quality activities.

A change in scope of practice requires the accredited medical practitioner to re-apply to the BOM to request a change to their scope of practice.

Annual Requirements

In accordance with the *Credentialing and Scope of Practice for Senior Medical Practitioners Policy*, January 2018, it is the policy of Ballarat Surgicentre that accredited medical practitioners provide the DON with the following information annually:

- AHPRA registration certificate
- Professional Indemnity Certificate
- CPD Certificate (every second year)
- Hand Hygiene Certificate and any other education or training certificates as requested.

Medical Peer Review

Peer review is the evaluation of work by one or more people with similar competencies as the producers of the work (peers). It functions as a form of self-regulation by qualified members of a profession within the relevant field. Peer review methods are used to maintain quality standards, improve performance, and provide credibility.

Medical Peer Review

- Medical Peer Review audit:
 - Completed Annually as per Ballarat Surgicentre Audit and Surveillance schedule.
 - Outcomes of the Medical Peer Review audit are discussed at BOM prior to presenting the report to each VMO for review and feedback. VMO feedback is discussed at the following scheduled BOM meeting.
 - Indicators reviewed include:
 - Total number of wound infections
 - Non-wound infections
 - Bleeds
 - Wound dehiscence within 24-48 hours post-surgery
 - Post discharge hospital admission
 - Emergency transfer of patients
 - VMO complaints.
- Informal discussions/advice/feedback regarding performance and patient cases:
 - Discussions prior, during and post shifts
 - Via email correspondence
 - Via Telephone

4. Responsibilities of Accredited Medical Practitioner

The responsible Accredited Medical Practitioner shall be:

- the Accredited Medical Practitioner who arranges the admission of the patient to the Ballarat Surgicentre; or
- where no Accredited Medical Practitioner arranges such admission the Accredited Medical Practitioner who has assumed responsibility for the medical care and treatment of the patient; or
- the Accredited Medical Practitioner as a result of a change notified to the CEO by both Practitioners.

Assistants, Locums and Non-Accredited Consultants

The Responsible Medical Practitioner may obtain assistance from Medical Practitioners who are not Accredited Medical Practitioners. This assistance may take the form of consultation, locums, or the provision of special diagnostic, surgical or therapeutic procedures, but the primary responsibility for the care and treatment of the patient shall remain with the patient's Responsible Medical Practitioner.

Ballarat Surgicentre reserves the right to refuse access to any Medical Practitioner who is not an Accredited Medical Practitioner.

Inability to Contact Responsible Accredited Medical Practitioner

In a situation where the opinion of the Registered Nurse who is in charge of the patient at the time, requires the attention of the Responsible Accredited Medical Practitioner, then every reasonable effort will be made to communicate with the Responsible Accredited Medical Practitioner in regards to the situation and consult with him/her as to the care and treatment of the patient concerned.

However, if the Responsible Accredited Medical Practitioner can not be contacted, Ballarat Surgicentre has the right to take whatever action it considers necessary in the interest of the patient. This may include the calling of another accredited medical practitioner to care for the patient, or the transfer of the patient to another hospital. In either case, the Responsible Accredited Medical Practitioner will be advised of the action as soon as possible.

If there is an emergency involving the treating VMO, the Ballarat Surgicentre has emergency cover to ensure ongoing patient care as all the VMO's have the same scope of clinical practice.

5. Consent for Medical Treatment

Ballarat Surgicentre provides a facility, nursing care and aids for the treatment and management of patients of Accredited Medical Practitioners. It is the responsibility of the Responsible Accredited Medical Practitioner to ensure that the consent of his/her patients to the nature and form of all treatment is obtained prior to the procedure.

6. Pre Admission Advice

The Responsible Accredited Medical Practitioner shall provide details of all patients to be admitted under his care to the Administrative staff at least one week prior to their admission, where practical.

7. Medical Record Documentation

During the course of a patient's treatment at Ballarat Surgicentre, concise, pertinent and relevant information shall be documented in the patient's medical record.

All orders for treatment of the patients shall be clearly conveyed to the nursing staff by Responsible Accredited Medical Practitioners directing such treatment.

On conclusion of treatment, a procedure report shall be written by the Responsible Accredited Medical Practitioner containing a description of the procedure performed and all relevant findings. Postoperative orders must be clearly written.

The nursing staff must be provided with clear written instructions regarding discharge of patients and the arrangements for follow-up.

8. Disclosure of Patient Information

Ballarat Surgicentre is committed to the protection of personal privacy of our patients, staff and other clients. Our policy is based on the Health Privacy Principles as detailed in the Health Records Act 2001, (VIC) and the National Privacy Principle 6 of the Act, Health Records Regulations June 2012. The policy deals with the collection, use and disclosure of personal health information as well as access and correction, data security and data retention (Patient Privacy and Information Handling Procedures).

9. Open Disclosure of Adverse Patient Events

Ballarat Surgicentre has a policy of open disclosure for all clinical adverse events and follows the open disclosure principles of the Open Disclosure Standard 2008 Australian Commission on Safety and Quality in Healthcare (Patient's Rights and Responsibilities).

10. Antimicrobial Stewardship

It is the policy of Ballarat Surgicentre that prescribing of antibiotics will be in accordance with Therapeutic Guidelines - No 15 Antibiotic, Antimicrobial Stewardship Clinical Care Standard Quality Statements, Locally Endorsed Guidelines and Infection Control Policy 27 Principles and Guidelines toward Antimicrobial Stewardship.

11. Conduct of Procedures

Responsible Accredited Medical Practitioners shall adopt Ballarat Surgicentre policies and procedures, and Code of Conduct within the approved scope of practice of the VMO.

In the circumstances that a new service, procedure or piece of equipment is introduced, the VMO must be re-credentialed for the specific service, procedure or new equipment.

Histology specimens shall be sent for pathological examination when necessary.

A copy of the pathologist's report shall be retained in the Ballarat Surgicentre's patient medical history and a copy is forwarded to the patients referring GP.

12. Allocation of Theatre Sessions

Sessions shall be allocated to Responsible Accredited Medical Practitioners on an agreed basis depending on times that are suitable.

The patient's details with three identifying features (name, address, DOB), provisional diagnosis, the nature of procedure to be performed, the patient's age, telephone number, health insurance details etc. shall be sent to the Ballarat Surgicentre Reception Staff at least seven (7) days prior to the admission, or as early as practical.

When a Responsible Accredited Medical Practitioner wishes to cancel a session for any reason, it is required that at least seven (7) days notice of such cancellation be given to the Ballarat Surgicentre.

The Ballarat Surgicentre reserves the right to make casual bookings for any session where there are no bookings seven (7) days ahead of any allocated session, or part of a session is not fully utilised.

13. Anaesthetics

The Responsible Accredited Medical Practitioner who is to administer the anaesthetic shall ensure that he or she is fully acquainted with the patient's full medical history, has documented details of the medical history and is fully orientated to the emergency equipment and all policies and procedures of the Ballarat Surgicentre.

14. Quality

Responsible Accredited Medical Practitioners are expected to contribute to the ongoing quality improvement of the Ballarat Surgicentre by participation in the quality management program through annual peer review, collection of relevant clinical indicators and assistance with quality activities as required.

15. Other Matters

The Ballarat Surgicentre encourages Responsible Accredited Medical Practitioners to assist Ballarat Surgicentre in other ways, including help in emergency cases, work on committees, participation in special programs and attendance at meetings.