

# CALGARY ZONE MEDICAL STAFF RULES

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**Calgary Zone Medical Staff Rules**

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**APPROVED**

**Chief Medical Officer**

Dr. Verna Yiu  
Name

SIGNED  
Signature

January 6, 2014  
Date

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### **Part A: Additional Detail to the AHS Medical Staff Rules Specific to the Calgary Zone**

#### CONSULTATION WITH THE UNIVERSITY OF CALGARY IN THE SEARCH AND SELECTION

##### 2.1.1 GENERAL PROVISIONS – SEARCH COMMITTEES

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g) Where appropriate (as it relates to joint positions with the University of Calgary), the search and selection process shall be a joint process with the Faculty of Medicine, University of Calgary.

#### REQUIREMENT FOR CURRICULUM VITAE

##### 3.4.2 APPLICATION PROCESS FOR A MEDICAL STAFF APPOINTMENT AND GRANT OF CLINICAL PRIVILEGES

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- I. Applications to the Medical Staff shall also include a current curriculum vitae.

#### VERIFICATION OF APPLICANT'S TRAINING, EXPERIENCE, QUALIFICATIONS, AND IMPACT

##### 3.4.2 APPLICATION PROCESS FOR A MEDICAL STAFF APPOINTMENT AND GRANT OF CLINICAL PRIVILEGES

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- I. The Zone Clinical Department Head or designate shall review funding and resource impact of the position and provide a recommendation on the availability of resources. With respect to University of Calgary funding and appointment this shall include consultation with the University where appropriate.
- II. In order to initiate the Application process as per Section 3.4 of the AHS Medical Staff Bylaws and to facilitate the verification pursuant to Section 3.4.2.a of the AHS Medical Staff Rules the Zone Clinical Department Head or designate shall complete an Appointment Package Request Form and submit it with the completed Impact Analysis to the Medical Affairs Office.
- III. The Zone Clinical Department Head(s) or designate's evaluation of the applicant's qualifications, training, and experience shall include a reasonable amount of rigour based in part on the information and character references identified on the Application Form.

#### SITES OF CLINICAL ACTIVITY ADMITTING STATUS

##### 3.4.3 CLINICAL PRIVILEGES

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- I. The delineation of Sites of Clinical Activity shall designate the status of Admitting or Non-admitting where appropriate.

#### ADDITIONAL RULES REGARDING TRANSFER OF RESPONSIBILITY FOR LEAVES >96 HOURS AND <30 DAYS

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### 4.16 ABSENCE FROM CLINICAL PRACTICE IN SITES OF CLINICAL ACTIVITY

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- I. With the approval of the Zone Clinical Department Head(s) the Practitioner may specify an established call roster or group as coverage during the absence. This may include the transfer of responsibility to colleagues within an Alternate Relationship Plan.

## ADDITIONAL RULES REGARDING LEAVES OF ABSENCE

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### 4.16 ABSENCE FROM CLINICAL PRACTICE IN SITES OF CLINICAL ACTIVITY

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#### II. Refusal of Leave Request

If, for any reason, the Zone Clinical Department Head(s) or Zone Medical Director does not approve a request for a leave of absence, the Practitioner may appeal the decision with the Zone Medical Administrative Committee.

- The ZMAC shall hear the appeal at the earliest opportunity. The needs of the Zone Clinical Department to provide adequate medical service, in addition to the needs of the Practitioner, shall be considered in the appeal.
- A decision by the ZMAC to refuse an application for leave of absence is final.

#### III. Extension of Leave of Absence

Requests for extension of a leave of absence, to a maximum of twelve (12) months from the date of the initial commencement of the leave of absence, may be considered.

- A written request for an extension must be submitted to the Zone Clinical Department Head(s). The Zone Clinical Department Head(s) must review the application and submit the request and accompanying recommendation to the ZMD for consideration at least three (3) months prior to the expiration of the initial approved leave period.
- Under exceptional circumstances, and on the recommendation of the Zone Clinical Department Head(s) and approved by the ZMD, a leave of absence may be extended past the twelve (12) month period.

## ADDITIONAL EX-OFFICIO NON-VOTING MEMBERS OF THE ZONE MEDICAL ADMINISTRATIVE COMMITTEE

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### 2.14.2.2 EX-OFFICIO NON-VOTING MEMBERS

The following members shall attend all meetings of the Zone Medical Administrative Committee but may not vote:

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- The Zone Clinical Section Chief, Podiatry

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### **Part B: Additional Rules Specific to the Calgary Zone**

#### **ZONE RULE 1 - ELECTRONIC MAIL**

The electronic transmission of information is only secure/encrypted within the internal email system (AHS email to AHS email). Use of personal or external email for sensitive information is discouraged as transmissions are not encrypted by default and could result in a breach of privacy.

#### **ZONE RULE 2 - HONORARY MEDICAL STAFF**

The Zone Clinical Department may make a recommendation to the Zone Medical Administrative Committee to honour long-standing members of the Medical Staff who wish to resign their Clinical Privileges. As Honorary members, the Practitioner will not have a current Medical Staff Appointment and shall have no assigned duties or Clinical Privileges. Honorary members may attend meetings, and may be granted privileges of committee membership, including voting privileges, to allow the Zone to benefit from their experience and expertise.

#### **ZONE RULE 3 - DECLARATION OF CONFLICT OF INTEREST**

A declaration of a conflict of interest when acting on behalf of Alberta Health Services must be made in accordance with s.7(1) of the Regional Health Authorities Act, RSA 2000, c.R-10 (and amendments and Regulations thereto), and other applicable legislation, and the conflict of interest bylaws and policies of Alberta Health Services.

#### **ZONE RULE 4 - LIMITATION OF LIABILITY AND INDEMNITY**

A Medical Staff Member, when carrying out his or her administrative responsibilities under these Bylaws, shall not be liable to Alberta Health Services, or any other party, and is indemnified by Alberta Health Services for any activities arising therefrom, provided that:

- I. he or she acted honestly and in good faith based on the information available at the time and with a view to the best interests of the Region; and
- II. in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he or she had reasonable grounds for believing that such conduct was lawful.

#### **ZONE RULE 5 - ZONE CLINICAL DEPARTMENT ANNUAL REPORTS**

To ensure transparency and accountability the Zone Clinical Department Head with the input from the Deputy Zone Clinical Department Head and Zone Clinical Section Chiefs shall provide a written annual report of Department activities to the Zone Medical Administrative Committee. The report shall delineate statistics on Medical Staff recruitment, workforce planning, and information regarding safety and quality patient care.

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### **ZONE RULE 6 - ZONE CLINICAL DEPARTMENT EXECUTIVE COMMITTEE**

#### **ZR6.1 ESTABLISHMENT**

Pursuant to Section 2.6.7 each Zone Clinical Department shall establish a Zone Clinical Department Executive Committee.

#### **ZR6.2 ADDITIONAL MEMBERS**

In addition to Section 2.6.7 of the AHS Medical Staff Bylaws each Zone Clinical Department Executive Committee may also include representation of the following persons at the discretion of the Zone Clinical Department Head:

- a) Education Program Director of the Department, if applicable.
- b) Where appropriate, up to two (2) Members of the Department to be elected by the Department membership for a two (2) year term, renewable once.
- c) A research representative, where appropriate.
- d) Calgary Zone Medical Director, ex-officio member.

#### **ZR6.3 CONDUCT OF MEETINGS**

- a) There shall be at least six (6) regular meetings per year. Additional meetings may be held at the call of the Chair.
- b) Special meetings may be called upon written request of fifty (50) percent or more of the voting Members of the Committee. Only business stated in the notice of a special meeting will be transacted at that meeting.
- c) Minutes of the Committee meetings shall be maintained and forwarded to the Calgary Zone Medical Administrative Committee for information.

### **ZONE RULE 7 - ZONE CLINICAL DEPARTMENT HEAD**

#### **ZR7.1 TERM OF THE ZONE CLINICAL DEPARTMENT HEAD**

The term of appointment shall normally be for five (5) years. A Zone Clinical Department Head may serve a maximum of two (2) consecutive five (5) year terms. It is expected that performance reviews, which include the participation of Zone Clinical Department Members, will be a part of the contract of appointment.

One (1) year prior to the expiration of the Zone Clinical Department Head's five (5) year term of appointment, the incumbent will indicate, in writing to the ZMD, his or her willingness to continue for a second five (5) year term or to resign from the position. Where the incumbent Zone Clinical Department Head resigns, has completed a second five (5) year term, or fails to be reappointed to the Medical Staff, a new Zone Clinical Department Head shall be appointed per Section 2.7.1.3 of the AHS Medical Staff Bylaws.

#### **ZR7.2 ADDITIONAL RESPONSIBILITIES OF THE ZCDH IN THE CALGARY ZONE**

The Zone Clinical Department Head shall provide leadership in resource allocation, technology assessment, and patient care related policies and procedures, in collaboration with the Zone's administration pertaining to the activities of the Zone Clinical Department. Such activities (in addition to

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those specified in Section 2.7.2.3 of the AHS Medical Staff Bylaws) include, but are not limited to the Department and Section:

- e) organization charts;
- f) criteria and procedures for medical staff appointments;
- g) maintenance of a current and appropriate list of clinical patient care procedures and Practitioner privileges;
- h) criteria for granting procedural privileges;
- i) budgets;
- j) utilization review procedures;
- k) on-call schedules;
- l) undergraduate and postgraduate training programs, in consultation with The University of Calgary where applicable.