The Family Medicine Department shall provide family physicians with educational opportunities, governance, and a system for resolution of problems affecting individuals or the membership as a whole. The department shall participate in the formulation of Medical Staff policies, and it shall have the same rights, duties, and responsibilities as the other departments. The department will assure the hospitalized patient that its members shall provide care according to a single standard excellence by individually qualifying each physician for membership.

1. **Departmental Responsibilities:** The Family Medicine Department shall be responsible for the duties assigned to it by the Bylaws of the Medical Staff of PeaceHealth Southwest Medical Center and shall enforce the General Rules and Regulations of the Medical Staff as well as enforce the Rules and Regulations of the Family Medicine Department.

2. **Privileges:** Physicians applying for clinical privileges in the Family Medicine Department are required to complete the Family Medicine and OB (if applicable) privileges form.

   The criteria for clinical privileges shall be applied as delineated on the privileging forms.

3. **Officials:** The officials shall be members of the Active Clinical or Active Community–Based Medical Staff and of the Family Medicine Department. The nomination of officials shall be announced one month prior to the election, and the election shall be conducted by ballot. The officials shall consist of:
   
   a. A Chair, whose functions are described in Article V of the Medical Staff Bylaws, and
   b. A Chair-Elect, who shall fulfill the duties of the Chair during the Chair's absence.

4. **Departmental Committee:** The departmental committee shall fulfill the functions described in Article VI of the Medical Staff Bylaws for such committees. It shall be composed of not less than six (6) members, depending on the committee membership status of the Chair and Chair-Elect prior to their election of those offices. A committee member elected to the office of Chair or Chair-Elect shall fulfill his or her term as committee member in addition to holding office.

   The department committee shall monitor and evaluate medical care on a retrospective, concurrent or prospective basis as described in MSP#002 of the Medical Staff Credentialing Procedural Policies (Performance Monitoring and Improvement).

   **Peer Review:** Cases will be reviewed by the Peer Review Committee (See Peer Review Charter for details). The Family Medicine Committee is responsible for review, level of care assignment and follow-up as deemed appropriate. At the discretion of the department chair, consults may be obtained for cases in question.

5. **Selection of Department Committee Members and Officers:**
   
   a. A mailing will be sent to the department at large to solicit nominations and volunteers for committee membership. All nominees will be contacted to see if they are willing to serve. The list will then be submitted to Active department members for ratification. If there are more willing nominees than available positions on the committee, and if no one volunteers to withdraw, a ballot will be distributed to Active department members for election. Departmental committee members shall serve two-year terms. Should a vacancy occur for an office or a committee membership, the Departmental Committee shall establish the timetable and conditions for electing new officers or committee members during mid-term.
   
   b. The nominations for Chair-Elect will be selected from among those committee members who have served at least one year. The nomination will be by the committee. The nominees will then be ratified by members of the department and, if there is more than one nominee, there will be an election.
6. **Jurisdiction:** The Family Medicine Department shall have jurisdiction over its members regarding all privileges listed in the Family Medicine Department clinical privileges form as well as Category I and II of the OB privileges form. In the event of jurisdictional disputes, the Family Medicine Department shall work towards resolution of these disputes through a multidisciplinary committee or through the Executive Committee.

7. **Obstetrics Rules and Regulations** established by the Obstetrics/Gynecology Department and Family Medicine Department regarding conduct within the labor and delivery suites are to apply to the Family Medicine Department. The Family Medicine Department shall be responsible for enforcing the rules and regulations of its members (see the OB clinical privileges form).

8. **Documentation:** Members of this department are encouraged to document their continuing training and experience on an ongoing basis.

9. **City Call:** The FMSW service will provide inpatient city call coverage for Pediatrics and OB. Based on case volume, FMSW will also support adult city call inpatients unless they are closed to new patients. FMSW will be exempted from the outpatient city call schedule. All other credentialed Family Medicine Physicians will be expected to provide outpatient city call follow-up according to the requirements as noted in the medical staff Rules and Regulations.

Adopted by the Family Medicine Department of the Medical Staff of PeaceHealth Southwest Medical Center: 4/4/94

Original approval by the Governing Body of PeaceHealth Southwest Medical Center: 5/4/94

Annual Review: 08/95, 10/96, 03/97, 11/97, 02/98, 10/20/99, 09/19/01, 10/17/01 (Revisions re. proctoring), 12/18/02, 10/20/04, 12/27/04, 10/19/05 (revisions eliminate retrospective chart review for provisional staff), 5/06 (clarify city call), 3/10 (revised OB peer review), 12/12 (revised OB Peer Review, OB R&R & City Call)

Medical Staff Executive Committee approval: 2/1/05, 11/1/05, 6/6/06, 4/6/10, 10/1/13

Board of Directors approval: 9/19/01, 3/03, 2/16/05, 11/16/05, 6/21/06, 4/21/10, 10/16/13