

## STANDARDS

### **MS.1 The organization, functions, and responsibilities of the medical staff are documented and communicated to all medical staff members.**

- MS.1.1 The hospital has medical staff bylaws that govern the organization, functions, and responsibilities of the medical staff.
- MS.1.2 Medical staff bylaws are approved by the governing body.
- MS.1.3 Medical staff bylaws are consistent with acceptable medical staff practices and laws and regulations.
- MS.1.4 Medical staff bylaws describe the organizational structure of the medical staff and the reporting relationships, including all medical departments and committees.
- MS.1.5 Medical staff bylaws address:
  - MS.1.5.1 The medical staff ranking and the qualifications required for each rank.
  - MS.1.5.2 Categories of the medical staff membership (e.g., full time, part time, and locum).
  - MS.1.5.3 Roles and responsibilities of the medical staff members.
  - MS.1.5.4 Appointment, promotion, and reappointment of medical staff members.
  - MS.1.5.5 The process for verification of the medical staff credentials.
  - MS.1.5.6 Granting and maintaining clinical privileges, including temporary privileges (e.g., for locums and emergency situations).
  - MS.1.5.7 Disciplinary procedures for medical staff members, including corrective actions and appeals.
- MS.1.6 Medical staff bylaws describe the acceptable standards of patient care and professional conduct, including:
  - MS.1.6.1 Admission, referral, transfer, and discharge processes.
  - MS.1.6.2 Documentation in medical records.
  - MS.1.6.3 The conduct of care expected for all levels of medical staff (e.g., daily rounds).
  - MS.1.6.4 The professional conduct (e.g., handling ethical issues) of the medical staff.
- MS.1.7 The medical director and heads of medical departments ensure the medical staff bylaws are made accessible and communicated to all members of the medical staff.
- MS.1.8 The medical director and heads of medical departments enforce the medical staff bylaws along with relevant rules and regulations.

### **MS.2 A qualified medical director is responsible for managing the medical staff and medical services.**

- MS.2.1 The medical director is a board certified physician or equivalent, qualified in healthcare management by education, training or experience.
- MS.2.2 The medical director is responsible and accountable for the clinical performance of the medical staff, the quality of care they provide, as well as their professional conduct.
- MS.2.3 The medical director recommends to the hospital director the appointment of the heads of clinical departments.
- MS.2.4 The medical director has a current written job description that clearly describes his managerial roles and responsibilities.