



## MEMORANDUM

TO: Valued Members of the Medical Staff

FROM: Julie S. Manas, Division President & CEO, HSHS Western Wisconsin Division

SUBJECT: Role of Licensed Independent Practitioners in Emergency Response Overview

DATE: October 13, 2017

**Regulatory compliance requires that on an annual basis, our hospital communicates in writing with each of its licensed independent practitioners regarding his or her role(s) in an emergency response and to whom he or she reports during an emergency.**

### **Plan Activation:**

- Hospital leaders and colleagues, in collaboration with Medical Staff, may activate either hospital's Emergency Operations Plan during emergency events as outlined in each hospital's Incident Management Plan.

### **Notification and Reporting:**

- The Emergency Room Physician and House Supervisor will initially determine the number/specialty of physicians to be notified to report to the hospital. Medical staff members may be asked to respond to both small and large scale emergency events.
- The Switchboard Operator will call &/or page the physicians indicated on the Physician Call Back List.
- Physicians are to initially report to the Physicians Lounge at the respective hospital for assignment.
- The Medical Staff President or designee fulfills the Incident Command position of Medical Staff Specialist. The Medical Staff Specialist may form task teams as appropriate to deal with the emergency event.

### **Credentialing and Oversight of Volunteer Licensed Practitioners:**

- The Medical Staff will credential volunteer licensed independent practitioners in accordance to Medical Staff Policy and Procedure per the Credentialing Toolkit located in People Services.
- The Medical Staff will oversee the performance of volunteer licensed independent practitioners who are granted disaster privileges (for example, by direct observation, mentoring, or medical record review).
- Based on its oversight of each volunteer licensed independent practitioner, the hospital determines within 72 hours of the practitioner's arrival if granted disaster privileges should continue.

### **Miscellaneous:**

- All HSHS colleagues and Medical Staff shall use "clear text" or "plain language" when communicating internally and externally during emergency response activities.
- To insure a safe and organized deployment of manpower resources, Medical Staff as well as HSHS colleagues shall not respond to small or large scale emergency events involving the hospital unless requested to do so.
- Only HSHS Administration, Marketing Colleagues, or the Public Relations Officer (PIO) as directed by the Incident Commander, will release information to the media or author social media (i.e. Facebook) posts concerning any HSHS emergency response activities.