



PHYSICIAN'S ASSISTANT AND NURSE PRACTITIONER

POLICY & PROCEDURE FOR GRANTING PERMISSION TO FUNCTION IN THE HOSPITAL

PURPOSE & INTENT:

To facilitate and expedite the medical and/or surgical management of the physician's patient. The intent of this policy is for the Physician's Assistant (PA)/Nurse Practitioner (NP) to act as a physician extender, not in the place of the physician. The ultimate responsibility for the evaluation, treatment of, and the interaction with the patient is the physician's in order to maintain a quality doctor/patient relationship and to provide continuity of care.

NORTH CAROLINA LAW:

The North Carolina legislature passed GS-90-18.1 and 18.2, and the January 1, 1991 revisions - 21NCAC32L and 32M, to authorize use of Physician's Assistants and Nurse Practitioners. These statutes establish guidelines concerning how they function. In addition, the statutes state that hospitals that permit PA's/NP's to practice within their institutions shall set their own guidelines concerning how they are to function and be controlled within that institution.

PROCEDURE:

The following requirements must be met:

A. Qualifications:

Nurse Practitioners:

1. Current licensure as a Registered Nurse through the North Carolina Board of Nursing.
2. Successful completion of a course of formal education and instruction in the procedures and practices of a Nurse Practitioner.
3. Registered and approved by the Board of Medical Examiners for the State of North Carolina as a Nurse Practitioner for the physician(s) listed in the application.
4. Employed or sponsored by a member of the current Medical Staff of Presbyterian Hospitals.

Physician's Assistants:

1. Successful completion of a recognized and accredited Physician's Assistant's training program.
2. Successful attainment of certification by the National Commission on Certification of Physician Assistants. Certification is not required for physician assistants who were licensed through the North Carolina Medical Board prior to June 1, 1994.

- a. Certified Physician's Assistants who allow their certifications to expire must sit for the next examination in order to maintain their privileges. Should the PA fail to successfully obtain recertification, he/she will remain eligible for provisional hospital privileges for only **one** more sitting of the examination. Failure to achieve certification will result in loss of hospital privileges.
- b. Certified Physician's Assistants who fail to maintain certification as required in 2.a. and lose their hospital privileges may reapply once certification is achieved.
3. Licensed and approved by the Board of Medical Examiners for the State of North Carolina as a Physician's Assistant for the physician listed in the application.
4. Employed or sponsored by a member of the current Medical Staff of Presbyterian Hospitals.

B. Application for Privileges:

1. Each Physician's Assistant/Nurse Practitioner must submit to the President of the hospital through the Medical Staff Office:
 - a. A completed application, along with all requested supporting documentation.
 - b. Proof of current North Carolina Medical Board approval for working with the requested sponsoring physician, and, for Nurse Practitioner's a copy of current North Carolina RN license.
 - c. Proof of malpractice coverage in the amounts required by the By-Laws.
 - d. Validation of competency related to OSHA'S bloodborne pathogen standard requirements.
 - e. Proof of current immunization, PPD status and hepatitis B vaccination or declination.
2. Once the application and supporting materials have been received, and the verification process has been completed by the Medical Staff Office, each PA/NP application must be reviewed and recommended by the Department Chairman or the Vice President of Nursing or his/her designee. Each PA/NP may be asked to meet with the chairman of the specialty of his/her sponsor for an interview. This interview, if required, must occur before temporary privileges may be granted. The PA/NP's sponsoring physician may also be asked to attend this interview. Temporary privileges may be granted when all required documentation and orientation procedures have been completed and the applicant with a clean file has been reviewed and recommended for approval by the Credentials Committee.
3. After privileges have been granted, but prior to beginning practice in the hospital, the Physician's Assistant/Nurse Practitioner must attend an orientation to procedures, equipment and routines which are appropriate to his/her area of practice. This can be arranged through the Head Nurse of the area.
4. While functioning on the Nursing Units, the PA/NP will be expected to conform to the rules, regulations and procedures of the Department of Nursing for that area and will be expected to review these prior to starting practice.

DURATION OF PRIVILEGES:

1. Each Physician's Assistant/Nurse Practitioner must apply for reappointment as an Allied Health Practitioner biannually. Additionally, the first year of appointment will be a provisional period and the sponsoring physician and/or a supervisor from the hospital area where the AHP has worked must complete an evaluation of the PA/NP on a form provided by the Hospital and forward it to the Medical Staff Office for processing. At reapplication time, the sponsoring physician and/or the hospital supervisor from the area where the PA/NP has worked will be asked to complete an evaluation of the PA/NP and forward it, along with the reappointment application, to the Medical Staff Office for processing. The appropriate Department Chairman or Vice President of Nursing/designee will review and recommend the PA/NP's for reappointment.
2. Privileges may be revoked for cause by the hospital administration or upon recommendation from the Department Chairman or the Department of Nursing. In this event, the Physician Assistant/Nurse Practitioner has the right to appeal this decision as outlined in the Policy on Appointment, Reappointment and Clinical Privileges, Article V, Part B, Section 3 (b).
3. If a PA/NP leaves the employ of the sponsoring physician, privileges will be automatically suspended. Reinstatement of privileges may be requested by submitting within 90 days a "Change of Practice and Sponsor" application, providing he/she is employed or sponsored by another physician who holds current Medical Staff privileges. Subsequent privileges will be determined in conjunction with the sponsoring physician and must fall within the *Guidelines for Privileges which may be requested below*.
4. The Physician's Assistant/Nurse Practitioner's right to function ceases when communication with the sponsoring physician or his/her associate(s) is not possible, i.e. when a sponsoring physician is not available for contact by the hospital, e.g. out of town, ill, etc.
5. If the PA/NP violates the hospital policy by practicing beyond approved guidelines, Administration, in consultation with the Departmental Chairman and/or Credentials Committee, will take the matter up directly with the employing physician.

PHYSICIAN'S RESPONSIBILITY:

The employing (sponsoring) physician:

1. Accepts full responsibility for all acts of his/her Physician's Assistant or Nurse Practitioner while in the performance of the PA/NP's duties in the hospital facilities.
2. Assures that the PA/NP is educationally prepared and qualified for the privileges requested and oversees the performance of all privileges granted.
3. Assures that the PA/NP's general health and well-being is and remains satisfactory for direct patient contact and meets hospital requirements.

4. Assures that adequate liability insurance coverage for the PA/NP is in effect.
5. Informs his/her patients regarding the responsibility and activity of the PA/NP.

MEDICAL STAFF/HOSPITAL RESPONSIBILITY:

The Medical Staff Office:

1. Processes all applications for PA/NP's and forwards completed applications to the appropriate Department Chairman and/or Nursing Administration for review and recommendation to the Credentials Committee.
2. Evaluates the PA/NP on a bi-annual basis for reappointment as an Allied Health Professional.
3. Provides an orientation to procedures, equipment and routines, which are appropriate to his/her area of practice.

GUIDELINES FOR PRIVILEGES WHICH MAY BE REQUESTED:

1. PA/NP's may visit patients in the hospital under the sponsoring physician's care and transmit information from the physician to the patient. The PA/NP may make rounds and enter progress notes in lieu of the physician.
2. The PA/NP may, at the request of the sponsoring physician, see patient and perform and dictate patients' admitting "History and Physical". The PA/NP may also, at the request of the sponsoring physician, see the patient, order discharge if appropriate, and dictate the patient's discharge summary. H&P's performed by the PA/NP in the acute inpatient setting must be countersigned by the sponsoring physician within two (2) days. Discharge summaries must be countersigned by the sponsoring physician within seven (7) days.
3. The PA/NP may examine and treat patients in the Emergency Department under the direction of the sponsoring physician, but without the physical presence of the sponsoring physician. At the direction of the sponsoring physician, the PA/NP may admit the patient from the Emergency Department to the sponsoring physician's service. Patients admitted to an acute care setting by the PA/NP must be seen by the sponsoring physician within 24 hours of admission. Upon consultation with and the concurrence of the sponsoring physician, the PA/NP may discharge the patient from the Emergency Department. In the event an Emergency Department physician and a PA/NP treating an Emergency Department patient shall disagree as to the disposition of the patient upon completion of the Emergency Department treatment, the Emergency Department physician shall contact the PA/NP's supervising physician by telephone in an effort to resolve the conflict. If the issue cannot be resolved to the Emergency Department Physician's satisfaction by telephone, he or she shall have the authority to require that the patient be seen by the supervising physician prior to discharge.
4. The PA/NP may write routine orders for:

- a. Medications (according to State guidelines);
- b. Diagnostic procedures, and
- c. Medical Treatments.

In acute inpatient settings, all verbal/telephone orders must be countersigned by the sponsoring physician within two (2) days. In non-acute care settings, such as Presbyterian Wesley Care Center and Out-Patient Rehabilitation, countersignature requirements must comply with NC State Statutes governing PA's and NP's. (See attached Regulations or Call the Medical Staff Office, at 384-4106, for clarification).

5. Upon proof of appropriate education, training and experience, a PA/NP may administer Stress Tests with and without medication, on the order of the sponsoring physician.
6. In acute inpatient settings, an order generated by the sponsoring physician may be transmitted by the PA/NP and written on the chart on the physician's order form, but must be legible, stating the PA/NP's printed or stamped name, and providing the physician's name who initiated the order. These orders must be countersigned by the supervising physician within two (2) days. The nurse in charge of the Nursing Unit on which the PA/NP has written/transmitted an order from his/her physician, has the right and responsibility to contact the attending physician on any order which the Charge Nurse questions before carrying it out. In non-acute care settings, such as Presbyterian Wesley Care Center and Out-Patient Rehabilitation, countersignature requirements must comply with NC State Statutes governing PA's and NP's. (See attached Regulations or Call the Medical Staff Office, at 384-4106, for clarification).
7. The PA/NP may perform minor wound care, such as suturing of external minor lacerations, removal of sutures, removal of tubes and drains, and application of dressings.
8. Other types of treatment and/or medical procedures may be requested by the sponsoring physician to be performed by the PA/NP independently, or in the presence of the sponsoring physician. Such requests will be reviewed and evaluated for approval on an "item by item" basis.
9. Upon proof of appropriate education, training and experience, operating room privileges may be requested for a PA/NP to assist his/her sponsoring physician. Guidelines for privileges that may be requested are outlined below. The privileges granted are determined in conjunction with the sponsoring physician under these guidelines and as approved by the Credentials Committee. All procedures performed by a PA/NP in the Operating Room must be under the direct supervision of the sponsoring physician in the Operating Room Suite.
 - a. Write routine pre and postoperative orders in conformance with approved standing orders.
 - b. Participate and assist in the pre-operative preparation of surgical patients.
 - c. Participate and assist in the intraoperative care of the surgical patient.

- d. Confirm OR schedule and availability of blood and blood products for the patient.
- e. Assist with the organization of instrumentation and supplies in the OR.
- f. Assist with set up of the surgical back table and Mayo.
- g. Assist with shaving and marking.
- h. Assist with patient positioning.
- i. Prep and drape the patient.
- j. Retract
- k. Suction and/or sponge surgical field.
- l. Assist surgeon in utilizing specialized equipment.
- m. Suture and remove suture.
- n. Apply electrocautery.
- o. Remove and/or apply dressing and/or packing.
- p. Perform dressing changes.
- q. Participate and assist in the postoperative care of the surgical patient.

NURSE PRACTITIONER APPLICANT STATUS:

Available to the Nurse Practitioner and his/her sponsor is a NP-Applicant status in the interim prior to final state approval. Following completion of the application process and provision of a copy of written notification from the North Carolina Medical Board of acceptance of the NP's application and formal designation as a NP-Applicant for the North Carolina Medical Board, the applicant may request the following hospital privileges at the time of interview with their department chairman:

1. Round and evaluate patients in the hospital and the Emergency Room in the presence of his/her sponsor or co-sponsor.
2. Document orders and Progress Notes with immediate counter-signature by the sponsor or co-sponsor. All such documentation **must** include the NP's name and the title "Applicant".
3. Provide scrub assistance in surgery.

Approved by the Board of Trustees: 1/18/2001; 7/11/07
Revised 7/18/2002, 4/18/07



**Scope of Practice Attestation
Credentialing Application**

We have carefully read the attached Policy and Procedure and request the privileges outlined in this Policy and Procedure for this AHP II Applicant. Further, we understand that this applicant's physician sponsor will monitor and supervise this AHP Applicant performing these duties in the Hospital setting.

**AHP II Applicant (Printed Name)
Name)**

**Physician Sponsor (Printed
Name)**

AHP II Applicant (Signature)

Physician Sponsor (Signature)

Date: _____

**PLEASE RETURN THIS SIGNED PAGE TO MEDICAL STAFF OFFICE.
APPLICANT SHOULD KEEP THE ATTACHED POLICY.**