

RANDWICK DAY SURGERY

2011 CONDITIONS OF CREDENTIALING

RDS strives to ensure that all operating sessions are managed in the best interest of your patients, your staff, our other patients and our own staff, in light of our statutory obligations.

To facilitate transparency and clarity, the **2011** Conditions of Credentialing have been prepared to communicate our mandatory minimum acceptable standards of practice.

Please take some time to review these as you will be required to sign and return a copy for our records.

AHPRA Registration

Your clinical privileges are conditional on your ongoing registration with AHPRA.

Professional Indemnity Insurance

Your clinical privileges are conditional on the provision of your current indemnity insurance demonstrating cover for the scope of your privileges.

Nominated Representative

The Director of Nursing (DON) is the nominated authorized representative of RDS Partners.

The DON is authorized by RDS Partners to:

- Abort procedures
- Refuse admission
- Suspend Clinical Privileges
- Cancel operating sessions

Maximum Theatre Times

Theatre Time is limited to 2 hours including 30 minutes that is included to allow for the administration of anaesthesia. A facility fee applies to surgery that exceeds 1.5 hours and this fee cannot be passed on to the patient. This fee is payable on the day. To avoid this fee consider booking multiple sessions.

Starting on time

Our patients require considerable preparation for their admission. Please arrive at least 15 minutes prior to the commencement of your first procedure. If you are not able to meet this requirement please telephone the day surgery or the DON and advise us so that we can keep the patient and health care team informed. Your operating list or part thereof may need to be rescheduled if you are running late.

Informed Financial Consent

Every effort will be made to ensure that your patients are given an accurate indication of any out of pocket expenses related to their admission. To enable us to do this, please ensure paper work is received at least 3 working days prior to admission. Please ensure that the reasons for admission and proposed procedures are accurate as these may impact on the fee estimate.

Consent for Treatment

All patients must give informed consent for treatment at Randwick Day Surgery. The surgeon performing the procedure is legally obliged to explain the proposed procedure, complications, risks and alternatives together with the material risk as they apply to each patient. The patient must have their questions answered to their satisfaction.

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The admitting nurse must confirm that the patient understands their procedure and reason for admission and will ask you to consult with the patient prior to the procedure if they form the view that the patient requires clarification of any information.

Experimental Procedures

RDS encourages and supports any evidenced based medicine and research however experimental procedures cannot be performed at RDS.

Scope of Surgery

The scope of our Private Health Facilities license imposes limitations on the scope of surgery that can be performed at RDS. Please contact the day surgery if you need to perform any procedure that you have not previously performed at the day surgery as it may be excluded from the scope of our license and also our health fund contracts.

Admission Policy

Patients suitable for admission are:

2 – 55 years of age
55 and over subject to review of ECG, FBC by our anaesthetists
Fit and well
BMI < 35
Ambulate independently
Have accommodation within one hour of the day surgery
Attend a pre-anaesthetic consultation if required
Have an escort who is able to collect them and stay overnight
Telephone contact for 24 hours following surgery
Transport – other than public – taxi with escort acceptable

Dental and Oral Surgery is generally classified as elective surgery. **Some Patients are not suitable** for admission as these patients must be isolated and require specific infection control procedures that cannot be provided at RDS. "Standard infection procedures only" apply to RDS.

Patients not suitable for admission are those with:

Temperature > 37.3 (**if unrelated to a diagnosed tooth infection**)
Seasonal flu – influenza
Any other infection
Skin lesions including Herpes
No escort/transport or telephone contact for 24 hours following surgery

Bleeding and Coagulation Disorders
Patients with recent unstable cardiac history
Serious illness and co-morbidity
Uncontrolled Diabetes
History of serious adverse reaction to anaesthesia

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Discharge Policy

Patients may be discharged by a Registered Nurse when:

Post Operative observations reviewed against pre operative observations
Post operative nausea and vomiting controlled
Tolerating fluid
Pain Controlled – and Pain Management Plan provided
Bleeding controlled
Cannula, ECG dots and packs removed
Written and verbal discharge instructions given to patient and escort
Suitable transport
Escort arrived and educated
Telephone number provided for the next 24 hours
Follow up arrangements in place

Mandatory Reporting

The staff at RDS are obligated to report any practitioner to the Australian Health Practitioners Regulation Agency if they have reasonable suspicion to believe they are demonstrating notifiable conduct under the National Health Practitioner Regulation 2010. This includes impairment, working under the influence of alcohol or drugs and/ or allegations of inappropriate behavior.

Clinical Privileges

From **Jan 1 2011** clinical privileges are to be granted to suitable practitioners on a session to session basis at the discretion of the management of the day surgery. These privileges will be subject to satisfactory performance and compliance with an appropriate insurance.

In the event of a critical clinical incident the clinical privileges of the practitioner may be subjected to a peer review at the request of the DON.

The DON may suspend clinical privileges and or cancel future operating sessions if she forms the view that the practitioner is not complying with the conditions of credentialing, RDS policy and procedures and/or the instructions of the DON.

Failure to comply with any of the conditions in this document may result in immediate suspension

Infection Control

All practitioners, visiting or employed by RDS have a legal obligation to protect the health, safety and welfare of patients, staff and visitors to the day surgery.

Standard Precautions are the minimum acceptable Infection Control Standards at Randwick Day Surgery and as such a condition of the continuing clinical privileges of all practitioners.

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Standard Precautions include:

Hand hygiene, surgical hand washing, gowning and gloving, protective eye wear, management of waste clinical and contaminated, environmental cleaning, handling and disposal of sharps.

Failure to comply with these requirements compromises the legal obligation of the day surgery and exposure to potential litigation and will result in cancellation of clinical privileges.

Hand Hygiene

We now have statutory obligations to comply with the World Health Organisation Hand Hygiene Standards for Hand Hygiene.

Please visit hha.org – Hand Hygiene Australia for information regarding these requirements for you and your staff.

Before and after consultation with a patient
Before and after a procedure or examination
Before entry and leaving a patient area room, recovery or theatre

Surgical Scrub

In accordance with current ACORN Standards.

5 Minutes at the beginning of an operating session
3 minutes in between cases

Gloves

Must be worn by all practitioners performing procedures or administering anaesthesia.

Surgical Gloves

Must be worn by all surgeons performing sub gingival and or surgical procedures.

Removal of Gloves

Hand washing must be completed following removal of gloves

Gowns

Impervious gowns must be worn

By all practitioners performing procedures and where there is a likelihood of contact with body fluid.

Surgical gowns must be worn during all surgical procedures.

These are to be discarded at the end of each procedure.

Goggles and Protective Eyewear

Must be worn during procedures where there is the possibility of contact with body fluid and also during cleaning of instruments and environmental cleaning.

Masks

Are to be worn by all practitioners in the operating suite. These must be changed in between cases and when they are damp.

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Theatre Attire

Including footwear must not be worn outside. In the event that this occurs you will be required to change into new theatre attire to return to the operating suite.

Sharps

Must be disposed by the user at the point of use into an appropriate sharps container.

Sharps Injuries and Occupational Exposures

There are legal requirements for the management of Occupational Exposures including specialized treatment and follow up.

Any practitioner or their assistant involved in an occupational exposure at RDS must present to POW Emergency Department who are equipped to manage occupational exposures in health care.

Each patient gives consent on admission to the collection of blood for serology and follow up if an attending staff member is involved in an occupational exposure involving their body fluid.

Communicable Diseases

Do not attend RDS if you are unwell including suffering from seasonal influenza.

All practitioners must be aware of their communicable disease status and ensure that they do not perform procedures on patients at Randwick Day Surgery if they have Hepatitis A B C and/or HIV.

Staff Health Policy

Health care workers have the potential to transmit illness and other conditions to patients and other health care workers. Please be responsible and stay home if you are ill.

All staff and visiting practitioners must comply with the **NHMRC 9th Edition Immunisation for Health Workers**. This requirement extends to surgical and dental assistants.

Single Use Items

Must never be re-used under any circumstances.

Surgical Instruments

If you wish to use your own instruments they must be provided to the day surgery in sufficient time to be processed through our decontamination and sterilization process as it is a requirement of our NSW Health license that RDS Staff clean and sterilize all instrumentation including loan equipment.

Surveillance

Post Operative Infections are reportable incidents. It is mandatory to notify the DON if any patient has been diagnosed with a post operative infection either local or systemic in the 7 days following surgery and to provide details of the complete circumstances and treatment, microbiology or pathology as requested by the DON.

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Transfer to acute inpatient facility

Transfers within 24 hours are also reportable incidents. Please advise us if one of your patients was admitted to an inpatient facility in the 24 hours following admission at RDS.

Adverse Drug Reactions

Are reportable incidents – please advise us if you suspect one of your patients has or may have had an adverse or unwanted reaction to any medication they received at RDS.

Parking

Is limited to enable patients to be collected and transported. There is on street parking and additional parking available at the two local hospitals and shopping centre.

Quality Assurance and Accreditation

It is a requirement of our NSW Health Private Health Facility's license, our Commonwealth hospital provider number and our health fund contracts that we participate in a national accreditation scheme.

All practitioners must co-operate with our auditing and quality assurance processes. Failure to do so will result in suspension of clinical privileges, as this will compromise our ability to comply with our statutory obligations.

Occupational Health and Safety

Please follow the direction of our staff when assisting in patient transfers. Please report anything that has the potential to cause injury or illness.

Wear protective apparel provided
Adhere to infection control procedures
Follow direction of RDS staff
Seek assistance if you are unsure

Medical Records

Complete and sign all required operative records in Black ink. Illegible and incomplete records will be returned for completion.

Reporting Obligations

Please advise us if you:

Have your clinical privileges revoked in a private health care facility or, are involved in an internal review and/or inquiry relating to misconduct

We must attempt to resolve any patient complaint. You must advise the DON within 7 days if you receive a complaint that involves an admission to RDS.

Compliments and Complaints

All patient and practitioner feedback is welcome and encouraged.