UNM Sandoval Regional Medical Center
POLICY AND PROCEDURE

Title: Disaster Privileges Policy  
Policy MS-075

Patient Age Group:  
(X) N/A  
( ) All Ages  
( ) Newborns  
( ) Pediatric  
( ) Adult

PURPOSE

To establish guidelines for credentialing Physicians and Allied Health Professionals during an emergency or disaster, who are not members of the medical or allied health staff and who do not possess medical staff or allied health privileges, in the event of a disaster. When the emergency management plan (hospital emergency incident command system [HEICS]) is activated, and the hospital experiences an influx of patients or patients with significant illness/injury, temporary emergency privileges may be granted so that these healthcare professionals may be accepted to work at UNM Sandoval Regional Medical Center facilities.

1. POLICY

Any practitioner providing patient care must be granted privileges by the Chief Medical Officer (CMO) and/or his/her designee prior to providing patient care, even in a disaster.

2. RESPONSIBILITIES

A. Chief Medical Officer (CMO) of UNM Sandoval Regional Medical Center, or designee:
   - Determines that the existing Medical Staff is insufficient to meet immediate patient needs.

B. Chief Medical Officer (CMO), or designee:
   - May grant disaster privileges to qualified, licensed volunteering practitioners who are not already members of the UNMH Medical Staff.

C. Clinical Affairs Personnel or designee:
   - Ensure that the volunteering practitioner has completed and signed the UNM Sandoval Regional Medical Center Disaster Privileges Application (attached).

   - Ensure that the volunteering practitioner has provided:
     a. a copy of his/her duly issued state clinical license, or license number if copy is not available
     b. a valid photo identification issued by a state or federal government authority (i.e. driver’s license or passport), and:
     c. one or more of the following:
       (i) a current hospital photo ID card that clearly identifies professional designation;
       (ii) a current license to practice;
       (iii) acceptable primary source verification of a current license to practice;
       (iv) identification indicating that the practitioner is a clinical member of a state or
UNM Sandoval Regional Medical Center

POLICY AND PROCEDURE

Applies To: UNM Sandoval Regional Medical Center

Responsible Department: Medical Staff

Revised: New

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(v) federal disaster medical assistance team;

(vi) identification indicating that an appropriate governmental agency has granted the practitioner authority to provide patient care in disaster circumstances;

Verification of the practitioner’s identity by a current Medical Staff Member or hospital clinical employee who possesses personal knowledge regarding the volunteer’s competence to provide the requested privileges.

The Office of Clinical Affairs or designee will verify from the primary source the practitioner’s license and query the National Practitioner Data Bank for actions or sanctions as soon as the immediate situation is under control, and sufficient resources and communication capability exist to do so.

3. EQUIPMENT

If available:
- Telephone
- Internet connection
- Computer

4. PROCEDURES

A credentials file will be established for each volunteer practitioner granted disaster privileges. The file will be maintained in the Quality Departments Medical Staff Office and will include a record of the information gathered during the credentialing process. The file will be maintained as confidential under the Review Organization Immunity Act (41-9-1 to 41-9-7 NMSA 1978).

5. VERIFICATIONS

Primary source verification of licensure will begin as soon as the immediate situation is under control and will be completed within 72 hours from the time the volunteer practitioner presents to the organization. Primary source verification of licensure is not required if the volunteer practitioner has not provided care treatment, and services under disaster privileges.

NOTE: In the extraordinary circumstance that primary source verification of licensure cannot be completed in 72 hours (e.g. no means of communication or a lack of resources), it will be completed as soon as possible. In this extraordinary circumstance, the following will be documented:

- Why primary source verification could not be performed in the required timeframe.
- Evidence of demonstrated ability to continue to provide adequate care, treatment, and services.
- An attempt to rectify the situation as soon as possible.
Any information gathered during the verification process that is not consistent with that provided by the practitioner will be referred to the Chief Medical Officer or designee, who will determine any additional necessary action. A practitioner’s disaster privileges will be immediately terminated in the event that any information received through the verification process indicates any adverse information or suggests the person is not capable of rendering services in a disaster. Termination of a practitioner’s privileges does not entitle the practitioner to a hearing or other due process.

6. CONDITIONS OF DISASTER PRIVILEGES

In a disaster situation, coordination of the medical staff will be accomplished by the designated member of the emergency management team, who will assign volunteer licensed independent practitioners who have been granted disaster privileges.

All volunteer practitioners will be identified with a name badge and a corresponding identification number indicating that he or she is a “Disaster Privileged Practitioner” with the signature of the Chief Medical Officer or designee. The identification badge will display the volunteer’s name, degree, specialty, UNM Sandoval Regional Medical Center assignment/area, and volunteer status.

The volunteer practitioner will be assigned by the Chief Medical Officer or designee to a UNM Sandoval Regional Medical Center’s medical staff member who will provide oversight of the professional practice and care provided by the volunteer practitioner via observation and collaboration of care. The UNM Sandoval Regional Medical Center’s medical staff member will report any concerns regarding care rendered as soon as possible to the Chief Medical Officer who will determine necessary action.

Based on information obtained regarding the professional practice of a volunteer practitioner, the organization will make a decision within 72 hours related to the continuation of disaster privileges, initially granted.

Disaster privileges will automatically terminate when the emergency situation no longer exists, as determined by the Hospital’s Emergency Management Plan. Volunteers must return their identification badges to the Quality Department’s Medical Staff Office or designee.

7. ATTACHMENTS

- Disaster Privileges Application Form
- Disaster Badge