

STAFF PHYSICIAN Statement of Work

Contractor shall provide credentialed board certified Physician to cover staff Physician's duties at the VA Medical Center, Dublin, GA. Contractor shall provide personnel to ensure coverage at all times specified in this contract. The contract will provide one Physician to provide clinical support in the Community Living Centers (CLCs) units/wards. The Physician will typically work 8 hours shifts but will not work more than 80 hours during a two-week pay period. Eight-hour shifts are from 08:00 a.m. through 04:30 p.m. on weekdays.

Personnel assigned by the contractor to perform the services covered by this contract may be either a MD or DO with AMA or AOA approved residency training in Internal Medicine, Family Practice or Emergency Medicine or documented experience. Physicians must hold a certification in Advanced Cardiac Life support (ACLS) and Basic Life support (BLS). Certifications must be included with the Physician documentation and before work begins with any Physician during the contract period.

RESPONSIBILITIES OF THE PHYSICIAN:

- a. Patient Care: Physician is responsible for the care of patients who may be admitted to the Community Living Centers (CLCs) wards/units during the tour of duty.
- b. The physician shall be familiar with Medical Center disaster policy and is responsible for treatment of casualties until the arrival of additional medical staff.
- c. The physician may call the surgeon on call to discuss all admissions. The psychiatrist on call is to be contacted by the physician regarding any suicidal/homicidal and/or acutely psychotic patient.
- d. The physician shall screen calls from private and VA Physicians regarding referral of veterans to the hospital.
- e. The physician shall make telephone arrangements with appropriate VA Physicians at tertiary care VA Medical Centers to arrange for referral of patients to other VA Medical Centers and private hospital if no beds in VA or if patient is not stable for transfer.
- f. The physician shall electronically sign all orders before they may be carried out. In extreme emergency, oral or telephonic orders may be given. But in every instance the doctor's orders must be completed and electronically signed as soon as the physician becomes available but no later than the end of shift.

- g. The physician shall report to the Geriatric & Extended Care Service Line Manager any unusual incidents involving medical care which should require more than usual involvement by the Chief of Staff.
- h. The physician must apply for Medical Staff Membership and request privileges. He/she shall agree to abide by the medical staff bylaws, rules and regulations, and other policies and procedures of the Department of Veterans Affairs.
- i. The physician will participate in a facility orientation program prior to providing services as a Physician.
- j. The physician shall remain on the hospital grounds during his/her tour of duty (with the exception of one 30-minute lunch break) and must carry a pager at all times.
- k. The physician shall participate in fire and disaster drills.
- l. The physician shall complete appropriate evaluation and paperwork for special incidents such as medication errors, falls, injuries, adverse drug reactions, etc.
- m. The physician shall participate in the continuous quality improvement program. The Physician's performance shall be subject to quality review and must meet local performance standards.
- n. The physician is expected to be familiar with and comply with all national standards utilized at this medical treatment facility, including JCAHO and National Committee for Quality Assurance (NCQA) standards.

REQUIREMENTS FOR PHYSICIAN:

- a. The Physician shall demonstrate consistent, positive, interpersonal skills to work effectively with the interdisciplinary team of VA providers.
- b. The Physician may be exposed to surroundings which involve moderate risks or discomfort which require special precautions, i.e., infectious diseases, verbal and physical abuse from the emotionally disturbed patient, etc.
- c. The Physician may have personal contact with patients, family, visitors, employees and VA contractors. Contact with patients is for the purpose of performance and information sharing as it relates to the care of the patient. Contact with VA employees and/or contractors are required for information sharing and consultation. Contact with family members of the patient is required for information sharing as it related to a patient.

- d. The Physician shall document all medical care through the use of the electronic medical record. This includes all consults, progress notes, doctor's orders, and any laboratory or pharmacy requests, etc. Orders must be completed and electronically signed as soon as the Physician becomes available but no later than the end of shift.
- e. The Physician shall, at all times, conduct in a professional and ethical manner treating patients, visitors, and staff in a courteous manner. Sustained allegations of patient abuse, either verbally or physically will result in immediate termination. Patient rights will not be violated.

ADDITIONAL REQUIREMENTS FOR PHYSICIAN:

The physician shall understand and agree to the following:

1. The VA shall provide all personnel with a name tag that must be worn at all times while performing services at this medical center.
2. Confidentiality of Records: Federal Statutes protects computer access to information.
3. Patient information is to be used ONLY in accordance with the duties and responsibilities of this employee.
4. The physician is responsible for adhering to the policies and procedures regarding security and reporting any suspected violations and security.
5. The physician shall participate in activities of the VA Medical Center that are designed to meet the requirements of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) as they apply to the position.
6. VA shall provide the following personal protective equipment (PPE): respirator, laboratory coat, shoe covers, gloves, safety glasses, and other supplies as required. Failure to return items issued shall result in the value of said items being deducted from final billing.

INFECTION CONTROL COMPLIANCE:

Physician shall provide written certification of training compliance with the Bloodborne Pathogens Standards, 29 CFR Part 1910.1030 (copy available on request).

The Administrative Contracting Officer (ACO), prior to Contractor compensating work, shall receive certification 29 CFR Part 1910.1030 is OSHA's standard requiring employers to:

1. Develop written exposure-control plans;
2. Train all personnel on occupational risks;
3. Maintain records on personnel training;
4. Use warning labels;
5. Implement proper work methods including "Universal Precautions", (i.e. Proper care and disposal of personal protective equipment such as the use and disposal of latex gloves);
6. Offer Hepatitis B Vaccine (HBV) to personnel.
7. Provide medical evaluations following personnel's exposure incident; and
8. Supply personal protective clothing and equipment (i.e. gloves and goggles).

MANTOUX TESTING

Incumbent shall provide evidence to the Employee Health Clerk of negative Purified Protein Derivative (PPD) test within fourteen (14) calendar days prior to beginning service. If an earlier PPD test was given over twelve (12) months previously, the current test shall be a 2-step Mantoux test.

Provider shall provide medical evidence that personnel are disease free for personnel having a positive PPD

A regular annual retesting program for TB shall be established and maintained.

HEPATITIS B VACCINATION.

- a. The Provider shall consider the need for Hepatitis B vaccine and vaccination series within ten (10) days of employment and follow-up if there has been an exposure incident. VA shall not provide the vaccine or vaccination series.
- b. VA Form 10-5549c, Information About Hepatitis B Vaccine (Recombinant), Consent Form, or VA Form 10-549d, Hepatitis B Vaccine Declination (Mandatory) shall be submitted to the ACO within thirty (30) days of waiver, or completion of the first in the series of the Hepatitis B vaccine and at completion of the vaccination series.

All personnel shall be subject to VA's Drug-Free Workplace Policy. Personnel may receive a drug test and are subject to random drug testing thereafter. This includes situation of "*reasonable suspicion*" and "*accident or unsafe practice testing*". Refusal to be tested or interfering with the testing process shall result in immediate termination of the contract. In addition, incumbent shall be subject to background check with local and county law officials to determine "*suitability*" for this sensitive position.

QUALITY ASSURANCE SURVEILLANCE PLAN (QUASP)

Task		Indicator	Standard	Acceptable Quality Level	Method of Surveillance
Clinical documentation	1	Contractor will electronically sign all orders.	Before being carried out	100%	Report monitoring
	2	In extreme emergency, oral or telephonic orders may be given. But in every instance the doctor's orders must be completed and electronically signed.	As soon as the contractor becomes available but no later than the end of the shift	100%	Report monitoring
	3	Contractor must complete appropriate evaluation and paperwork for special incidents.	No later than the end of the shift	100%	Report monitoring
	4	The contractor will document and sign all medical care through the use of the electronic medical record.	Completion within 24 hours	100%	Report monitoring
	5	The contractor will document response/follow-up to clinical view alerts.	Completion within 24 hours	100%	Report monitoring
	6	The contractor will ensure pertinent/due clinical reminders are completed.	Completed at time of visit but no later than end of shift	100%	Report monitoring