

July 9, 2020

Dear EZMSA members,

Last week a review of the AHS Medical Staff Bylaws and Rules (Bylaws and Rules) was announced by the Minister. The Bylaws and Rules govern the relationship between us and AHS. Below we outline the significance of these Bylaws and Rules and how we have a shared voice, responsibility, and accountability with AHS with these sections:

- 1) **Zone Medical Staff Associations (ZMSAs) Are Your Voice**
- 2) **What the Bylaws and Rules Govern**
- 3) **Your Inclusion in Governance**
- 4) **Your Input for Changes to the Bylaws and Rules**

Full documents are here: <https://www.albertahealthservices.ca/medstaff/page7086.aspx>

ZMSAs Are Your Voice

We are your representation for the Bylaws and Rules as per section 2.12 of the Bylaws. The purpose of the ZMSAs is “to facilitate the engagement and participation of the Zone Medical Staff in Practitioner-related matters, and the fulfilment of the responsibilities and duties of Practitioners pursuant to these Bylaws and the Rules”. There are five ZMSAs in Alberta, one for each zone.

What the Bylaws and Rules Govern

They establish and describe:

- 1) the terms and conditions on which AHS may grant practitioners appointments and clinical privileges;
- 2) establishing principles and process for the Triggered Initial Assessment, Triggered Review, and resolution of a concern, as well as the remediation of associated factors (if any) contributing to a concern;
- 3) the responsibility of the medical staff to AHS for the quality and safety of all professional services provided by practitioners to patients and to AHS;
- 4) the responsibilities of the medical staff and AHS to each other for the organization and conduct of the medical staff, and in particular the processes relating to medical staff appointments and delineation of clinical privileges;
- 5) the administrative structures (medical administrative leadership), committees and positions for the governance of practitioners working in AHS Facilities or other AHS Sites of clinical activity;
- 6) determining the accountability of practitioners for discharging the responsibilities related to medical staff appointments and clinical privileges; and
- 7) establishing principles and process for the periodic review of practitioners.

Your Inclusion in Governance

Through the ZMSAs, the physician voice is represented and heard on a variety of committees:

- 1) *The Medical Staff Bylaws and Rules Review Committee (Review Committee)*
 - Each ZMSA appoints members to the Review Committee. The Review Committee has an equal number of Associate Chief Medical Officers as ZMSA members, plus the Senior Vice President, Medicine of Covenant Health (non-voting). The purpose is to review the Bylaws and Rules at least once in each three year period from the date of the most recent adoption or more frequently as required, and to discharge all other duties assigned to it by these Bylaws and the Medical Staff Rules.
- 2) *Hearing Committees*
 - The ZMSA Presidents for the zone and Zone Medical Directors jointly select designates for a provincial pool of Hearing Committee members. The purpose is to consider a concern received from the Triggered Initial Assessment of a complainant or AHS when a concern is not amenable to consensual resolution. They receive information, hear evidence, and prepare a report and make recommendations.
- 3) *Immediate Action Review Committee (IARC)*

- From the provincial pool of Hearing Committee designates, a Zone Medical Director and ZMSA President jointly select a standing three person, provincial IARC. The purpose of the IARC is to receive and consider all relevant information and evidence that led to the Immediate Action including any written submission from the affected practitioner, and prepare a report and recommendation. An Immediate Action is immediate suspension or restriction of a Medical Staff Appointment and/or Clinical Privileges without first conducting a Triggered Initial Assessment or Triggered Review.
- 4) Provincial Practitioner Executive Committee (PPEC)
- The five ZMSAs each send a member to sit on PPEC. The purpose is to advise AHS and the Chief Medical Officer on provincial/system-wide matters pertinent to quality and safe patient care as well as issues including but not limited to:
 - i. quality and safe patient care;
 - ii. interdisciplinary patient care and teamwork;
 - iii. AHS service planning and delivery;
 - iv. Practitioner workforce planning;
 - v. Practitioner satisfaction; and
 - vi. all other responsibilities and duties assigned to it by the Bylaws and Rules.
 - PPEC also oversees:
 - i. overall functioning ZMAC;
 - ii. overall functioning of the Bylaws and Rules;
 - iii. AHS Provincial Clinical Department, Public Health; and
 - iv. AHS Provincial Clinical Department, Laboratory Medicine.
- 5) Search Committees
- ZMSAs provide a member to participate on Search Committees. The purpose is to make recommendations to the AHS medical administrative leader responsible for the appointment of:
 - i. provincial level positions of Associate Chief Medical Officers, Senior Medical Directors and Zone Medical Directors shall be established by the Chief Medical Officer or designate; and
 - ii. zone level positions of Associate Zone Medical Director, Zone Clinical Department Head, Deputy Zone Clinical Department Head, Zone Clinical Section Chief, Facility Medical Director and Community Medical Director shall be established by the Zone Medical Director or designate.
- 6) Zone Medical Administrative Committees
- ZMSA executive and members sit on the committee. The purpose is to advise the Zone Medical Director on matters pertinent to quality and safe patient care at a zone level, review concerns, Triggered Initial Assessment, and Hearing Committee report/recommendations if requested by an affected practitioner and/or AHS, and to discharge all other duties assigned to it by the Bylaws and Rules.
- 7) Zone Application Review Committee
- ZMSAs provide two members. The purpose is to review all initial applications to the medical staff and prepare a written recommendation (to accept, deny, or amend the Application) after initial review by a Zone Clinical Department(s), and to review all requests to change a medical staff appointment and clinical privileges and prepare a written recommendation (to accept, deny, or amend the request for change) after initial review by a Zone Clinical Department(s).

Your Input for Changes to the Bylaws and Rules

Physicians provide input for amendments to the Bylaws and Rules through the ZMSAs.

The process is for Review Committee to come together for the review with these steps:

Bylaws

- 1) Proposing amendments: Amendments to the Bylaws may be proposed by the Medical Staff, AHS or the Medical Staff Bylaws and Rules Review Committee. Amendments proposed by the Medical Staff are given to the Review Committee by the ZMSAs.
- 2) Committee agreement: The Review Committee must then unanimously agree to amendments.
- 3) Vote: ZMSAs and the Medical Affairs Office coordinate a vote by Medical Staff. Two-thirds of the vote is required for majority.
- 4) Approval: The Health Minister receives the amendments for approval.

Rules

- 1) Provincial rules: New provincial Rules or a amendments to existing provincial rules may be proposed by any member of the Review Committee or any member of the PPEC.
- 2) Zone rules: New Zone Rules or a amendments to existing Zone Rules may be proposed by any member of the Zone Medical Administrative Committee (ZMAC).
- 3) Review Committee: The Review Committee forwards new rules or amendments to the PPEC for review and recommendation for approval, a amendment (if applicable) or rejection.
- 4) Vote: two-thirds majority of those present and entitled to vote at any duly constituted meeting of the Review Committee (for provincial Rules), a ZMAC (for Zone Rules) or the PPEC.
- 5) Approval: The Executive Vice President & Chief Medical Officer receives the amendments for approval.

The Bylaws and Rules lay an important foundation for our relationship with AHS. It is written in the Bylaws that "AHS and the Medical Staff jointly contribute to an effective medical organization structure through the development, implementation and amendment of Bylaws and Rules governing the creation, organization and operation of the Medical Staff". The ZMSAs have been and continue to be your representation for input and the physician voice for the Bylaws and Rules.

Thank you for being members of the EZMSA. We appreciate coming together as colleagues for various advocacy issues, connecting through social events, and building a strong connection together.

Please continue to follow our progress on:

Twitter @EZMSA2

<https://www.facebook.com/EZMSA2/>

<http://albertazmsa.com/ezmsa>

Note: Our website has been recently updated and provides all our advocacy activity for your reference.

Regards and take care from your EZMSA Executive:

Dr. Ernie Schuster, President

Dr. Erika MacIntyre, Vice President

Dr. Jennine Wismark, Treasurer

Dr. Marjan Abbasi, Member at Large

Dr. Paul Greenwood, Member at Large

Dr. Randy Naiker, Past President

Dr. Don Wilson, Community Physicians Medical Staff Association President