

Policy Author: Jim Tatlock

Date Approved: 03/05/2021

Executive Committee: Approved

Date Approved by the Executive Committee: 04/05/2021

## Definitions:

Interpretation of these by-laws unless the context otherwise requires “The Governing Body”: The Medical Advisory Committee of Habitat Therapeutics.

This shall be comprised of the Medical Director; an Independent Medical Advisor (without pecuniary interest), who will be the chair of the MAC; the Director of Nursing; the Support Worker Manager. Additional members shall be co-opted as required for advice regarding subjects including but not limited to scope of practice and the introduction of new technology or new procedures.

“MAC”: Medical Advisory Committee “Investigating Committee”:

When deemed necessary Habitat Therapeutics will co-opt this, to represent a range of disciplines holding the necessary skills and experience to provide informed and independent advice. This may include.

- at least one medical practitioner who practices in the field relevant to the clinical scope being reviewed.
- a 2nd nominee of the relevant professional college, association, or society
- a nominee medical practitioner chosen by the person who is the subject of the appeal.

## Vision Statement:

We believe and demonstrate that recovery from addiction is possible, and we are committed to our client’s treatment and progression into a recovering way of life.

**The following values form the basis of our treatment model and business ethics.**

**H**onesty.: - Living life honestly means opening oneself freely and exposing one's true self to others.

**A** cceptance:- The ability to effectively deal with things that are beyond our control.


**B** elonging: - A sense of belonging to a greater community improves motivation, health, life expectancy and happiness.

**I** ntegrity: - Having strong moral principles; moral uprightness. the personal choice to hold oneself to consistent moral and ethical standards.

**T** rust: - Is the belief and confidence in the integrity, reliability and fairness of a value that quantifies and defines our interdependence in relationships.

**A** ssertiveness: - Being assertive starts with knowing what you are—and aren’t—willing to be, do, or have.

**T** eamwork.: - Teamwork is what gives you an edge. At Habitat, you will have a network of caring professionals committed to helping you succeed.

	Policy: Health Services Establishment Protocols “Medical By Laws”		
	First Issued: 04/05/2021	Page	Last Reviewed:
	Version Changed:	© Habitat Therapeutics	Review by: 04/05/2022

## Mission Statement:

Habitat Therapeutics strives to bring Hope, Help and Health to those afflicted by drug and alcohol issues, in the quest for a happy, valued, and meaningful life.

## Powers of the Governing Body:

Powers and Duties include but are not limited to:


- Delegate such powers, duties and responsibilities to such persons or committees it may deem appropriate from time to time.
- Review and approve credentialing and scope of practice of medical practitioners and nurses applying to use Habitat Therapeutics facilities.
- Discuss and make recommendations regarding clinical matters.
- Review and make recommendations regarding new medical equipment and procedures.
- Assess all applications for any new procedures and guidelines in line with current Australian best practice regulations and guidelines.
- The MAC may co-opt additional members as required for advice regarding access, scope of practice and introduction of new equipment and new procedures.
- The MAC may co-opt a consumer representative to be involved in credentialing and scope of clinical practice and service at Habitat Therapeutics.
- Review, analyse and make recommendation on clinical incidents and sentinel events.
- Contribute to making and amending By-laws, Rules and Regulations for the management of Habitat Therapeutics. The governing body shall carry out annual reviews of such By-laws, Rules and Regulations as required.
- The Governing Body will meet quarterly.

## Services:

- Alcohol and drug withdrawal (detoxification)
- Alcohol and drug rehabilitation (Substance Use Disorder)

## Exclusion Criteria:

- Under 18 years of age.
- Pregnancy – Particularly if there is a detox requirement.
- Compromised airways.
- Multiple medical Comorbidities.
- Unstable Diabetes.
- Excessive Alcohol Intake.
- Long term prominent level of benzodiazepine dependence/abuse.

	Policy: Health Services Establishment Protocols “Medical By Laws”		
	First Issued: 04/05/2021	Page	Last Reviewed:
	Version Changed:	© Habitat Therapeutics	Review by: 04/05/2022

- Unmanaged Low prevalence Psychiatric conditions.
- Legally unable to leave home/state/location due to bail or legal conditions.
- VISA conditions for internationals.
- Serious violent offending history.
- Post Major surgery.
- Bariatric.
- Level of Mobility.
- End of life.

## Categories of Accreditation:

The following categories of Accreditation apply:

- Medical practitioner
- Director of Nursing
- Nurses
- Support Worker Manager
- Support Workers

## Credentialing of Staff:

To ensure that only professional, competent medical practitioners are appointed Habitat Therapeutics will abide by Safe Care Victoria

Applicants must complete Habitat Therapeutics Credentialing Application Form and provide:

- Proof of identification
- National and international (if applicable) police check/s
- Original qualifications or certified copies
- Current AHPRA registration

If a change in scope of practice is sought a new application must be completed to include the new service/change in scope, with relevant qualifications and training.

Letters of accreditation, signed by the Medical Director or the Director of Nursing on behalf of the Governing Body, shall be issued for a maximum period of three (3) years. Such issue shall be recorded in a register kept for that purpose.

## Resignation:

An accredited CMP who wishes to resign their accreditation status at Habitat Therapeutics shall forward a written resignation to the Medical Director of the Governing Body, giving a minimum of 14 days’ notice.

## Code of Conduct:

The CMP must always observe the highest standards of personal and professional conduct. Without limiting this requirement, the CMP must:

- Comply with any reasonable request made by the Habitat Therapeutics Medical Director with regard to personal conduct and the provision of services at Habitat Therapeutics.
- Practice his or her profession in accordance with all applicable codes of conduct, policies, procedures, and protocols established by Habitat Therapeutics and relevant professional bodies from time to time.

The CMP must comply with all laws and rules, policies and procedures in relation to

- occupational health and safety.
- anti-discrimination, bullying and harassment.
- confidentiality, privacy, and the management of personal and health information.

CMPs at Habitat Therapeutics are expected to provide evidence of continuing efforts to improve their knowledge related to their credentialed scope of practice.

CMPs at Habitat Therapeutics are expected to report knowledge of violations of the By-laws.

CMPs should report new methods of, or innovations in, treatment to professional audiences to permit evaluation and authentication before release to public news media.

## Regulation of Conduct:

In accordance with the By-Laws and the Accreditation process as they may be from time to time, the Governing Body will regulate the professional conduct of accredited CMPs including the establishment of an Investigating Committee in accordance with these By-Laws.

## Appeal Process:

A medical practitioner who has had their request for credentialing, re-credentialing, or scope of clinical practice restricted, denied, withheld, or varied from the original request has the right to appeal the decision.

The intention to appeal must be lodged within 10 working days of the decision in writing with the Governing Body.


Then the appeal must be lodged within one calendar month of receiving the decision.

Habitat Therapeutics may co-opt additional nominees to form an investigating committee that represents a range of disciplines who have the necessary skills and experience to provide informed and independent advice. This may include.

- at least one medical practitioner who practices in the field relevant to the clinical scope being reviewed.
- a nominee of the relevant college, association, or society
- a nominee medical practitioner of the person who is the subject of the appeal.

Every appeal shall be heard by the Governing Body. Members of the Investigating Committee that dealt with the case shall not sit in judgement on an appeal.

The Governing Body shall notify the applicant and the Investigating Committee in writing of the time and place of the Appeal Hearing.

	Policy: Health Services Establishment Protocols “Medical By Laws”		
	First Issued: 04/05/2021	Page	Last Reviewed:
	Version Changed:	© Habitat Therapeutics	Review by: 04/05/2022

## Suspensions:

The Medical Director, Company Directors, or in their absence the Director of Nursing is authorised to act for and on behalf of the MAC in suspending Accreditation without notice until the next MAC meeting at which time ratification or review of such action can transpire.

Refer to Medical Suspensions and Investigating Policy for details of this process.

Responsibilities of Credentialed Medical Practitioner

The CMP shall;

1. Adopt Habitat Therapeutics policies and procedures in all conduct and comply with the National Standards of Safety and Quality in Health Services, and with all Habitat Therapeutics Infection Prevention policies and procedures.
2. Be responsible and accountable for the admission of their patients to Habitat Therapeutics.
3. Be part of multidisciplinary collaboration between management and staff at Habitat Therapeutics.
4. Where the CMP calls in another doctor in consultation, the CMP must advise the Registered Nurse in Charge as to who will be responsible for patient care and the point of call following discharge.
5. CMP’s must notify the Medical Director within 24 hours of becoming aware of an adverse event in a patient treated at Habitat Therapeutics within the previous 28 days.
6. Adverse events include:
  - Deterioration of a patient,
  - admission to another hospital or facility,
  - infection
  - death of a patient,


CMP’s must notify the Medical Director and/or Director of Nursing Registered within 24 hours of making a diagnosis in a patient treated at Habitat Therapeutics.

## Emergency Situations:

CMPs must advise the Medical Director in writing of any changes in their details i.e., Contact numbers, changes of address, back up practitioner to be contacted in the event of the CMP being unavailable in urgent situations.

If the Registered Nurse in charge of Habitat Therapeutics determines a patient is in an emergency situation, the following procedures will be adopted: -

- Every endeavor will be made to ensure that the CMP of the patient is contacted.
- Habitat Therapeutics reserve the right to summon further help, in the interest of patient safety. This may include calling another CMP or the transfer of the patient to a suitable facility via ambulance.
- A full report will be made to the CMP as soon as practicable. In addition, the doctor summoned in such an emergency situation will be requested to directly contact the patient’s CMP.
- Informed Consent for Medical treatment.
- Explanation of the nature of the intended transfer is essential and is to be undertaken by the CMP with the patient, and carer as applicable during the informed consent process.
- CMP’s admitting patients to Habitat Therapeutics must ensure valid consent for the intended procedure is obtained, documented, and signed on a Habitat Therapeutics approved consent form.

	Policy: Health Services Establishment Protocols “Medical By Laws”		
	First Issued: 04/05/2021	Page	Last Reviewed:
	Version Changed:	© Habitat Therapeutics	Review by: 04/05/2022

- Habitat Therapeutics staff are to sight the consent form prior to commencement in accordance with relevant policies.
- Admission to our detox facility will not proceed until valid consent is sighted.
- Informed Financial Consent.
- Discussion of fees with patients prior to the provision of the services:

### Patient Management:

The responsibility of the CMP includes:

- Pre-Admission Screening
- Admission
- Medical Detoxification management
- Discharge

Preadmission assessments must be documented in the patients’ healthcare record and made available to Habitat Therapeutics staff prior to admission to Habitat Therapeutics.

### Medical Records Documentation:

The CMP must complete all patient medical records in accordance with Habitat Therapeutics guidelines and policies and the guidelines from their respective professional college.

During a patient’s treatment at Habitat Therapeutics concise, legible, and relevant information shall be documented in the patient’s medical record.

All orders for treatment of the patient shall be clearly conveyed to the nursing staff by the CMP directing such treatment.

All aspects of the Habitat Therapeutics Patient Care Record must be completed as close to the time of treatment as possible.

The nursing staff and patient must be provided with clear written instructions regarding discharge of patients and follow-up arrangements.


### Confidentiality:

Every patient’s right to privacy must be respected. The CMP should maintain the confidentiality of information from and about the patient, except such information as must be communicated for the patient’s proper care, or as is required by law.

### Open Disclosure of Adverse Patient events:

Habitat Therapeutics has a policy of open disclosure for all clinical adverse events and follows the principles detailed by the Open Disclosure framework, 2013 (Australian Commission on Safety and Quality in Healthcare).

It is the responsibility of the CMP to complete the Open Disclosure Procedure as outlined in Habitat Therapeutics policy. All staff are to undergo open disclosure training.

	Policy: Health Services Establishment Protocols “Medical By Laws”		
	First Issued: 04/05/2021	Page	Last Reviewed:
	Version Changed:	© Habitat Therapeutics	Review by: 04/05/2022

## Quality and Safety:

CMP’s are expected to contribute to the ongoing quality and safety of Habitat Therapeutics by participating in the quality management program through peer review, collection of relevant clinical indicators and assistance with quality and safety activities as required. All CMPs are to follow current Habitat Therapeutics policies and procedures, NSQHS standards, Infection Control standards and DHHS regulations.

## Partnering with Consumers:

Patients and their carers are to be involved in shared decision making, informed consent and all aspects of care in relation to their treatment, pre-admission, and discharge planning. They must be provided with adequate written information for pre-treatment and discharge including phone numbers in case of any concerns. Patients will be asked to participate in patient experience surveys.

## References:

Credentialing health practitioners and defining their scope of clinical practice: A guide for managers and practitioners. Sydney: ACSQHC, 2015


<https://www.safetyandquality.gov.au/publications-and-resources/resource-library/credentialing-health-practitioners-and-defining-their-scope-clinical-practice-guide-managers-and-practitioners>

Credentialing and scope of clinical practice for senior medical practitioners’ policy  
© State of Victoria, Australia, Safer Care Victoria, April 2020.

<https://www.bettersafecare.vic.gov.au/reports-and-publications/credentialing-and-scope-of-clinical-practice-for-senior-medical-practitioners-policy>

Australian Commission on Safety and Quality in Health Care. Antimicrobial Stewardship Clinical Care Standard. Sydney: ACSQHC, 2014.

<https://www.safetyandquality.gov.au/our-work/clinical-care-standards/antimicrobial-stewardship-clinical-care-standard>

	Policy: Health Services Establishment Protocols “Medical By Laws”		
	First Issued: 04/05/2021	Page	Last Reviewed:
	Version Changed:	© Habitat Therapeutics	Review by: 04/05/2022