

# SOUTH DAKOTA STATE MEDICAL ASSOCIATION

*Values. Ethics. Advocacy.*

## **South Dakota State Medical Association Doctor of the Day Program Guidelines**

### Responsibilities

The primary responsibility of the Doctor of the Day is to provide a service to state legislators and legislative staff and attend to any emergency situation that may occur. Most of the legislators are from out of town and are without the services of their family physician while in Pierre. Be knowledgeable in CPR, should this be needed.

Legislative rules prohibit your going onto the floor to visit with legislators during their deliberations. You should only enter a legislative chamber if summoned by the Sergeant-at-Arms to respond to an emergency.

### Licensure

All physicians participating in the Doctor of the Day program must hold a current, valid license to practice in the state of South Dakota.

### Insurance:

Neither SDSMA nor the State of South Dakota provides malpractice or other liability insurance for the Doctor of the Day, nor do they have any responsibility to indemnify or defend participating physicians. South Dakota's volunteer immunity statutes will provide immunity from civil liability in most circumstances (not in cases of gross negligence or willful and wanton misconduct), but a person is not immune from suit. Without insurance defense costs could be the responsibility of a volunteer. Accordingly, and in the interest of maintaining a good relationship between the Legislature and SDSMA, physicians participating in the Doctor of the Day program must maintain medical malpractice coverage with limits of liability of not less than \$1 million per occurrence or acknowledge the possibility of incurring the costs of defense. Physicians are encouraged to contact their legal counsel or insurer to determine whether their existing malpractice policy will provide coverage for the duties as Doctor of the Day, or to answer any questions concerning the possibility of defense costs.

### Hours

The State Legislature generally conducts its business from 8:00 a.m. to 5:00 p.m. Legislators are in committee meetings during the morning and the floor session usually convenes at 2:00 p.m. Later in the session, adjournment may not occur until early evening. You are encouraged to stay near your office or be available by pager until both chambers have adjourned for the day.

### Arrival

A parking spot will be available for your use and is located in the area reserved for legislators – in the back row of the first section of the lot behind the Capitol. There will be a sign that reads "Doctor of the Day." On arrival, go to the Legislative Research Council (LRC) office on the third floor, north wing, to check in and to get your name badge, office key, medicine cabinet key, file cabinet key and a pager. It is very important that you arrive shortly before 8 a.m. to familiarize

yourself with the office. Office hours generally are from 8 a.m. to 5 p.m., with some doctors leaving around 3:30 to 4 p.m., depending on their schedule.

### Doctor's Office

The Doctor of the Day office is in Room 408, which is located on the 4th floor in the Capitol building. This room contains certain medications, equipment and supplies. The drug cabinet is locked each night, so it is the responsibility of the Doctor of the Day to get both the key for the office and the key for the medicine cabinet in the morning from the LRC office. The Doctor of the Day is also responsible for locking the medicine cabinet in the evening and returning the keys to the LRC office before leaving the Capitol.

### Record Keeping

A new medical record-keeping process began in 2009. A handbook outlining the new procedure is located in the Doctor of the Day office. Please review the new procedure. A medical chart for each legislator is also located in the office in alphabetical order. Blank medical charts are available if non-legislators seek care. Please follow the same procedure and label the medical chart according to the handbook.

### Legislative Pages

Each legislative page has a signed release (releases for pages who are minors have been signed by a parent/guardian) and are located in the DOD office. If a page comes to you for services and it's their first time using the DOD services, please locate their signed release form and start a file for them using one of the blank files that's been prepared for this session.

### Medications

Please bring your own prescription pad with you. Also, make sure your DEA number is available on any controlled substance prescriptions you write. Also, if you have samples you think might be used in this office, please bring those along.

### Supplies

The Department of Health will provide basic supplies for the doctor-of-the day program and will periodically stock those supplies in the DOD office. Any request to add additional supplies to the basic inventory should be directed to Department of Health staff members: Chip Rombough (773-6844) or Becky Osborn (773-4474).

### AED Unit

An AED unit is located in the Doctor of the Day office. If you are not trained in the operation of an AED, there will be SD Health Department staff available to train you.

### Name Tags

You are encouraged to wear a name tag while you are in the Capitol. We have prepared name tags and sent them to the LRC office. The tag lists your name and your city.

### Meals/Room Expenses

This is a voluntary program and the expense of meals and traveling to and from Pierre, if that is necessary, is the responsibility of the participating physician. SDSMA will be providing a room at the Ramkota Inn at no cost for those physicians who need to spend the night prior to the day they serve as Doctor of the Day. When you check in, identify yourself as the Doctor of the Day with the South Dakota State Medical Association. Please note that check-out time at the Ramkota is 12:00 noon (CST). Please check with the front desk if you need to make other arrangements for a later check-out time.

### Lobbying

Lobbying is not permitted and is not a part of this program. You certainly have the right to discuss any issue you consider important with your legislators, but from the standpoint of the

program, you should arrange an appointment with the legislator if there is an issue you want to talk about while you are there. You will not be permitted to go onto the floor of the legislative chambers to talk with legislators while the houses are in session. If you do intrude onto the floor of either chamber, or if you engage in lobbying activities in the chambers, you may be asked by the Sergeant-at-Arms or the appropriate authorities to stop lobbying. This program is an attempt to provide legislators with a service. If you are asked a question by a legislator, you should be prepared to provide an appropriate response.

#### Consultants

In the doctor's office is a list of various clinics within the city that you can contact if you have a particular problem you feel needs more evaluation and/or hospitalization. These clinics can take over the care of a patient who needs to be hospitalized and can also help refer you to the appropriate consultants. Please do not hesitate to contact them.

#### Scheduling

All scheduling for the Doctor of the Day program will be done by the South Dakota State Medical Association (SDSMA). If you have a question or schedule change, please contact Andrew Johnson at 605.336.1965 or by e-mail at [ajohnso@sdsma.org](mailto:ajohnso@sdsma.org)