

**SHADY GROVE ADVENTIST HOSPITAL
DEPARTMENT OF MEDICINE
HEMATOLOGY/ONCOLOGY SECTION
RULES AND REGULATIONS
SHADY GROVE ADVENTIST HOSPITAL**

I. PURPOSE

A Hematology/Oncology Section, within the Department of Medicine will be established pursuant to Article X, Section 7 of the Bylaws of the Medical Staff. This action is taken primarily as a means to assure the availability of the highest quality cardiologic care to the patients of Shady Grove Adventist Hospital. This care includes, but is not limited to, a variety of diagnostic procedures for which accurate, informative interpretations must be provided.

A Section of Hematology/Oncology within the Department of Medicine will be established pursuant to Article X, Section 7 of the Bylaws of the Medical Staff. This action is taken in order to assure the availability of the highest quality Hematology/Oncology care to the patients at Shady Grove Adventist Hospital.

II. Organization of Section

A. Eligibility

Membership within the section implies recognition as a specialist in hematology and/or oncology. It is, therefore, necessary that achievement justifying such recognition be documented by one of the following:

1. Certification by the Subspecialty Boards of Hematology and/or Oncology of the American Board of Internal Medicine.
2. Eligibility to be examined by the Subspecialty Boards of Hematology and/or Oncology.
3. A minimum of one year of training devoted exclusively to the study of hematologic and/or neoplastic disorders.

The section, by majority vote, may waive one or all of the above requirements in the instance of application by an extraordinary physician whose achievements are widely recognized.

B. Selection of Members

Members of the Department of Medicine who qualify should make application, with appropriate documentation, via the Chair of the Section of Hematology/Oncology to the Chair of the Department of Medicine and then on to the Credentials Committee. The Credentials Committee will review the application and make its recommendation to the Executive Committee and on to the Board of Trustees for its final approval.

C. Duties of Members

The Active Staff members of the Section of Cardiology are responsible for the welfare of all service patients entrusted in their care. They also have the responsibility for performing all departmental organizational and administrative duties pertaining to the Medical Staff. The Members of the Active Staff are entitled to vote at all such meetings, unless otherwise specified at any time by the Bylaws. Members of the Active Staff shall hold elective offices in the Section as well as in the Department of Surgery and on the Medical Staff.

The Provisional Staff members may be assigned to, but not chair Departmental Committees. The member of The Provisional Staff may not vote at the Departmental Meetings. They shall serve on hospital committees.

Members of the Community Staff shall consist of those physicians who are requesting medical staff membership with no delineated clinical privileges. They may not vote or hold elective office.

The Courtesy Staff members are not eligible to vote, hold office or be required to attend meetings or serve on committees.

Members of the Emeritus Medical Staff are eligible to vote, hold office, serve on The Medical Staff and Departmental Committees, and shall have assigned duties if they so desire.

Members of the Community Staff shall consist of those physicians who are requesting medical staff membership with no delineated clinical privileges.

Members of the Consulting Medical Staff shall not vote, hold office or serve on committees.

D. Emergency Room Call Schedule

Members of the Section will decide on the desirability of an ER On-Call Schedule and will determine criteria for inclusion in such a roster.

E. Appointment

Appointment and Reappointment to the Department of Medicine, Section of Cardiology and the Medical Staff in general are to be decided by Chair of the Department of Medicine, the Subsection Chairs as applicable, the Credentials Committee, and are to be operative as outlined in The Bylaws, Article V.

F. Promotion

In order to be promoted to or maintained on the active staff, each individual must have a minimum of 25 contacts per annum (including Surgical Day Care patients).

G. Officers

The officers of The Section of Cardiology shall be elected annually by the members of The Active Staff of the Department in accordance with The Bylaws, Article X, and Section 3.

1. Chair of the Section

The Chair will be elected by the members of the section for a two-year term and shall not be elected for more than two consecutive terms. The Chair shall be responsible for supervision of the various Cardiology services provided within the hospital, shall call meetings of the section at least three times each year, and shall direct the other activities of the section.

H. Removing Officers from their Position

The Chair of the Section may be removed at any regular meeting at which a quorum is present or at any special meeting on notice, by a three quarters vote of those active members of the Section present. Such removal shall become effective when approved by the Governing Body.

The presence of 50% of the total number of active members of the Section at any regular or special meeting shall constitute a quorum, for the purpose of removal of the officer(s).

I. CME Requirements

Each member of the section of the Section of Cardiology fulfills the continuing medical education requirements as specified by the Maryland Board of Physician Quality Assurance and agrees to abide by Maryland State Law regarding Continuing Medical Education (CME) requirements.

J. Board Certification

Effective May 21, 2000, new MD, DO, DPM, and DMD/DDS (Oral Surgeons only) applicants to the medical and affiliate staff must be board certified or board admissible. Effective June 27, 2005, all MD, DO, DPM, and DMD/DDS (Oral Surgeons Only) applicants who completed their residency program after January 1, 1990 must be board certified or board admissible by the appropriate Board recognized by the American Board of Medical Specialties or by the American Board of Oral and Maxillofacial Surgery or by the American Board of Podiatric Surgery pertinent to their field of expertise and request for privileges. Effective August 30, 2006, the American Osteopathic Association Boards (AOA) are considered equivalent to the American Board of Medical Specialties (AMBS) Boards for the purposes of credentialing and are accepted for membership and privileges. Failure to achieve certification within the 5-year grace period will result in automatic termination of medical staff membership and clinical privileges at reappointment anniversary.

All new applicants must be board certified in their primary specialty with in 5 years of completion of their residency.

If fellowship trained, the applicant must be board certified in their sub-specialty within 5 years of fellowship completion in order to practice that sub-specialty in this institution.

Board Recertification: Effective January 1, 2006, all new applicants who have completed residency in the year 2005 or after must comply with the re-certification requirements of their Board in their primary area of practice.

IX. Medical Staff Dues

All medical staff members are required to pay annual/biannual medical staff dues (with the exception of Emeritus Status members). Please note there is no refund of medical staff dues.

Board Approval: 08/22/12

Revised: 11/10/99; 3/28/07