

**SHADY GROVE ADVENTIST HOSPITAL
DEPARTMENT OF MEDICINE
SECTION OF PSYCHIATRY
RULES AND REGULATIONS**

I. PURPOSE

The Section of Psychiatry is organized for the purpose of developing and facilitating the professional activities of the psychiatrists who attend patients in the various clinical services of Shady Grove Adventist Hospital.

Objectives are to secure the highest standards of care for psychiatric patients, to contribute to continuing professional education of the section members and to provide an organizational relationship between the medical staff of this Section and the medical staff of other departments of Shady Grove Adventist Hospital and the Hospital and Nursing Administration.

The above purpose as well as all Rules and Regulations of The Section of Psychiatry are in accordance and superseded by The Bylaws of the Medical and Affiliate Staff of Shady Grove Adventist Hospital.

II. ORGANIZATION OF THE SECTION

The Section of Psychiatry shall consist of psychiatrists and psychologists with a Ph.D. in Clinical Psychology.

A. Eligibility

Eligibility for membership in the Section of Psychiatry will be as stated in the Medical Staff Bylaws. Psychiatrists shall be either board certified by the American Board of Psychiatry and Neurology in psychiatry or neuropsychiatry or they shall be eligible to take the exam for the American Board of Psychiatry and Neurology. The members should obtain their board certification within three years of joining the staff. All new psychiatry applicants will have completed an accredited psychiatric residency to PGY-4; except for physicians who were granted board eligibility status by the ABPN (American Board of Psychology & Neurology) after PGY-3. (This usually applies to physicians trained from 1970 to 1976 when the ABPN only required PGY-3 training.)

Psychologists will be members of the allied health professional staff in the Section of Psychiatry in the Department of Medicine. Psychologists shall show proof of undergraduate and graduate education at appropriately accredited institutions with attainment of a Ph.D. in clinical psychology.

B. Selection of Members

Members are selected with duties and privileges defined according to The Bylaws of The Medical Staff of the Hospital.

The Medical Staff consists of the following divisions: Active, Provisional, Courtesy, Community, Consulting, Emeritus Medical Staff and Member only staff.

C. Duties of Members

The Active Staff members of The Department of Medicine are responsible for the welfare of all service patients entrusted to 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 may hold elective offices in The Department of Medicine as well as on the Medical Staff.

The Provisional Staff members may be assigned to, but not chair Departmental Committees. The members of The Provisional Staff may not vote at the Departmental Meetings. They may 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, or hold office and are not required to attend meetings or serve on committees.

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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.

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

Psychiatry Allied Health Practitioners - shall be Psychologists with Ph.D. in clinical psychology. They must have an agreement between them and an active member of the Department of Medicine/Section of Psychiatry who will supervise their actions. This agreement must be on file with the Medical Staff Office and the State of Maryland Board of Physicians.

The above delineations are in consonance with the Bylaws. Article IV, Sections 1 through 6. They are to be superseded by any future amendments to The Bylaws. Attendance requirements are as specified in The Bylaws, Article XII, Section 5.

D. Emergency Room Call Schedule

Emergency psychiatric evaluations will be as per the contract with Adventist Ridge Behavioral Health at Rockville and Shady Grove Adventist Hospital.

E. Appointment

Appointment and Reappointment to the Section of Psychiatry and the Medical and Allied Health Professional 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 patient contacts per year.

G. Officers

Officers of the Section of Psychiatry shall be a Section Chair.

In the event the Section Chair shall be unable to serve, the Department of Medicine Chair will serve as Acting Section Chair until a new Section Chair is elected.

H. Removal of 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 two-thirds 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 Chair.

I. CME Requirements

Each member of the Department Medicine 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.

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J. Board Certification Requirements

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 within 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.

III. SECTION MEETINGS

The Section of Psychiatry will hold meetings in accordance with the Medical Staff Bylaws.

The agenda of the departmental meeting shall be:

- a. Call to order;
- b. Acceptance of minutes of previous meeting;
- c. Old Business;
- d. New Business;
- e. Review and analysis of clinical work of department, and;
- f. Adjournment

IV. PROCEDURE TO AMEND OR REPEAL THE RULES AND REGULATIONS OF THE SECTION OF PSYCHIATRY

The rules and regulations of the Section of Psychiatry may be amended or repealed at any regular meeting at which a quorum is present or at any special meeting on notice, by a vote of the majority of those active members of the department present. Such changes shall become effective when approved by the Governing Body.

The presence of 50% of the total number of active members of the section/department at any regular or special meeting shall constitute a quorum, for the purpose of amending or repealing the rules and regulations of the section.

These rules and regulations may be amended or repealed after submission of a proposal at any regular or special meeting of the section/department.

To be adopted, amendments and repeals shall require a two-thirds vote of the active members present and representing a quorum.

V. CARE OF RELATIVES

As per the Medical Staff Rules and Regulations, no member of the Medical Staff shall serve as attending physician, perform procedures, or act as an official consultant for members of his or her immediate family at Shady Grove Adventist Hospital.

VII. ANNUAL/BI-ANNUAL MEDICAL STAFF DUES

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

Board Approved: 3/88; 7/89;11/90;1/00; 12/15/04; 3/28/07; 8/22/12
Reviewed by Medicine Department Chair: 08/07/06, 7/30/08 Reviewed by Psychiatry Section Chair: 08/07/06;
02/26/08; 07/01/2012