

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

I. PURPOSE

The Department of Medicine is organized for the purpose of securing the highest standards of medical care for patients hospitalized on The Medical Service of Shady Grove Adventist Hospital. Also, The Department of Medicine is organized for the purpose of supervising the professional activities of the physicians who attend to patients on The Medical Service, to assist and provide continuing professional education to the members of the department, to supervise and implement any proposed teaching program, and to provide an organized and organizational relationship between this and other Departments as well as its members in relation to the Departments and The Hospital in general.

The above purpose as well as all Rules and Regulations of The Department of Medicine are in accordance and superseded by The Bylaws of the Medical Staff of Shady Grove Adventist Hospital.

II. ORGANIZATION OF THE DEPARTMENT

A. Eligibility

Physicians must have obtained board certification in Internal Medicine by the American Board of Internal Medicine, or be actively participating in the examination process leading to certification within five years of completion of his/her residency program. Allergy/Immunology, Dermatology, and Neurology subspecialists are not required to have board certification in Internal Medicine.

Subspecialists must also have obtained certification in their respective subspecialty.

Allergy/Immunology, Dermatology, and Neurology subspecialists must have board certification in their respective subspecialty by the American Board of Allergy and Immunology or the American Board of Dermatology or the American Board of Neurology, or be actively participating in the examination process leading to certification within five years of completion of his/her residency program.

These requirements concern only applicants who apply for membership after September 1, 1993. All physicians who are members of the Department as of September 1993 may remain members regardless of the above criteria.

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 Members 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.

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.

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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

1. Medicine ER Call for follow-up care will be limited to physicians who have Active or Provisional staff privileges and shall consist of a rotation among those physicians participating in the call schedule.
2. Trades - Once an individual has been assigned a call date, that person must take the call assigned. Equal trades between physicians on the call schedule are permitted with one-week notice to the Medical Staff Office.
3. Response time---pages from the ER must be returned within 30 minutes.
4. Members of the department may choose to participate in the Outpatient Referral Call Roster. Those members are required to provide an initial follow-up visit to all patients that are referred to them through the Emergency Room.

E. Appointment

Appointment and Reappointment to the Department of Medicine 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 patient contacts per year.

G. Officers

The officers of The Department of Medicine 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

The Chair of the Department of Medicine shall be a member of The Active Staff, who is qualified by training, experience and demonstrated leadership ability for the position. The Chair is to be elected for a one-year term and shall not be elected for more than two consecutive terms.

2. Duties of Officer:

The duties of the chair are as follows:

Duties of the departmental chairs are those contained in ARTICLE X, Section 6, of the Medical Staff Bylaws.

In addition, he/she shall keep accurate and complete minutes of all departmental meetings and be responsible for initiating and recording official correspondence for the Department of Medicine.

2. Vice Chair

The Vice Chair shall be a member of the Active Staff. He/she will serve as alternate to The Chair of the Department of Medicine either when requested by the Chair or during absence of the Chair. He shall perform such duties as may be delegated to him by the Chair.

3. Secretary (if appointed/nominated)

The Secretary shall be a member of the Active Staff. He/she shall keep minutes of the Departmental Meetings, be responsible for initiating and recording official correspondence of the Department of Medicine, and will maintain an accounting of Departmental Funds. In addition, he shall perform such duties as may be delegated to him by the Chair.

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H. Removal of Officers from their Position

The Chair of the Department 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 Department 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 Department 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.

J. Board Certification Requirements

Board Certification Status: 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.

III. DEPARTMENTAL SUBSECTIONS

- A. The Department of Medicine may form subsections of subspecialties when deemed necessary by the department, Article X, Section 7.
- B. Formation of each subsection will be approved by vote of the Department of Medicine. Each subsection shall propose its own rules of governance, which shall be approved by the Department of Medicine and the Bylaws Committee.
- C. Each subsection will function in an advisory role to the Department of Medicine concerning subspecialty issues, i.e (special procedures, education, quality assurance, credentials).
- D. The members of each subsection shall consist of all Active members of the department whose credentials have been approved for subspecialty privileges.
- E. Meetings of all subspecialty subsections will be held on a needed basis or at the request of the Department Chair. When a meeting is held, minutes will be kept and read at the next full Departmental meeting. All subsection recommendations must be approved by Departmental vote.

IV. DEPARTMENTAL MEETINGS

1. The Department of Medicine shall hold regular bi-monthly meetings and be in accordance with the Medical Staff Bylaws, Article XIII, in the conduction of these meetings.
2. The agenda of all regular staff meetings shall be:
 - a) call to order ;
 - b) acceptance of minutes of regular and all special meetings;

- c) old business;
- d) new business;
- e) review and analysis of clinical work of department, and;
- f) adjournment.

Agenda of any special meeting shall be as described in the Medical Staff Bylaws, Article XII, 6b.

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V. COMMITTEES

All committee activity necessary for supervision of activities of members of the departments and for quality improvement purposes will be conducted by all members of the department as members of the committee, or by subcommittees appointed by all members.

Nominating Committee

This committee shall be formed as per Bylaws Article X; Section 3.

VI. PROCEDURE TO AMEND OR REPEAL THE RULES AND REGULATIONS OF THE DEPARTMENT OF MEDICINE

The rules and regulations of the Department of Medicine 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 department at any regular or special meeting shall constitute a quorum, for the purpose of amending or repealing the rules and regulations of the department.

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

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

VII. 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.

VIII. 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.

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Board Approved: 11/10/99; 10/19/00; 6/25/01, 02/28/02; 6/23/04; 3/28/07; 08/22/12

Reviewed by Medicine Department Chair: 08/04/06