ARTICLE I - Name
The name of this clinical department shall be the "Department of Obstetrics and Gynecology" of the Medical Staff of Washington Adventist Hospital.

ARTICLE II - Purpose

II-1 To maintain standards of professional medical care for patients at Washington Adventist Hospital and to provide a means of education, representation, and organization for physician specialists in Obstetrics and Gynecology within the general medical staff.

II-2 To provide a means whereby issues of a medical or administrative nature within the department may be discussed by the department membership.

II-3 To initiate and maintain rules and regulations for effective government of the department.

II-4 To maintain an acceptable level of performance of all physician members through a comprehensive delineation of privileges and an on-going review and evaluation of the quality of patient care rendered by this department.

ARTICLE III - Membership

III-1 Obligations

a. A member of the Department of Obstetrics and Gynecology is obligated to provide continuous care and supervision of his/her patients;

b. to abide by the departmental rules and regulations;

c. to accept and faithfully discharge departmental assignments as defined by the Bylaws of the Medical Staff;

d. to participate in fulfilling the requirements for providing emergency care as defined by the Bylaws of the Medical Staff.
Qualifications of Membership

An applicant must be a Diplomat or have achieved an Active Candidate status in the American Board of Obstetrics & Gynecology and must submit appropriate documentation.

If the candidate has not successfully passed Part I of the certifying examination within three (3) years from the date initial membership and clinical privileges are granted by the Board of Directors, membership and clinical privileges shall immediately expire, regardless of the duration of the current term of appointment, without any due process rights to challenge the expiration on these grounds.

If the candidate is not Board Certified in Obstetrics and Gynecology within five years from the date initial membership and clinical privileges are granted by the Board of Directors, membership and clinical privileges shall immediately expire, regardless of the duration of the current term of appointment, without any due process rights to challenge the expiration on these grounds.

The practitioner may reapply following evidence of board certification.

Membership in the Department may be either full or affiliate, and shall be regarded as full membership unless specifically designated otherwise. Affiliate members of the Department shall be limited to those physicians whose expertise and function in a hospital are limited to a narrow consulting area, such as genetics. Affiliate members must attend Departmental meetings, but may not vote, hold office or serve on committees.

Restricted privileges may be granted to full members on an individual basis in special cases after discussion by the Department as a whole. Such privileges are to be specific and limited, such as privileges to assist in surgery, to do normal obstetrics based on demonstrated competence (uncomplicated ante partum, intrapartum and postpartum care, episiotomies and repair, repair of second degree laceration), or other procedures based on demonstrated competence. (See departmental Delineation of Privileges.)

Membership Appointment Procedure

The applicant must:

a. Submit Application for Privileges
b. Submit signed Delineation of Privileges
c. Be interviewed by the department chairman
d. Be approved through standard Medical Staff procedures
e. Meet, and continue to meet, the standards and requirements set forth in the Medical Staff Bylaws.

Peer recommendations shall be a part of the basis for the development of recommendations for membership and individual clinical privileges.
Members of the Department of Obstetrics and Gynecology must meet all the requirements of biennial reappointment as set forth in ARTICLE III, Section 6, of the Medical Staff Bylaws.

Peer recommendations shall be a part of the basis for the development of recommendations for reappointment and renewal of individual privileges.

ARTICLE IV - Clinical Privileges

IV-1 Scope of Clinical Privileges

Appointment to the Department of Obstetrics and Gynecology shall confer on the appointee only such clinical privileges as have been recommended by the Medical Executive Committee and approved by the Board of Directors.

IV-2 Granting of Privileges

a. Physicians requesting clinical privileges in the department shall so designate those privileges on the appropriate Delineation of Privileges form.

b. Granting of Privileges shall be based on the following criteria:

1. Education
2. Training
3. Experience
4. Demonstrated Competence
5. References

IV-3 Granting of Additional Privileges

a. Additional privileges may be requested by written application to the department chairman stating the privileges desired, relevant training and experience, and a resume of pertinent cases.

b. Granting of additional privileges must follow standard Medical Staff procedure and be recommended by the Chair of the Department of Obstetrics and Gynecology, the Credentials Committee, and the Medical Executive Committee with ratification by the Board of Directors.
ARTICLE V - Affiliate Staff

V Nurse Midwife

V-1 Nurse Midwife: Requirements of Application for Privileges

See attached Nurse Midwife Policy.

V-2 Nurse Midwife: Delineation of Privileges

Standing Orders

1. Evaluation of progress:
   a. Abdominal palpation
   b. Vaginal examination except in case of significant bleeding
   c. Use of fetal monitor (non-invasive and scalp electrode and/or intra-uterine pressure catheter).

2. Orders:
   a. Admission
   b. Routine laboratory studies, i.e., CBC, type and screen
   c. Enema
   d. Intravenous fluids
   e. Catheterization
   f. Routine vital signs

3. Labor and Delivery procedures:
   a. Amniotomy if indicated (vertex presentation with head engaged and no evidence of fetal distress.
   b. Pudental block or local infiltration
   c. Episiotomy and repair (first and second degree only)
   d. Inspection of cervix
   e. Manual removal of placenta with physician back-up

4. Medication
   a. Nubain (10 mg IM or IV)
   b. Phenergan (up to 50 mg. IM or IV)
   c. Vistaril (up to 50 mg. IM)
   d. Oxycodone (in labor, per protocol. May be used only if physician is on premises after consultation). After delivery, up to 20 units in IV bottle; 10 units IM)
   e. Methergine 0.2 mg. IM after delivery (if blood pressure is 140/90 or less)
   f. Xylocaine 1% (Lidocaine) for local block infiltration
   g. Conduction anesthesia by epidural cannot be established without in-house presence of covering physician.
5. Physician will be notified as required in Nurse Midwife policy.

6. Routine postpartum orders including hospital discharge may be written by the Nurse Midwife.

7. Appropriate resuscitation of infant at birth, when indicated.

ARTICLE VI - Officers & Duties

VI-1 Officers of the Department are:

a. The Chairman
b. The Vice-Chairman
c. The Secretary

VI-2 Qualifications of Officers

a. The chairman shall be a member of the Active Staff in good and regular standing, well qualified by training and experience, and if the department so desires should be either certified by his/her respective specialty board, with demonstrated ability for the position, or qualified by outstanding training, experience and demonstrated administrative ability, and shall be elected annually by the Active staff members of the department. The department chairman must be approved by the Medical Executive Committee and the Board of Directors. Election shall be by closed ballot.

b. The vice-chairman must be a member of the Active staff in good and regular standing. He shall be elected annually by the Active staff members of the department through nominations from the floor and voted upon by opened or closed ballot.

c. The secretary shall be a member of the Active staff in good and regular standing. He shall be elected annually by the Active staff members of the department through nominations from the floor and voted upon by or opened closed ballot.

VI-3 Election of Officers

There shall be a department nominating committee, formed as follows:

a. The two most immediate past chairman of the department of whom the senior will be the chairman of the committee; or, if none are available the president of the Medical Staff may appoint a suitable substitute.

b. Three Active attending physicians shall be elected at the July departmental meeting.

Nomination for the positions of Chairman, Vice-Chairman, Secretary and two members of the Supervisory Committee are open to the Active Staff members of the Department of Obstetrics and Gynecology. Twenty percent of the Active members of the department may place another name in nomination by petition presented to the Medical Staff Office.
no less than two weeks prior to the date of the election. Thereafter, the nominations shall be closed. The name of the member of the department so nominated shall be posted and circulated to the Active members of the department no less than ten days prior to the election.

The term of office is one year. The chairman's term is limited to three consecutive years.

VI-4 Duties of Officers

VI-4.1 The duties of the chairman are as follows:

(See Medical & Dental Staff Bylaws, Article VII, Section 4, Responsibilities of Departmental Chairmen.)

VI-4.2 The duties of the vice-chairman are as follows:

The vice-chairman shall serve as an alternate to the chairman of the department either when requested by the chairman or during the absence of the chairman. He shall assume the duties of the chairman and have his authority.

VI-4.3 The duties of the secretary are as follows:

The secretary shall keep accurate and complete minutes of all departmental meetings and be responsible for initiating and recording official correspondence to the Department of Medicine. In addition, he shall perform such secretarial duties as may be delegated to him by the chairman.

VI-5 Removal of Departmental Officers

The removal of departmental officers during their term of office may be initiated by a two-thirds majority vote of all Active Staff members of the department, but no such removal shall be effective until it has been ratified by the Medical Executive Committee and the Board of Directors.

ARTICLE VII - Departmental Committees

The chairman of the department shall appoint such committees as may be necessary to carry out the organization and functions of the department.

VII-1 Departmental Supervisory Committee

All disciplinary matters shall be brought before the departmental supervisory committee for consideration, action, and report to the membership.
The chairman, vice-chairman, and secretary of the department shall serve as a supervisory committee. The immediate past chairman of the department shall be an ex officio member of the supervisory committee.

The duties of the supervisory committee shall be to advise in the adoption and supervision of the general technique of the department, make suggestions to the Medical Executive Committee, consider disciplinary issues, receive suggestions from the staff and investigate complaints made by the staff members or the Board of Directors.

VII-2 Patient Care Review Committee

A committee comprised of Active/Associate physician members of the department shall be elected yearly to review patient care. This committee shall meet at least quarterly and present its findings, conclusions, and recommendations to a full meeting of the department the following month.

VII-3 Departmental Nominating Committee

(See Article VI-3, Election of Officers, of these Rules & Regulations)

ARTICLE VIII - Consultations

VIII-1 Consultations

(See Medical Staff Bylaws, General Section for Consultation requirements.)

ARTICLE IX - Departmental Meetings

IX-1 Frequency of Meetings

The department shall meet at least quarterly. Special meetings may be called by the department chairman or by four voting members submitting written requests to the department chairman.

IX-2 Order of Business
a. Call to Order
b. Reading/approval of minutes of previous departmental meeting
c. Candidates for membership and clinical privileges
d. Report of Committees for Patient Care/Peer Review
e. Unfinished Business
f. New Business
g. Adjournment
IX-3 Presiding Officer

The chairman of the department shall preside at departmental meetings. The vice-chairman shall preside at any departmental meeting in the absence of the chairman or his designee.

IX-4 Purpose of Meeting

a. To review and evaluate ongoing quality of patient care. A record shall be maintained that shall include reason for review, conclusions, recommendations, and actions instituted. Follow-up is to be part of the record.

b. To discuss administrative and ethical matters that relate to the welfare or operation of the department.

c. To provide a means of education, representation, and organization for the specialists of Obstetrics and Gynecology within the Medical Staff structure.

IX-5 Quorum

a. A quorum is defined as those present and voting. Active, Associate and Provisional members of the staff shall be defined as eligible voting members at a departmental meeting.

b. The action of a majority of the voting members present at a meeting at which a quorum is present shall constitute proper authorization powers of the department.

IX-6 Attendance at Meetings

a. Attendance requirements for Active, Associate and Provisional staff members is 50% of all regular departmental meetings.

b. Members of the departmental review committees must attend 50% of the meetings, as required for all committees of the Medical Staff.

c. A request for an excused absence will be considered if submitted in writing to the Medical Staff Office, approved by the department chairman and the Credentials Committee.

d. A member of the department who has attended a case that is to be presented for discussion at any meeting of the department shall be notified and shall be required to be present. Failure to attend, on receipt of such notice, shall involve forfeiture of Medical Staff membership.
ARTICLE X - Appeal

Appeal of a decision made by the Department Chairman must be submitted in writing by the complainant through an orderly chain of command consisting of: The Chairman of the Department, the Supervisory Committee, Credentials Committee, and then the Medical Executive Committee. The appeal process is outlined in ARTICLE V of the Medical Staff Bylaws.

Article XI - Emergency Department On-Call Coverage

XI-1 On-Call Roster Coverage for the Emergency Department

a. The members of the Department are responsible for signing-up for the Emergency Department on-call roster. Any vacant spaces are assigned by the Chairman.

b. The Emergency Department roster shall be prepared yearly.

c. The Emergency Department roster rotation shall be weekly from 7:00 a.m. Monday to 7:00 a.m. Monday.

d. All physician members of the Department of Obstetrics and Gynecology shall be eligible for inclusion on the Emergency Department roster.

e. The Emergency Department roster duty is only mandatory for Active/Associate physician members of the Department of Obstetrics and Gynecology.

f. The Emergency Department roster shall be the exclusive source of referrals for Emergency Department patients needing coverage.

g. On-Call physicians are obligated to provide at least one office visit to a patient referred by the Emergency Department.

h. A physician who fails to fulfill his obligations when on-call may be removed from the Emergency Department On-Call roster by the chairman of the Department and will not be reinstated until the chairman is satisfied that this will not recur.

ARTICLE XII - Rules of Order

Any parliamentary questions not specifically resolved by the provisions set forth in these rules and regulations shall be subject to Sturgis' Standard Code of Parliamentary Procedure, second edition.
ARTICLE XIII - Amendments

The rules and regulations of the Department of Obstetrics and Gynecology may be amended or repealed at any regular meeting in which a quorum is present or at any special meeting on notice, by two-thirds of the vote of those voting members of the department present.

The rules and regulations of the Department of Obstetrics and Gynecology of Washington Adventist Hospital shall not conflict with the Bylaws of the Medical Staff of Washington Adventist Hospital in fact, purpose or intent.

ENACTED October 8, 1982
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