

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

I. PURPOSE

The Department of Pediatrics is founded for the purpose of providing for and encouraging the health and well-being of children in this community. Specifically, the Department is charged with the responsibility of securing the highest standard of care for pediatric patients at Shady Grove Adventist Hospital. To this end, the Department will be responsible for supervising the professional activities of physicians who are attending patients on the Pediatric Department and for ensuring the education and development of the entire pediatric staff. The Department will endeavor to provide continuing professional education for its members and it will also serve to organize professional relationships between itself and other hospital departments.

II. ORGANIZATION OF THE DEPARTMENT

The Department of Pediatric shall consist of the following sections of pediatric:

- a. Cardiology
- b. Neonatology

Other sections may be organized as the interest and need demands. The Department of Pediatric will govern itself in accordance with rules and regulations of SGAH.

In the event of a conflict between the Medical Staff Bylaws and the rules and regulations of the Department of Pediatric, the Bylaws of the medical staff will prevail.

Sections of the department will draw up their own rules and regulations as needed for organization of their specialty. They will be subject to the approval of the Medical Executive Committee.

A. Eligibility

Physicians shall be eligible for membership in the Department of Pediatrics who have satisfied all other qualifications for membership on the Medical Staff; and who

1. are either board certified by the American Board of Pediatrics; or
2. have entered the certification process, as defined by the American Board of Pediatrics on November 1, 1985. Applicants who have entered the certification process shall achieve board certification within five (5) years of completion of their residency/fellowship. Failure to achieve board certification within the prescribed time frame shall result in immediate termination of privileges;
3. Members who have achieved board certification shall continuously maintain certification. Members in the process of recertification may be reappointed for one reappointment cycle, but must be re-certified before the next reappointment date.
4. Any member who is a current pediatric staff member who joined the medical staff prior to January 1984, and who has been a continuous member in good standing need not become Board Certified.

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.

C. Duties of Members

The Active Staff members of The Department of Pediatrics 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 Pediatrics as well as on the Medical Staff.

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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.

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 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.

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.

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

The on-call service for the Emergency Department will be shared by members of the active and provisional staff who are general pediatricians practicing in the community. Subspecialists and in-house physicians shall not be part of the on-call schedule.

E. Appointment

Appointment and Reappointment to the Department of Pediatrics and the Medical Staff in general are to be decided by Chair of the Department of Pediatrics, 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 Department of Pediatrics shall be elected annually by the members of the active staff of the department in accordance with the Bylaws of the Medical Staff.

1. Chair

The Chair of the Department of Pediatrics 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 (2) consecutive terms.

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 Pediatrics.

2. Vice Chair

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

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3. Secretary (if appointed/nominated)

The Secretary shall be a member of the active staff. He/she shall keep minutes of departmental meetings, be responsible for initiating and recording official correspondence of the Department of Pediatrics, and will maintain an accounting of Department Funds. In addition, he/she shall perform such duties as may be delegated to him/her by the Chair.

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 of Pediatrics 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

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. DEPARTMENTAL SUBSECTIONS

A. The Department of Pediatrics 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 Pediatrics. Each subsection shall propose its own rules of governance, which shall be approved by the Department of Pediatrics and the Bylaws Committee.

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- C. Each subsection will function in an advisory role to the Department of Pediatrics 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 Pediatrics shall conduct 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 meeting shall be:
 - a) Call to Order;
 - b) Approval of Minutes from all regular and special meetings;
 - c) Old Business;
 - d) New Business;
 - e) Review and analysis of clinical work of department, and;
 - f) Adjournment.
- 3. The agenda of any special meeting shall be as described in the Medical Staff Bylaws, Article XII, 6b.

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 PEDIATRICS

The rules and regulations of the Department of Pediatrics 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.

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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.

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VIII. IN-HOUSE PHYSICIAN SERVICES

1. Physicians providing in-house pediatric services will be members of the Department of Pediatrics.
2. In-house physicians shall meet the same requirements for privileges as the rest of the department.

IX. COURTESY STAFF

Courtesy staff members must have active status at another hospital to obtain and maintain privileges at Shady Grove Adventist Hospital. If no such privileges exist at the time of reappointment, they may maintain privileges limited to the care of newborn infants greater than 2000 grams.

X. ANNUAL/BI-ANNUAL MEDICAL STAFF AND DEPARTMENT DUES

All medical staff members are required to pay annual medical staff dues (with the exception of Emeritus Status members). Pediatric department dues must also be paid. Please note there is no refund of medical staff dues.

Board Approved: 11/94, 9/95, 4/97, 11/10/99, 3/01, 4/23/02, 11/16/04; 4/25/07; 8/22/12
Reviewed by Department Chair: 7/24/06; 7/01/12