

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

I. PURPOSE

The Department of Radiology is organized for the purpose of delivering the highest level of medical care for patients hospitalized or examined in the Shady Grove Adventist Hospital. The Department of Radiology is responsible for supervising the professional activities of the physicians who attend patients; supervising and implementing any proposed teaching program and providing an organized working relationship between this and other departments.

The above purpose as well as all Rules and Regulations of the Department of Radiology are in accordance with and superseded by the Bylaws of the Medical and Affiliate Staff of Shady Grove Adventist Hospital.

II. ORGANIZATION OF THE DEPARTMENT

A. Eligibility

1. Physicians must be Board eligible or certified by the American Board of Radiology or American Board of Nuclear Medicine. If Board eligible, the physician must obtain certification within five years of graduation from residency.

B. Selection of Members

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

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

C. Duties of Members

The Active Staff members of the Department of Radiology are responsible for the welfare of all service patients entrusted to their care. They also have the responsibility for performing all departmental organization and administrative duties pertaining to the Medical Staff. The members are responsible for attendance and interaction at all assigned committees, attendance at departmental and Medical Staff meetings and effective interaction and teaching if so assigned in relation to a functioning teaching program. 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 Department of Radiology 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 shall serve on hospital committees.

The Courtesy Staff members are not eligible to vote, 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.

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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 delineation's are in consonance with the Bylaws, Article IV, Section 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 Department of Radiology does not have nor does it require an Emergency Room Call Schedule.

E. Appointment

Appointment and reappointment to the Department of Radiology and the Medical Staff in general are to be decided by the Chair of the Radiology Department and 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 Radiology shall be appointed annually by the Chair in accordance with the Bylaws, Article X, Section 3.

1. Chair

The Chair of the Department of Radiology shall be a member of the Active Staff, who is qualified by training, experience and demonstrated leadership ability for the position.

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

In addition, in conjunction with the Hospital Department Director, he/she shall keep accurate and complete minutes of all departmental meetings and be responsible for initiating and recording of correspondence to the Department of Radiology.

The Chair or designee will be a member of all departmental committees.

2. The Vice Chair shall be a member of the Active Staff. He will serve as alternate to the Chair of the Department of Radiology 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.

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. In the case of new applicants who are graduates from residency/fellowship programs and are board admissible, board certifications must be achieved within 5 years of completion of their residency/fellowship. 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.

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 MEETINGS

- A. The Department of Radiology shall hold regular monthly meetings and be in accordance with the Medical Staff Bylaws, Article XIII, in the conduct of these meetings.

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IV: 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.

V. PROCEDURE TO AMEND OR REPEAL THE RULES AND REGULATIONS OF THE DEPARTMENT OF RADIOLOGY

The Rules and Regulations of the Department of Radiology may be amended or repealed at any regular meeting at which a quorum is present or at any special meeting on notice, by a 2/3 vote of the majority of those Active members of the department present.

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 quorum and a vote of the majority of the Active members present.

VI. 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/BIANNUAL 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.

Revised: 11/19/99; 8/28/00; 5/27/04; 6/28/06; 5/23/07