

**SHADY GROVE MEDICAL CENTER
DEPARTMENT OF SURGERY
ORAL AND MAXILLOFACIAL SURGERY SECTION
RULES AND REGULATIONS**

I. PURPOSE

The purpose of having the Section of Oral and Maxillofacial Surgery is: 1) to correlate and supervise the activities of Oral and Maxillofacial surgery within the hospital and the Department of Surgery; 2) provide for adequate standards of care for those patients in Oral and Maxillofacial surgical service; 3) allow for meetings in order to obtain guidelines in what refers to specific needs like equipment, solution to problems of the section or to any individual instance with proper coordination of those who represent the section in different committees of the Medical Staff; 4) to maintain supervision of training and educational programs as related to the section; and 5) to supervise and obtain adequate help in the operating room in what relates to the Section of Oral and Maxillofacial Surgery.

II. ORGANIZATION OF SECTION

A. ELIGIBILITY

Membership in the Section implies recognition of a physician as a Surgeon in Oral and Maxillofacial Surgery. This may be documented by Certification of the American Board of Oral and Maxillofacial Surgery.

B. SELECTION OF MEMBERS

The Section of Maxillofacial Surgery is part of the Department of Surgery and therefore is governed by the Rules and Regulations of the Department of Surgery as a whole. Equally, it will be covered by the Bylaws of the Medical Staff.

Physicians who are members of the Department of Surgery who meet the above criteria will have their application either for Initial Appointment to the Medical and Staff or for Reappointment reviewed by the Section Chair. Following this review, a recommendation will be forwarded to the Chair of the Department of Surgery, thence to the Credentials Committee, the Medical Executive Committee, and the Governing Board for final action.

C. DUTIES OF MEMBERS

The Active Staff members of The Section of Oral and Maxillofacial Surgery 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 Section as well as in the Department of Surgery and on the Medical Staff.

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, hold office or be required to attend meetings 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 shall have assigned duties if they so desire.

Members of the Consulting Medical Staff shall not vote, hold office or serve on committees.

D. EMERGENCY ROOM CALL SCHEDULE

The members of the Oral and Maxillofacial don't participate on the ER calls

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E. APPOINTMENT

Appointment and Reappointment to the Department of Surgery/ Oral and Maxillofacial Surgery Section and the Medical Staff in general are to be decided by Chair of the Department of Surgery, the Subsection Chairs as applicable, the Credentials Committee, and are to be operative as outlined in The Bylaws, Article V.

F. PROMOTION

Other than those requirements specified in the Medical Staff Bylaws or in the Rules and Regulations of the Department of Surgery to become and maintain status as Active Staff in Oral and Maxillofacial Surgery, the member should have at least a minimum of 25 patient contacts per year.

G. OFFICERS

The Chair of the Section of Oral and Maxillofacial Surgery will be elected on a yearly basis by the voting members and will represent the section at the the Department of Surgery. His tenure in office will be according to the Rules and Regulations of the Department of Surgery. The Chair of the Section of Oral and Maxillofacial Surgery should be an Active Staff member and should be certified by the American Board of Surgery.

Duties of the Chair: Supervise the activities of Oral and Maxillofacial surgeons and coordinate these with the overall activities of the Department of Surgery and the Medical Staff, according to the purposes of the section as stated above.

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 section of Oral and Maxillofacial Surgery fulfills the continuing medical education requirements as specified by the Maryland Board of Physician agrees to abide by Maryland State Law regarding Continuing Medical Education (CME) requirements.

J. Board Certification Requirements

Board Certification Status: Since May 21, 2000, new applicants to the medical staff must be certified. Effective June 27, 2005, all applicants who completed their residency program after January 1, 1990 must be certified by the appropriate Board recognized by the American Board of Medical Specialties pertinent to their field of expertise and request for privileges. In the case of new applicants who are graduates from residency/fellowship programs and are board eligible, 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.

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III. SECTION MEETINGS

The Section of Oral and Maxillofacial Surgery should have at least two meetings per year. Otherwise, meetings will be called upon at the request of the membership or in case of urgent matters.

IV. PROCEDURE TO AMEND OR REPEAL 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 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 Medical Center.

VI. MEDICAL STAFF DUES

All medical staff members are required to pay annual medical staff and department dues (with the exception of Emeritus Status and Community Staff status members). Please note there is no refund of medical staff dues.

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