

**SHADY GROVE MEDICAL CENTER
DEPARTMENT OF SURGERY
OTOLARYNGOLOGY HEAD & NECK SECTION RULES AND REGULATIONS**

I. Purpose

The Otolaryngology Head & Neck Section (ORL-HNS) is organized for the purpose of providing professional services to the public in accordance with the highest standards of patient care. This section will direct and supervise the professional activities of its members who attend patients at SGMC. All rules and regulations of this section will conform to the Bylaws of the Medical Staff and the rules and regulations of the Department of Surgery. This section will operate as a subdivision of the Department of Surgery and will provide an organizational relationship between its members and the Department of Surgery.

II. Organization of Section

A. Eligibility

- 1) Active Staff membership will require the individual surgeon to show adequate training and experience in his/her field.
- 2) Certification by the American Board of Otolaryngology-Head and Neck Surgery, will be required within five (5) years after the conclusion of residency training.

B. Selection of Members

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 Affiliate 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 Otolaryngology Head and Neck Section are Responsible for the welfare of all service patients entrusted in 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 shall hold elective offices in the Section as well as in the Department of Surgery and on the Medical Staff.

The Provisional Staff members may be assigned to, but not chair Departmental Committees. The member of The Provisional Staff may not vote at the Departmental Meetings. They shall 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, 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.

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D. Emergency Room Call Schedule

The Emergency Department will be covered by members of the Otolaryngology Section on a voluntary basis:

- a) Call hours will start at 7:00 a.m. on the specific start date of the call and end at 7:00 a.m. on the day after the specific call end schedule date.
- b) Physicians requiring a change to their call assignment must contact another person on the schedule and trade weeks. The physician requiring the change must notify the Chair and Medical Staff Office of the change/trade.
- c) Physician response time to call must be within 30 minutes.
- d) The Section Chair will be responsible for and have the final decision making authority when making the ED call schedule which is scheduled submitted to the Medical Staff Office on a timely basis.
- e) As per the Medical Staff Clinical Practice Expectations which is signed by each applicant/member during new appointment and reappointment, all medical staff members must participate in the on-call ER schedule as determined by their department and/or section rules and regulations.

E. Appointment

Appointments to the ORL-HNS Section will conform to the Bylaws of the Medical Staff and the rules and regulations of the Department of Surgery.

F. Promotion

In order to be promoted to or maintained on the active staff, each individual must meet the following requirements:

- A. One must have a minimum of 12 admissions per annum (including Surgical Day Care patients).

G. Officers

The officers of the ORL-HNS Section shall be elected biennially by members of the active staff of the section and Department of Surgery according to the Medical Staff Bylaws, Article X, and Section 3.

1. Chair of the Section

The Section shall be chaired by a Member who has been appointed to the Active Staff, who has been elected by a majority of the Active Staff members of the Section voting in the election. The Chair shall serve a two-year term, and may be re-elected to a second two year term. The Chair shall call meetings of the Section at intervals appropriate to the conduct of business concerning the Sections responsibilities.

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 officer(s).

I. CME Requirements

Each member of the section of the Section of Otolaryngology 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.

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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.

III. Section Meetings

The Chair may call meetings for the purpose of transacting any pressing business.

IV. Procedure to Amend or Repeal the Rules and Regulations

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 Adventist Hospital.

VI. 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.

updated 3/90

revised: 11/10/99;9/27/05; 5/23/07

Reviewed by Surgery Department Chair: 07/25/07

