

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

I. PURPOSE

The Department of Pathology is organized for the purpose of securing the highest standards of medical care for patients hospitalized in the Shady Grove Adventist Hospital. Also, the Department of Pathology is organized for the purpose of supervising the professional activities of the physicians who attend patients, to assist and provide continuing professional education to the members of the department, to supervise and implement any proposed teaching program and to provide an organized and organizational relationship between this and other departments as well as its members in relation to the departments and the hospital in general.

The above purpose as well as all Rules and Regulations of the Department of Pathology are in accordance with and superseded by the Bylaws of the Medical and Affiliate Staff of Shady Grove Adventist Hospital.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

In order to be eligible for membership in the department, physicians must be either certified by the American Board of Pathology in both anatomic and clinical pathology, or eligible to take the boards in both areas above. If board eligible, the candidate must pass both boards within two (2) years of joining the department.

B. Selection of Members

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

Physicians who are members of the Department of Pathology 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 Department Chair. Following this review, a recommendation will be forwarded to Credentials Committee, the Medical Executive Committee, and the Governing Board for final action.

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

C. Duties

The Active Staff members of the Department of Pathology have the responsibility for performing all departmental organizational 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 Pathology 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 department meetings. They shall serve on hospital committees. The above delineations are in consonance with the Bylaws, Article III, Section IV. They are to be superseded by any future amendments to the Bylaws. Attendance requirements are as specified in the Bylaws.

D. Emergency Room Call Schedule

The Department of Pathology does not have nor does it require an Emergency Room Call Schedule.

E. Appointment

Appointment and Reappointment to the Department of Pathology and the Medical Staff in general are to be decided by Chair of the Department of Pathology, the Credentials Committee, and are to be operative as outlined in The Bylaws, Article V.

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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

1. The Department of Pathology officer is the Chair.

2. Qualifications of Officer:

The Chair shall be a member of the Active Staff in good and regular standing, well qualified by training and experience, certified by his/her representative specialty board, with demonstrated ability for the position. The chair of the department shall be selected by department members with the consent of the Administration and Governing Board.

3. 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 to the Department of Pathology.

H. Removal of Officers from their Position:

The removal of departmental officer during his/her term of office may be initiated by the Administration and the Governing Board in accordance with the contract between the Chair and the Hospital.

I. CME Requirements

Each member of the Department of Pathology 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.

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III. DEPARTMENTAL MEETINGS

1. The Department of Pathology shall hold regular meetings at least quarterly and be in accordance with the Medical Staff Bylaws, in the conduct of these meetings.
2. A. The agenda of all regular staff meetings shall be:
 - a) Call to order;
 - b) Acceptance of minutes of regular and all special meetings;
 - c) Old Business;
 - d) New Business;
 - e) Review and analysis of clinical work of department, and;
 - f) Adjournment.
- B. Agenda of any special meeting shall be as described in the Medical Staff Bylaws.
3. The Vice President for Acute Care Services and the Laboratory Management Team shall be asked to attend meetings.

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.

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

The Rules and Regulations of the Department of Pathology may be amended or repealed 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 changes 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 amending or repealing the Rules and Regulations of the department.

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. MEDICAL STAFF DUES

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

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Reviewed by Department Chair: 07/31/06; 02/28/08