



RULES AND REGULATIONS DEPARTMENT OF MEDICINE

I. MEMBERSHIP

The Department of Medicine shall consist of those members of the Medical Staff of the Boswell Medical Center who have been appointed to the Department by the Board, as recommended by the Medical Executive Committee, in conformity with the Medical Staff Bylaws, and the Rules and Regulations Policy Manual of the Medical and Affiliate Staff of Boswell Medical Center.

II. OFFICERS

A. A Chief of Medicine and a Vice Chief of Medicine will be elected as outlined in the Rules and Regulations Policy Manual.

III. DUTIES OF OFFICERS

A. Chief of Medicine

In addition to the duties outlined in the Rules and Regulations Policy Manual,

1. The Chief of Medicine shall preside at Department of Medicine meetings.
2. The Chief of Medicine shall appoint the members of the Medical Committee, the Critical Care Committee and any other committees deemed necessary to conduct the business and affairs of the Department.
3. The Chief of Medicine shall serve as Chairman of the Medical Committee and shall appoint chairs of all other department committees.
4. The Chief of Medicine shall be responsible for overall supervision of work by physicians in the Department of Medicine and shall have the authority to intercede in any case where, in his/her judgment, it is necessary. As soon as practical thereafter, his/her decision shall be submitted to the Medical Committee for their approval and all action taken by the Medical Committee will be reported to the Medical Department for approval. After approval by the Department of Medicine, the decision shall be forwarded, in writing, to the Medical Executive Committee. All disciplinary, ethical, moral and possible legal or criminal problems will be reported directly by the Chief of Medicine to the Medical Executive Committee for their review and action as necessary.
5. The Chief of Medicine shall report to the Department on the proceedings of the Medical Executive Committee, as well as on the proceedings of the Department's committees including the Medical Committee.

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6. The Chief of Medicine shall have the right to review contracts, except financial arrangements between physicians assigned to the Department of Medicine and Administration so that there is no conflict with Department Rules and Regulations.

B. Vice Chief of Medicine

1. The Vice Chief of Medicine shall assume the duties of the Chief of Medicine in his/her absence.
2. The Vice Chief of Medicine shall be a Member of the Medical Committee.

IV. PRIVILEGES

- A. The privileges of all applicants and members of the Department shall be in conformity with the Medical Staff Bylaws, and the Rules and Regulations Policy Manual of Banner Boswell Medical Center.
- B. A recommendation for a change in privileges shall be made as outlined in the Medical Staff Bylaws, and the Rules and Regulations Policy Manual of Banner Boswell Medical Center.
- C. Classification of Privileges:

1. General Privileges

All physicians assigned to the Department of Medicine shall be granted general privileges for the examination, diagnosis and treatment of patients, as recommended by the Department Chair, the Credentials Committee, and the Medical Executive Committee and approved by the Board.

2. The basis for granting privileges shall include, but not be limited to, considerations of education, post-graduate training and experience. Observations may be required before an applicant is granted unobserved privileges to perform a special procedure. Details of requirements for specific privileges are outlined in the Criteria for Granting Clinical Privileges. (a form to document observation is available in Medical Staff Services)
- D. The procedure for obtaining unobserved privileges in a procedure(s) shall be as follows:
 - ◆ No more than two (2) observations in any procedure may be provided by the same observer;
 - ◆ No more than two (2) observations for any one procedure by an associate;
 - ◆ If the observer at Banner Del E. Webb Medical Center has unobserved privileges at Banner Boswell Medical Center, then observations performed at Banner Del Webb Medical Center can be considered as one and the same as cases performed at Banner Boswell Medical Center.

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- ◆ Special circumstances may require all observations to be provided by the same observer or by an associate if the Department Chair grants an exemption to above procedure.
 - ◆ Completion of observations for a specified privilege is no longer a requirement for advancement in the Medical Department.
- E. If an unsatisfactory observation report is submitted, the report must be reviewed by the Department Chairman. The recommendation of the Department Chairman shall be further reviewed and acted upon by the Medical Committee before forwarding to the Medical Executive Committee.
- F. Additional observed cases may be required at Banner Boswell Medical Center if necessary in the opinion of Chief of Medicine to establish the extent of privileges to be granted and also if deemed necessary on reapplication when records indicate a low level of clinical activity on the part of a particular physician. Such additional observation is in the interest of patient safety, is neither punitive nor disciplinary, does not restrict practice and, therefore, is not reviewable and not reportable to the physician's respective licensing Board.
- G. Special diagnostic and therapeutic services which are provided in the Medical Center by the specialties represented in the Department of Medicine shall be the responsibility of the Department of Medicine. Diagnostic and therapeutic services provided by specialties represented in the Department of Medicine and other departments in the Medical Center shall be a joint responsibility of the departments involved.
- H. Each Medical Director of a subspecialty section which provides special diagnostic and therapeutic services, may develop rules and regulations for the participation of other qualified physicians in that subspecialty section. Such rules and regulations must be approved by the Medical Department and then forwarded to the Medical Executive Committee. Rules and regulations of subspecialty sections shall be included as addendums to these rules and regulations.
- V. SECTIONS
- A. The Department of Medicine shall include those specialties as delineated in the Medical Staff Bylaws, Rules and Regulations of Banner Boswell Medical Center.
- VI. MEETINGS
- The Department of Medicine shall meet at least quarterly.
- VII. INTERNAL MEDICINE ER CALL POLICY
- A. Internal Medicine and Family Physicians who wish to take Internal Medicine ED call must have a primary office in the Medical Center's primary or secondary service area. Subspecialists may serve on the Internal Medicine ED call rotation for a two-year period starting from their initial Medical Staff appointment date. After the two-

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- year period, the subspecialist may only serve on their respective subspecialty call, if available.
- B. Physician who practice inpatient medicine only (i.e. Medical Hospitalists) are excluded from taking call.
 - C. Changes to the Internal Medicine ED call schedule must be submitted to the Medical Staff Services Department. The assigned physician must indicated in the letter who will be responsible for assuming their assigned call and ensure the replacement physician is aware of the call change. The Emergency Department should not be contacted for changes to the ED call schedule. If there is an emergency change to the weekend schedule during a time when the Medical Staff Services Department is not available, the Emergency Department will ensure this information is forwarded to Medical Staff Services.
 - D. All physicians with privileges in the specialty of Cardiology, without interventional privileges, must obtain a back-up physician on-call for the Emergency Room for each specific day of coverage.

VIII. CONSULTATIONS

- A. Consultations are encouraged with respect to patients who are in the judgement of the treating physician, critically ill, or where diagnoses are obscure, or on patients who do not respond favorably to treatment.
- B. A consultant shall write or dictate his/her opinion and recommendations within 24 hours unless otherwise requested by the referring physician. If there is an emergent situation, the referring physician should contact the consultant directly.
- C. If there is an emergent situation, the consultant should contact the referring physician immediately. The consultant may write emergency orders if unable to contact the referring physician.

IX. COMMITTEES

- A. Medical Committee
 - 1. The Chief of Medicine shall preside at all meetings. In his/her absence, the Vice Chief of Medicine will preside.
 - 2. Members of this committee shall consist of the Chief, the Vice Chief, plus at least five Active Medical Staff members of the Department appointed by the Chief of Medicine.
 - 3. The Medical Committee shall review and act on the actions of any Committee established to conduct Department business.
 - 4. The Medical Committee shall review and act on any reports from the sections of

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the Department.

5. The Medical Committee will assist the Chief of Medicine in the discharge of his/her duties.
6. The Medical Committee shall assume responsibility for quality improvement activities.

B. Critical Care Committee

Members of this multi-disciplinary committee shall be appointed by the Chief of Medicine and Chief of Surgery in conjunction with the Chief of Staff.

The Committee will oversee the functioning of the critical care areas considering staffing, policies and equipment matters.

1. The committee will meet at least quarterly.
2. The committee will establish written policies for operation of the unit to meet requirements of accrediting bodies and the Department of Surgery and Medicine.
3. The Committee will evaluate the quality of care and make recommendations to the Medical Committee in cases where the standard of care is thought by the Critical Care Committee to be questionable.

X. ON-CALL RESPONSIBILITY

The members of the department shall respond to a life threatening emergency medical situation.

- A. There is Mandatory Emergency Department On-Call coverage for the following specialty: Psychiatry. This is in accordance to the Medical Staff Bylaws Article V, Section 5.

XI. The Rules and Regulations of the Department of Medicine and the Sections of Medical Imaging and Emergency Medicine will be reviewed every two years.

APPROVED:

Medical Department	-	06/05/03, 3/3/04, 12/1/05, 3/1/07
Medical Executive Committee	-	09/02/03, 4/5/04, 1/3/06, 7/1/08
Joint Conference Committee	-	09/11/03, 4/14/04, 1/12/06, 7/17/08
Board	-	09/18/03, 4/21/04. 1/19/2006, 3/15/07, 7/17/08, 09/02/08