



DEPARTMENT OF MEDICINE RULES AND REGULATIONS

Article I – Organization

Section I

In accordance with the Bylaws of the Medical Staff of Banner Del E. Webb Medical Center, the Department of Medicine is organized as a Department of the Medical Staff.

Section 2

The chair of the department will be elected by the Active Staff members of the department for a three-year term, in accordance with Article 8 of the Medical Staff Bylaws. The chair shall appoint a vice-chair of the department.

Section 3

The Department of Medicine shall consist of those members of the Medical Staff of Banner Del E. Webb Medical Center who have been appointed to the Department by the Board, as recommended by the Medical Executive Committee.

ARTICLE II Authority, Duties, and Responsibilities

Section I

The Chair's authority, duties, and responsibilities are outlined in Article 8 of the Medical Staff Bylaws. The qualifications, selection, term of office and removal of the chair are outlined in Article 8 of the Medical Staff Bylaws.

Section 2

The Vice Chair will be responsible for administration of the department in the absence of the Chair.

ARTICLE III Miscellaneous Provisions

Section 1 - Meetings

- a) The Department shall meet at least quarterly.
- b) Information regarding meetings is outlined in Article 10 of the Medical Staff Bylaws.
- c) The presence of two (2) voting members of the department shall constitute a quorum.

ARTICLE IV Community Primary Rotation Schedule

Section 1

Internal Medicine and Family Practice physicians who provide primary care services and wish to serve on the Community Primary Care Rotation schedule must have his/her primary office in the designated service area for Banner Del E. Webb Medical Center as defined by the following zip codes (85375, 85374, 85379, 85388, 85387 and 85383).

Section 2

Practitioners serving on the Community Primary Care Rotation schedule for unassigned patients not requiring admission must provide follow up services within the designated service area defined above within seven days of the patient being seen in the Emergency Department. Failure to adhere to this requirement may result in removal from the rotation schedule at the discretion of the Medical Executive Committee.

ARTICLE V Focused Professional Practice Evaluation (FPPE)

A retrospective review of three (3) cases, performed at Banner Del E. Webb Medical Center, must be completed. The three cases must be inpatient admissions or consults depending on the specialty.

- (a) Three to six months after a practitioner's initial appointment or initial granting of privileges, the Medical Staff Office will obtain a list of the practitioner's activity in the hospital. An evaluation form will be generated for three (3) randomly selected cases which will be reviewed and/or assigned for review by the Department Chairman as needed. Results of the review will be reported to the Department Chairman for review and action.
- (b) The reviewer's report is confidential and for use of the Department only. The report, however, may be released to other hospitals if requested in writing, by the reviewed physician for privileges at other hospitals.
- (c) Active staff members of the Department are eligible to serve as reviewers for the retrospective review process.
- (d) The reviewer shall give a candid opinion on the report to the Department Chairman. The reviewer shall immediately notify the Department Chairman should any questions arise concerning a physician's competency or management of a particular case.
- (e) Following review of the completed review forms, additional cases may be required if deemed necessary by the Department Chairman.
- (f) If the practitioner has no activity within the facility to adequately evaluate his/her performance, the FPPE period will be extended for an additional three (3) month monitoring period(s) not to exceed twenty-four (24) months.
- (g) Practitioners must complete FPPE requirements within the first (24) months of appointment. Failure to complete FPPE requirements will result in a voluntary resignation from the Medical or Allied Health Staff.
- (h) For those practitioners with minimal activity during the initial FPPE period (practitioners who only provide occasional coverage at the hospital), the Department Chairman may recommend that 100% of his/her cases be reviewed during the initial period.