

SECTION 1. ORGANIZATION OF DEPARTMENT OF MEDICINE

- A. The Department of Medicine shall be organized as established in Article 10 of the Bylaws of the Medical Staff.
- B. Membership shall include the following physicians:
 - 1. Physicians limit their practice to internal medicine or a sub-specialty of internal medicine.
 - 2. Physicians in General or Family Practice who choose to participate as members of the Department of Medicine.
 - 3. Other physicians including Neurologist, Dermatologists, Radiologist, Physiatrist, Pathologist and specialist in Nuclear Medicine.
- C. For those members of the Medicine Department who joined or join the Medical Staff after July 28, 2008, the following is required:
 - 1. Completion of an approved residency post-graduate training program in their specialty – (American College of Graduate Medical Education or American Osteopathic Association);
 - 2. At the time of application to the Medical Staff, possess current certification in the specialty or subspecialty Board applicable to the requested privileges, which must be a member of the American Board of Medical Specialties or the Advisory Board of Osteopathic Specialties. This requirement may be held in abeyance for applicants or members who have recently completed their training program pending initial Board certification. In this case, the certification exam must be passed within two years after the first opportunity to take the exam offered by the Board, or the member will be considered to have voluntarily resigned from the Medical Staff and will not be entitled to hearing and other procedural rights;
- D. Members who joined the Medical Staff prior to July 28, 2008 who met the Board certification requirements at the time of initial appointment must satisfy the recertification requirements in the specialty or subspecialty Board applicable to the privileges granted.
- E. Previously Board certified members who have allowed their Board certification to expire, shall have 2 years from the time of expiration to obtain Board certification or the member will be considered to have voluntarily resigned from the Medical Staff and will not be entitled to hearing or other procedural rights.

SECTION 2. MEDICINE DEPARTMENT EXECUTIVE COMMITTEE

- A. The Department of Medicine Executive Committee will be organized as established in Article 10 of the Bylaws and will fulfill the responsibilities thereof.

- B. Membership of the Medicine Executive Committee shall include:
1. Department Chief
 2. Chief-elect
 3. Immediate past chief
 4. Medical Director or his designee
 5. Four (4) members (each serving two (2) years)
 6. Director of Internal Medicine
 7. Ambulatory Medical Director or Designee
 8. Director of Radiology
 9. Director Pathology
 10. Director of Cardiology
- C. The department will hold meetings as established in Article 11, of the Bylaws and will enforce meeting requirements thereof.
- D. The quality of professional care and proper utilization of the hospital facilities will be evaluated by the departmental Executive Committee and reported to the Executive Committee of the Medical Staff.

SECTION 3. DEPARTMENT MEETINGS

- A. The department shall meet as often as necessary at the call of the Department Chief but at least annually.
- B. The departmental business meeting will be held annually or on special call by the department chief.
- C. Important business matters requiring action by the full Department of Medicine, in the judgment of the Chief of Medicine, may be voted on by mail ballot. If any active member of the Department of Medicine requests an open meeting rather than a mail ballot, such meetings will be held.
- D. There will be weekly clinical meetings, which will include lectures, case presentations and review of selected deaths, patients, complications and errors in diagnosis and treatment.

SECTION 4. PRIVILEGE GRANTING AND RENEWAL

- A. All recommendations for either the initial granting or renewal of privileges will be processed following the mechanism established in Article 5 and Article 7 of the Bylaws.
- B. Privileges will be reviewed and recommended by the Department Chief based upon documented evidence of training and experience with quality assurance results being used in the reappointment and reappraisal process.
- C. All requests for additional clinical privileges, accompanied by supporting documentation must be submitted in writing to the Department Chief via the Medical Staff Office.

- D. Recommendations for privileges within the Department will be recommended by the Department Chief and the Chief of Staff of the Medical Staff with final action taken by the Governing Board.
- E. It is the responsibility of each physician treating patients in the hospital to have privileges currently applicable for the condition he/she is treating.
- F. The Department Chief will assign proctors who will assess the performance of all new applicants for privileges by overseeing the applicant's work and reporting to the Department Chief in writing when the applicant has completed a period of proctorship.
- G. It is the obligation of a new applicant to notify one of his proctors of any patient care activities or procedures requested and also to have his care reviewed as required.
- H. In order to maintain departmental privileges it is necessary to demonstrate competency of the electronic health record (EHR). Failure to do so will result in administrative suspension as per Medical Staff Bylaws, Section 13.3-6.

SECTION 5. DIVISION OF THE DEPARTMENT OF MEDICINE

Divisions of the Department of Medicine will include the Intensive Care Unit, Respiratory Medicine, Pathology, Radiology and other Medicine related services.

SECTION 6. INSERVICE TRAINING

The Department of Medicine will provide and participate in training of physicians, nurses and technicians in an effort to continually improve the quality of care for patients.

Review / Approval:

Medicine Committee: 07/2005; 08/2006; 11/2007; 08/2011; 01/2014; 02/2017

Executive Committee: 08/2005; 08/2006; 02/2008; 09/2011; 02/2014; 03/2017