

**MEDICAL STAFF BYLAWS, POLICIES,  
AND RULES AND REGULATIONS**

**HSHS LIBERTAS  
MEDICAL STAFF  
ORGANIZATION MANUAL**

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## ARTICLE 1

### GENERAL

#### 1.A. DEFINITIONS

The definitions that apply to terms used in all the Medical Staff documents are set forth in the Medical Staff Credentials Policy.

#### 1.B. TIME LIMITS

Time limits referred to in this Manual are advisory only and are not mandatory, unless it is expressly stated that a particular right is waived by failing to take action within a specified period.

#### 1.C. DELEGATION OF FUNCTIONS

- (1) When a function is to be carried out by a member of Hospital management, by a Medical Staff member, or by a Medical Staff Committee, the individual, or the committee, through its chairperson, may delegate performance of the function to one or more designees.
- (2) When a Medical Staff member is unavailable or unable to perform a necessary function, one or more of the Medical Staff Leaders may perform the function personally or delegate it to another appropriate individual.

## ARTICLE 2

### CLINICAL DEPARTMENTS

#### 2.A. LIST OF DEPARTMENTS

The following clinical departments are established:

Department of Medicine

#### 2.B. FUNCTIONS AND RESPONSIBILITIES OF DEPARTMENTS AND DEPARTMENT CHAIRPERSONS

The functions and responsibilities of departments and department chairpersons are set forth in Article 4 of the Medical Staff Bylaws.

## ARTICLE 3

### MEDICAL STAFF COMMITTEES

#### 3.A. MEDICAL STAFF COMMITTEES AND FUNCTIONS

- (1) This Article outlines the Medical Staff committees of Libertas that carry out ongoing and focused professional practice evaluations and other performance improvement functions that are delegated to the Medical Staff by the Board.
- (2) Procedures for the appointment of committee chairpersons and members of the committees are set forth in Article 5 of the Medical Staff Bylaws.
- (3) Members of Medical Staff committees are expected to maintain confidentiality relating to all matters.

#### 3.B. MEETINGS, REPORTS AND RECOMMENDATIONS

Unless otherwise indicated, each committee described in this Manual shall meet as necessary and shall maintain a permanent record of its findings, proceedings, and actions. Each committee shall make a timely written report after each meeting to the Executive Committee and to other committees and individuals as may be indicated in this Manual.

#### 3.C. EXECUTIVE COMMITTEE

The composition and duties of the Executive Committee are set forth in Section 5.D of the Medical Staff Bylaws. The Executive Committee will act and provide services as the designated Credentials Committee.

#### 3.D. MEDICAL STAFF DEPARTMENTS

The composition shall consist of Active staff status members. There will be no requirement to meet unless requested by members.

#### 3.E. PHYSICIAN HEALTH COMBINED COMMITTEE

##### 3.E.1. Composition:

The Physician Health Combined Committee membership will allow the opportunity to have representation from the Libertas Medical Staff who are willing to serve and are selected for specific expertise and experience. Initial appointments are for three-year terms, with no limits on the number of terms a member may serve.

### 3.E.2. Duties:

The Physician Health Combined Committee shall:

- (a) be responsible for recognizing and evaluating issues related to the health, well-being, or impairment of Medical Staff members and Allied Health Professionals;
- (b) be the identified point within the Hospital where information and concerns about health of a Medical Staff member or Allied Health Professional can be presented for consideration and evaluation;
- (c) perform all functions as may be authorized in the Policy on Committee-Physician Health;
- (d) be advisory to and report to the Executive Committee, and other appropriate committees as designated by the Executive Committee; and
- (e) have no authority to take disciplinary action on its own.

### 3.F. UTILIZATION MANAGEMENT COMMITTEE-EWD

#### 3.F.1. Composition:

The Utilization Management Committee-EWD membership will allow the opportunity to have representation from the Libertas Medical Staff. The Committee shall also include the EWD Director of Health Information Management, the EWD Director of Case Management, and other representatives from Hospital departments as may be assigned.

#### 3.F.2. Duties:

##### Health Information Management Review Functions:

The Utilization Management Committee-EWD shall:

- (a) conduct periodic reviews of a representative sample of records to assess compliance with hospital, state and federal regulations for medical records; and
- (b) conduct periodic reviews of a representative sample of records to assess the quality of the documentation; and
- (c) conduct periodic reviews of summary information regarding the timely completion of all medical records and make recommendations concerning the same as appropriate; and

- (d) reviews and approves changes to the hospital medical records regulations.

Utilization Management Committee-EWD Functions:

The Utilization Management Committee-EWD shall:

- (a) monitor utilization to evaluate the appropriateness of hospital admissions, length of stays, discharge practices, use of medical and hospital services and resources, and other factors related to utilization of hospital and physician services;
- (b) formulate a written utilization management plan for the Hospital(s), to be approved by the Executive Committee, the CEO/COO, and the Board, in accordance with all applicable accreditation, third-party payor, and regulatory requirements which shall be in effect at all times;
- (c) evaluate the medical necessity for initiation of and continued hospital services or level of care for particular patients, and make recommendations on the same to the attending physician, the Executive Committee, and the CEO/COO. No physician shall have review responsibility for any extended stay cases in which that physician has been professionally involved; and
- (d) Physicians assigned to the Committee serve as Physician Advisors for the medical Staff and Care Managers.

3.G. INFECTION PREVENTION AND CONTROL COMMITTEE-EWD

3.G.1. Composition:

The Infection Prevention and Control Committee-EWD shall consist of members of the Medical Staff, of whom at least one shall be a pathologist. The infection preventionist and at least one representative from nursing and Hospital management shall also serve on the Committee.

3.G.2. Duties:

The Infection Prevention and Control Committee-EWD shall:

- (a) have oversight responsibilities for the surveillance, prevention, and control of infection risks, the review and analysis of actual infections, and the promotion of a preventive and corrective program designed to minimize infection risks; and
- (b) develop, implement, and coordinate the hospital wide program for risk assessment, surveillance, prevention, and control of infections.

## ARTICLE 4

### AMENDMENTS

This Manual may be amended by a majority vote of the members of the Executive Committee present and voting at any meeting of that committee where a quorum exists. Notice of all proposed amendments shall be posted on the Medical Staff bulletin board at least 14 days prior to the Executive Committee meeting, and any member of the Medical Staff may submit written comments on the amendments to the Executive Committee. No amendment shall be effective unless and until it has been approved by the Board.

ARTICLE 5

ADOPTION

This Medical Staff Organization Manual is adopted and made effective upon approval of the Medical Staff and the Board, superseding and replacing any and all previous Medical Staff Bylaws and policies pertaining to the subject matter herein.

Originally adopted by the Medical Staff: February 22, 2017

Originally approved by the Board: March 22, 2017