

DEPARTMENT OF CARDIAC SURGERY

HARTFORD HOSPITAL

RULES AND REGULATIONS

December 15, 2015

ARTICLE I

Membership

Membership in the Department of Cardiac Surgery will be granted and maintained in accordance with the Medical Staff Bylaws of Hartford Hospital.

ARTICLE II

Leadership

1. The Department of Cardiac Surgery shall have a Chief and an Associate Chief.
2. The Chief will be appointed (or so removed) as described in the Hospital Medical Staff Bylaws and will oversee or perform all duties as outlined therein. The Chief will be responsible to the Vice President, Medical Affairs for the functioning of his/her Department.
3. The Associate Chief shall be appointed by the Chief after consultation with Hospital Administration. In the absence of the Chief, or in the event of the Chief's inability or refusal to act, the Associate Chief shall perform the duties of the Chief, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chief. The Associate Chief shall perform such other duties as from time to time may be assigned by the Chief consistent with the Medical Staff Bylaws.

ARTICLE III

Committees

1. The Department shall have the standing committees outlined below. In addition, the Chief shall establish additional committees as needed, from time to time in accordance with the Medical Staff Bylaws.

2. **Executive Committee:** The Executive Committee of the Department of Cardiac Surgery shall consist of the Chief, the Associate Chief, and one other member of the Department. The other members of the Department will rotate as the third member of the Executive Committee for one year terms, cycling alphabetically through the roster of the Department.
3. **Quality/Peer Review Committee:** The Quality/Peer Review Committee of the Department shall consist of the Executive Committee. The committee will be responsible for ongoing data collection, analysis and evaluation of untoward events related to cardiac surgical care, and developing corrective action plans to improve patient care.

Article IV

Meetings

1. Department Meetings will be held monthly. The agenda of the regular Department Meetings shall be prepared by the Chief. The Meetings will be held on the second Wednesday of the month, or as rescheduled by the Chief or his designee.
2. Special meetings may be called at the discretion of the Chief. Special meetings will have a minimum of 48 hours advance notice with date, time, and place.
3. A quorum for the conduct of business at any Department meeting shall be those voting members present (but not less than two). Recommendations and actions shall be by consensus. If, in the discretion of the Chief, it is necessary to vote on an issue, the issue will be determined by a majority vote of those voting members present.
4. Obligations of the active members of the Department of Cardiac Surgery include no more than 2 unexcused absences from Department Meetings per calendar year and attendance at at least 50% of Morbidity and Mortality meetings. Attendance is defined as being present for at least half of the scheduled length of the meeting, as determined by the meeting Chair. Consequences for failing to fulfill these obligations will be determined by the Chief.

Article V

Credentialing, Privileges, and Special Privileges

1. Individuals will be granted appointment or reappointment to the Hospital Medical Staff according to the Hospital Credentials Policy. Areas of subspecialty expertise requiring additional training, as well as other credentialing decisions or clinical matters relevant to the member of the Department, will be determined by the Chief, subject to the Hospital's Medical Staff Bylaws and Credentials Policy. Privileges for new procedures or procedures that cross specialty lines will be developed and granted as per the Credential Policy.
2. The Chief or his designee shall keep a roster of all members of the Department and make periodic reviews of their qualifications.

ARTICLE VI

On-Call Policies

The Chief, or as delegated to his/her Assistant Chief, shall be responsible for establishing the on-call schedule consistent with requirements established by Hospital Administration for the Department members.

ARTICLE VII

Amendments

These Rules and Regulations may be amended by the Chief with the approval of the Executive Committee and the Medical Executive Committee. Notice of these changes will be sent to all members of the Department within a reasonable period of time.