

DEPARTMENT OF EMERGENCY MEDICINE
HARTFORD HOSPITAL
RULES AND REGULATIONS

ARTICLE I

Membership

Membership in the Department of Emergency Medicine will be granted and maintained in accordance with the Medical Staff Bylaws of Hospital.

ARTICLE II

Leadership

1. The Department of Emergency Medicine shall have a Chief, and up to two Associate Chiefs. One Associate Chief shall be the Medical Director.
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 Medical Director shall be appointed by the Chief after consultation with Hospital Administration. In the absence of the Chief, or in the event the Chief's inability or refusal to act, the Medical Director shall perform the duties of the Chief, subject to approval of the Medical Executive Committee, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chief. The Medical Director shall perform such other duties as from time to time may be assigned by the Chief consistent with the Medical Staff Bylaws.

Divisions and Sections

1. The Emergency Department shall be organized into Divisions as established by the Chief from time to time after consultation with and approval of Hospital Administration. Each Division will have a Division Director who will report to the Chief. The Division Directors will

be appointed by the Chief after consultation with and approval of Hospital Administration with input from the Executive Committee.

2. Membership in a Division will be granted and maintained by appointment by the Chief of the Department with input from the Division Director consistent with Department policies and Hospital's Credentials policy.

3. Each Division may have delineations of privileges for procedures and other activities developed by the Department and consistent with the Hospital Credentials policy

4. The Department of Emergency Medicine shall be divided into the Sub-specialty Divisions as set forth below:

Ultrasound

Toxicology

Simulation

Academics and Resident/Student Education

Wound Care and Hyperbaric Oxygen

Research

Emergency Medical Services (ground and air)

Critical Care

Operations

Disaster Medicine

Informatics

ARTICLE IV

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 shall consist of the Chief, the Associate Chief(s) and the division directors. The Executive Committee shall serve as an advisory group to the Chief and shall be convened as requested by the Chief or any two (2) members of the Executive Committee.

3. **Emergency Medicine Quality Council:** The Emergency Medicine Quality Council of the Department shall consist of both EM attending physicians and at least 2 advanced practitioners. All appointed by the Chief for terms of 2 years that are renewable, as well as ad-hoc members as required. The committee will be responsible for ongoing data collection, analysis and evaluation of untoward events related to emergency care and developing corrective action plans to improve patient care.

4. The **Executive Committee** may serve as the **Quality/Peer Review Committee** in order to facilitate evaluation of QI data and propose and approve corrective action plans.

ARTICLE V

Meetings

1. The Chief shall schedule monthly departmental meetings. Notice will be emailed at least two weeks in advance. The agenda of the regular Department Meetings shall be prepared by the Chief or designee.

2. Special meetings may be called at the discretion of the Chief or on the written request of ten (10) percent of active staff members of the Department. Special meetings will have a minimum of 48 hours advance notice with date, time and place.

4. 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, that issue will be determined by a majority vote of those voting members present.

5. Minutes shall be taken at each Department and Committee meeting, and other meetings, as applicable, per the Hospital's Medical Staff bylaws. A record shall be made of those in attendance, recommendations made and votes per matter, and a summary of the actions that transpired. A summary of the recommendations and actions will be reported to the Medical Executive Committee.

Article VI

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 members of the Department, will be determined by the Chief, subject to 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 Credentials policy.

2. The Chief or designee shall keep a roster of all members of the Department and make periodic reviews of their qualifications.

ARTICLE VII

On-Call Policies

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

ARTICLE VIII

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.