

**DEPARTMENT OF MEDICINE
HARTFORD HOSPITAL**

RULES AND REGULATIONS

**ARTICLE I
MEMBERSHIP**

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

**ARTICLE II
LEADERSHIP**

1. The Department of Medicine shall have a Chief and Associate Chief.
2. The Chief of the Department of Medicine will be appointed (or removed) as described in the Medical Staff Bylaws of the Hospital 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 will be appointed by the Chief after consultation with Hospital Administration for a term of one (1) year, that is renewable. In the absence of the Chief or in the event of the Chief's inability or refusal to act, the Associate Chief will perform the Chief's duties subject to the 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 Associate Chief shall perform such other duties as from time to time may be assigned by the Chief consistent with the Medical Staff Bylaws.
4. If any appointed leadership position of the Department becomes vacant, it shall be filled at the next meeting of the Department.

ARTICLE III
DIVISIONS AND SECTIONS

1. The Department of Medicine will be organized into Divisions according to the specialties of Internal Medicine and such other Divisions as may be designated by the Chief after consultation with and approval of Hospital Administration. The Divisions and Sections of the Department of Medicine may include but are not limited to:

- a. Cardiology
- b. Dermatology
- c. Endocrinology
- d. Gastroenterology
- e. General Medicine
- f. Geriatric Medicine
- g. Hematology/Oncology
- h. Hospital Medicine
- i. Infectious Disease/Allergy
- j. Nephrology
- k. Pulmonary Disease
- l. Rheumatology

2. Divisions of the Department may be added or deleted at the discretion of the Chief in consultation with and advice from the Executive Committee of the Department and consultation with and approval of Hospital Administration.

3. Each Division of the Department will have a Division Director appointed by the Chief after consultation with and approval of Hospital Administration for a one year term that is renewable.

4. Each Division may have rules and regulations consistent with the Rules and Regulations of the Department and the Medical Staff Bylaws.

5. Membership in a Division will be granted and maintained by application to and appointment by the Chief. Membership in a Division of the Department of Medicine will be conferred only after the applicant is determined as qualified under the Hospital Credentials Policy.

ARTICLE IV COMMITTEES

1. There shall be an Executive Committee and Quality Committee and such other additional committees as needed, established by the Chief from time to time in accordance with the Medical Staff Bylaws. The Chief shall appoint the chair and membership for any ad hoc committee. Ad hoc committees will be dissolved upon completion of their work and at the discretion of the Chief.

2. With the exception of the Executive Committee, the Chief of Medicine will appoint the members and chairperson of the Committees.

3. The Executive Committee will consist of the Chief, the Associate Chief, the Director of each Division of the Department and 3 elected representatives. All elected representatives will serve three year terms.

4. The Chief will serve as Chair of the Executive Committee. The Associate Chief will serve as Vice Chairman of the Executive Committee. The Executive Committee will serve in an advisory capacity to the Chief.

5. The Quality Committee will be chaired by the Associate Chief and will report directly to the Chief. Members of the Quality Committee will be appointed by the Chief. There will generally be eight to ten members in addition to the Associate Chief. Members will come from the Hartford Hospital employed medical staff, private medical staff and allied

health staff. Each member will serve a two year term, that is renewable. In addition, each Division may have its own Quality Committee and/or program.

6. The Quality Committee will provide direction and oversight to areas of peer review, morbidity and mortality conferences, root cause analyses and other quality audits and projects as determined by the Chair of the Quality Committee and the Chief.

ARTICLE V MEETINGS

Section 1

Department Meetings

1. Regular meetings of the Department shall be held at least quarterly each year. The date, time and location of each meeting will be specified by the Chief at least two weeks in advance.

2. A special meeting of the Department may be called at any time by the Chief. A special request for a meeting of the Department may be submitted by at least ten (10) percent of voting members or not less than five members of the voting members. Special meetings will have a minimum of forty eight (48) hours' advance notice.

3. The Annual Meeting shall be held each year, at a time and place designated by the Chief and a notice to be sent or posted in a designated location at least two weeks in advance.

4. Meetings shall be conducted in accordance with procedures as may be adopted by the Executive Committee of the Department.

Section 2

Division Directors' Meeting

1. Division Directors will meet periodically as determined by the Chief. The date, time and location of each meeting will be specified by the Chief at least two weeks in advance.
2. A special meeting of the Division Directors may be called at any time by the Chief or on the written request of ten (10) percent or not less than two Division Directors.

Section 3

Provisions Common to All Meetings

1. A quorum for the conduct of business shall be those voting members present (but not fewer than 2). Recommendations and actions at a duly noticed meeting shall be by consensus. In the event it is necessary to vote on an issue, in the discretion of the Chief, that issue shall be determined by a majority of the voting members present.
2. Minutes shall be taken at each Department and committee meeting and at 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. Training received and establishment of expertise in areas requiring special privileges will be determined by the Chief and the appropriate Division Chief in consultation with the members of the appropriate Division. The Chief will review and make a

recommendation on areas of subspecialty expertise requiring additional training, as well as all appointment, reappointment or privileging decisions with input from the appropriate Division Chief, consistent with Hospital's Credentials policy. Privileges for new procedures and procedures that cross specialty lines shall be developed and granted as per the process outlined in 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 POLICY

The Chief, or as he/she may delegate to the Division Directors, shall be responsible for establishing the on-call schedule for the Department members consistent with requirements established by Hospital Administration.

ARTICLE VII AMENDMENTS

Par. 1. 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 with a reasonable period of time.