

**RULES AND REGULATIONS  
DEPARTMENT OF OPHTHALMOLOGY  
HARTFORD HOSPITAL**

ARTICLE I

Par. 1 The name of this organization shall be "The Department of Ophthalmology of " Hartford Hospital"

ARTICLE II

Members

Section 1. Qualification

Par. 1 Members of the Department of Ophthalmology shall be limited to Doctors of Medicine/Osteopathy either certified or eligible for certification, which is to be achieved within three years of appointment to the Department, by the American Board of Ophthalmology, hereafter referred to as Ophthalmologists.

Section 2. Active Staff

Par. 1 In accordance with Staff Bylaws Article II, Section 2, candidates for appointment to the active staff (voting) shall be selected on the basis of their proven professional ability, demonstrated contribution to the development of their specialties, good moral and ethical character, and their interest, imagination, and vision in advancing the mission of Hartford Hospital.

Par. 2 Appointment to the Courtesy Staff with privileges in Ophthalmology shall be made in accordance with Staff Bylaws Article II, Section 2, and shall convey privileges as defined in Staff Bylaws Article III, Section 7. Candidates shall meet the same qualifications as in Par. 1 of this section.

Section 3. Responsibilities of Membership

Par. 1 Members of the Department of Ophthalmology shall pay dues as determined by the Department.

Par. 2 Members of the Department shall be responsible for emergency room coverage until the age of 60. The rotation of coverage shall be scheduled on a fair and equitable basis by the Department Chairman.

Par. 3 Members of the Department shall fulfill their obligation to provide service to clinic patients in a fair and equitable rotation as determined by the Chairman of the Department.

ARTICLE III

OFFICERS

Section 1. Officers

Par. 1 The Director of the Department of Ophthalmology will be appointed in accordance with Staff Bylaws Article VI, Section 1A. A departmental vote for the director will be held after he/she has held office continuously for seven years. Nominations will be made at the meeting preceding the Annual Meeting. Voting will be by secret ballot in the Medical Staff Office. Election will be decided by a majority of the voting members of the Department. Results must be available and announced at the Annual Meeting.

Par. 2 The Assistant Director of the Department of Ophthalmology shall be appointed in accordance with Staff Bylaws Article VI, Section 1B.

Par. 3 The Secretary-Treasurer of the Department of Ophthalmology shall be nominated at the meeting preceding the Annual Meeting and voted upon at the Annual Meeting. He/she shall be elected by a majority of the members of the Department at the Annual Meeting for a term of one year. A similar procedure shall be followed in selecting all the other elected representatives of the Department.

Par. 4 The duties of the Director of the Department shall be in accordance with Staff Bylaws Article VI. The duties of the Assistant Director will be in accordance with Staff Bylaws Article VI, and as outlined by the Director of the Department. The duties of the Secretary/Treasurer shall be to keep accurate and complete minutes of all meetings of the Department and to account for all Departmental funds, including dues and their collection, and submit an annual report of the treasury to members of the Department at its Annual Meeting.

## ARTICLE IV

### COMMITTEES

#### Section 1. General Considerations

Par. 1 Standing Committees of the Department of Ophthalmology shall include the Executive Committee.

Par. 2 Ad hoc Committees may be appointed by the Director as indicated.

Par. 3 The Staff members of all committees shall function under the jurisdiction of the Director of the Department of Ophthalmology and the Executive Committee of the Department of Ophthalmology, to whom they shall report all action and from whom they shall obtain approval of policy.

Par. 4 Copies of the minutes of all such committee meetings shall be filed in the office of the Director of the Department of Ophthalmology, and shall be made available to Department members upon request.

#### Section 2. Standing Committees

Par. 1 With the exception of the Executive Committee, the Director of the Department of Ophthalmology shall appoint the members and chairperson of the Standing Committees, and shall determine the total membership of these committees.

#### Section 3. Executive Committee

Par. 1 The Executive Committee shall consist of the Director, Assistant Director, and Secretary/Treasurer of the Department of Ophthalmology, along with two members elected at large at the Annual Meeting. So as to assure continuity, the terms will be staggered, thus at the time of the first election, one of the members will be elected for one year and the other for two years.

Par. 2 The Director of the Department of Ophthalmology shall serve as Chairperson of the Executive Committee.

Par. 3 The Director of the Department of Ophthalmology shall designate a Vice-Chairperson of the Executive Committee from its membership to serve in the absence of the Chairperson.

Par. 4 The Executive Committee shall serve in an advisory capacity to the Director of the Department of Ophthalmology. Its actions shall be reported by the Chairperson of the Executive Committee to the members of the Department at its next meeting for approval, but any action of the Executive Committee may at its discretion be presented directly to the Executive Committee of the Medical Staff Council without prior Department approval.

Par. 5 The Executive Committee shall act on demotions, suspensions, expulsions, matters of reappointment, and temporary suspension in accordance with Article II,

#### Section 4

Par. 1,2, and 3 of the Bylaws of the Medical Staff. All such recommendations shall then be referred to the Executive Committee of the Medical Staff Council.

Par. 6 The Executive Committee shall vote on each appointment and reappointment to the Department of Ophthalmology. Such vote shall be advisory to the Director.

### ARTICLE V

#### VACANCIES

##### Section 1. Vacancies

Par. 1 In case(s) of vacancy in an elective office, other than the Director, the Executive Committee shall be responsible for recommending a replacement. The recommendation shall be voted upon at the following meeting of the Department.

### ARTICLE VI MEETINGS

#### Section 1. Meetings

Par. 1 Ten monthly Department meetings shall be held per year. The date, time, and place of each meeting shall be specified by the Director of the Department of Ophthalmology.

Par. 2 A special meeting may be called at any time by the Director of the Department of Ophthalmology or on written request of 20 percent of the members of the Active Staff, such meeting to take place within 10 to 30 days after receipt of the request by the Directory of the Department of Ophthalmology.

#### Section 2. Annual Meeting

Par. 1 The Annual Meeting shall be held at the time of the regular October meeting. Section 3. Quorum

Par. 1 A quorum at any meeting shall consist of one-third of the voting members of the Department.

### ARTICLE VII

#### AMENDMENTS

Par. 1 Amendments may be proposed at any meeting, with the support of at least three Department members. Amendments must be proposed in writing following their initial presentation, and circulated to the entire membership of the Department. At the meeting following their initial proposal, there shall be a discussion. Amendments will be voted upon at the next meeting and will carry only if supported by two-thirds of the voting members of the Department. Mail ballots will be allowed.

## ARTICLE VIII

### PARLIAMENTARY PROCEDURE

#### Section 1. Parliamentary Procedure

Par. 1 In all matters of parliamentary procedure, the Staff of the Department of Ophthalmology shall be governed by Robert's Rules of Order (revised) unless contrary to the Rules and Regulations herein stated. The Chairperson of the Executive Committee of the Department of Ophthalmology shall appoint a parliamentarian.

Par. 2 The adoption of these Rules and Regulations replaces the former Rules and Regulations of the Department of Ophthalmology when approved by the Executive Committee of the Medical Staff Council of the Hartford Hospital.

## ARTICLE IX

### REAPPOINTMENT AND DELINEATION OF PRIVILEGES IN THE DEPARTMENT OF OPHTHALMOLOGY

Par. 1 Reappointment and delineation of privileges in the Department of Ophthalmology shall be in accordance with Appendix A and Appendix B.

## ARTICLE X

### COURTESY STAFF PRIVILEGES

Par. 1 Courtesy members shall have surgical privileges in accordance with the policy on surgery in the Eye Institute at Hartford Hospital by courtesy members (Appendix C).

Executive Committee/MSC approved 8/19/91 Medical Staff Council approved 9/6/91

Executive Committee Board of Directors approved 10/1/91

**RULES AND REGULATIONS  
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HARTFORD HOSPITAL  
APPENDIX A**

**REAPPOINTMENT IN THE DEPARTMENT OF OPHTHALMOLOGY**

The decisions to grant privileges and to reappoint annually in the Department of Ophthalmology shall be based on review of the following information by the Department Director:

1. Current licensure to practice medicine in the State of Connecticut.
2. Specialty Board Certification.
3. Current practice pattern.
4. Director's observations and peer recommendations concerning:
  - a. Professional skill and judgment
  - b. Ethical conduct
5. Information obtained from on-going Quality Assurance Program.
6. Participation in Continued Education.
7. Meeting attendance:
  - a. General Staff
  - b. Department Staff
8. Participation in Medical Staff and Departmental Committees and activities.
9. Health Status: Physical and mental ability to carry out assigned duties.

## **APPENDIX C**

### Policy on Surgery in Eye Institute at Hartford Hospital by Courtesy Staff Members

1. A member of the Courtesy Staff may perform up to five surgical cases in one month and no more than 30 in one calendar year.
2. Each member of the Courtesy Staff who anticipate performing surgery must submit a list of those procedures for which he/she wishes privileges to perform. This is same as for Active Staff Members.
3. A pre-operative consultation from a member of the Active Staff of Associate or Senior Rank must be obtained before scheduling the surgery. The consultation must address the appropriateness of the planned surgery and whether or not the patient understands the rationale for the surgery, other options for treatment and possible complications. A copy of the consultation will be sent to the referring Courtesy Staff Member and the Director of the Department of Ophthalmology.
4. The requirement for pre-operative consultation for specific cases and/or procedures may be waived by the Director of the Department of Ophthalmology at his/her discretion.