

**HARTFORD HOSPITAL/THE INSTITUTE OF LIVING
DEPARTMENT OF PSYCHIATRY
RULES AND REGULATIONS**

ARTICLE I

Membership

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

ARTICLE II

Leadership

- A. The Department shall have a Department Chief, Associate Chief, and Secretary.
- B. The Chief is the Psychiatrist-in-Chief of The Institute of Living and the Chief of Hospital's Department of Psychiatry. The Chief shall be appointed (or removed) as described in the Hospital Medical Staff Bylaws and will oversee or perform all duties as outlined therein. As Chief, he/she will be responsible to the Vice President, Medical Affairs for the functioning of his/her department and as Psychiatrist-in-Chief is responsible to the President of the Hospital.
- C. The Associate Chief shall be appointed by the chief in consultation with Hospital Administration. In the absence of the Chief, in the event of the Chief's inability or refusal to act, or as delegated by the Chief, the Associate Chief shall perform the duties of the Chief, subject to approval of the Hospital 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.
- D. The Secretary shall be appointed, at the discretion of and by the Chief. The duties of the Secretary shall be to keep accurate and complete minutes of all meetings of the Department.

RULES AND REGULATIONS, DEPARTMENT OF PSYCHIATRY**ARTICLE III****Divisions & Sections**

- A. The Department may be organized into Divisions and Sections as established by the Chief from time to time after consultation with and approval of Hospital Administration. Each Division will have a Division Director and each Section will have a Section Chief who will report to the Chief. The Division Director and Section Chief will be appointed by the Department Chief after consultation with and approval of Hospital Administration.
- B. Membership in a Division/Section will be granted and maintained by application to and an appointment by the Chief, with input from the Division/Section Director, consistent with the Hospital's Credentials policy.

ARTICLE IV**Committees**

- A. The Department shall have an Executive Committee and Quality and Safety Committee. The Chief shall establish additional committees as needed, from time to time in accordance with the Medical Staff Bylaws. All such committees shall have such powers, tenure and membership as may be set forth in the action creating the committee.
- B. Executive Committee.
- a. The Executive Committee shall consist of the Chief; Associate Chief; such additional appointed persons (the "Appointed Members") as deemed necessary by the Chief to represent the mental health disciplines, and programs and services in the Department; and four members of the Medical Staff (the "Elected Members") elected by vote of the Department members entitled to vote. Elected and Appointed Members shall have two-year terms, and all successors have two-year terms. The four Elected Members shall be members of the Active Medical Staff in the Department. There shall be no limit on the number of terms a member may serve. An Elected Member of the Executive Committee

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shall be subject to removal by the affirmative vote of a majority of members of the Department's Active Medical Staff. Elected Member vacancies shall be filled for the unexpired portion of the term by vote of the Department members entitled to vote. An Appointed Member may be removed by the Chief, and vacancies created shall be filled by the Chief.

- b. The Chief shall serve as the Chairman of the Executive Committee and the Executive Committee shall assist the Chief in the coordination of the activities within the Department. The Chief may constitute a peer review subcommittee of this Committee and charge this Committee with peer review functions.

C. Quality and Safety Committee

There shall be a Quality and Safety Committee of the Department whose members shall be appointed (and may be replaced) by the Chief. The Chief or his/her delegate shall oversee the Quality and Safety Program for the Department, and the patient care monitoring activities. This Committee shall perform such actions and assume such responsibilities as requested by the Executive Committee, including utilization review.

ARTICLE V

Meetings

- A. The Annual Meeting of the Department shall be held in the month of September or such other month as may be designated at a regular meeting of the Department, at a time and place designated by the Chief.
- B. There shall be Regular Meetings of the Department in each year but no less than quarterly as determined by the Chief.

Special meetings may be called for one or more specific matters at any time by the Chief, or by the Secretary at the written request of 10% of the members of the Department or not less than

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two members of the Department who would be entitled to vote on the matters for which the special meeting is called. Recommendations and actions at such meetings shall be determined by a majority vote of those members present.

- C. Notice of the time and place of each regular and special meeting shall be given to each member of the Department entitled to vote. Such notice shall be given not less than two weeks prior to regular meetings and not less than forty eight hours prior to special meetings. .
- D. A quorum for the conduct of business at any Department meeting shall be those voting members present (but not fewer than two). Recommendations and actions shall be by consensus. If, at 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.
- E. Minutes shall be taken at each Department and committee meeting, and other meetings, as applicable, per the Hospital's Medical Staff bylaws. The agenda of the Department Meeting shall be prepared by the Chief. A record shall be made of those in attendance, of recommendations made and of any votes taken, as well as a summary of the actions taken. When pertinent, a summary of the recommendations and actions will be reported to the Medical Executive Committee.

ARTICLE VI**Credentialing, Privileges and Special Privileges**

- A. The Chief shall review and make a recommendation on all requests for appointment, reappointment, and privileging within the Department. 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, consistent with the Hospital's Credentials policy. Privileges for new procedures or for procedures which cross specialty lines will be developed and granted as per the process outlined in the Credentials Policy.

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- B. Applications for appointment, reappointment and privileges in the Department shall contain the completed necessary application materials required in the Medical Staff Bylaws. The completed application materials shall be reviewed by the Chief or his/her delegate. The application shall be forwarded to the Hospital's Credentials Committee. The Chief or designee shall keep a roster of all members of the Department and make periodic reviews of their qualifications.
- C. Applications for promotion from members of the Active Medical Staff in the Department shall be considered at the time of annual reappointment. Criteria for promotion shall be developed by the Department consistent with the Hospital's Credentials Policy.

ARTICLE VII**On-Call Policy**

- A. The Chief shall be responsible for establishing the on-call schedule for the Department members, consistent with requirements established by Hospital Administration.

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 provided to the members of the Department within a reasonable time.