Article I Purpose

Article II Medical Staff Membership, Categories, & Rights

2.1 Eligibility and Qualifications for Membership
2.2 Nondiscrimination
2.3 Responsibilities of Membership
2.4 Categories of Medical Staff Membership
2.5 Member Rights and Conflict Management Mechanisms
   2.5.1 Immunity from Liability
   2.5.2 Right of Indemnification
   2.5.3 Right of Notification of Investigation
   2.5.4 Access to Committees
   2.5.5 Communication and Influence with MEC
   2.5.6 Right to Information
   2.5.7 Access to Credentials Files
   2.5.8 Confidentiality
   2.5.9 Recall of Elected Leaders
   2.5.10 Right to Initiate Meetings and Address Medical Staff Conflicts
   2.5.11 Right to Request Review of Policies
   2.5.12 Further Due Process Rights

Article III Credentialing and the Determination of Privileges

3.1 Appointment and Reappointment of Medical Staff Membership
3.2 Granting of Clinical Privileges
3.3 Medical Staff Credentials Procedures, Volume II of these Bylaws
3.4 Medical Staff Credentials Procedure Policy
3.5 Telemedicine Clinical Privileges

Article IV Officers

4.1 Officers of the Medical Staff
4.2 Qualifications
4.3 Selection - Leadership Selection Committee
4.4 Election
4.5 Term
4.6 Duties of Elected Officers
   a. President, Medical Staff
   b. President-Elect
   c. Immediate Past President
4.7 Removal
4.8 Vacancies
Article V Clinical Organization of the Medical Staff

5.1 Clinical Organization of the Medical Staff
5.2 Optional Clinical Services

Article VI Medical Staff Committees and Liaisons

6.1 Types of Committees
6.2 Committee Chair
6.3 Membership and Appointment
1. Eligibility and Appointment
2. Chief Executive Officer
3. Voting
4. Term

6.4 Medical Executive Committee
1. Membership
2. Composition
3. Removal from the MEC
4. Responsibilities of the MEC
5. Meetings
6. Call of Special Meeting
7. Notice

6.5 Medical Staff Representation on Hospital Committees
6.6 Medical Staff Liaisons
6.7 Special or Ad Hoc Committees

Article VII General Medical Staff Meetings

7.1 General Medical Staff Meetings
7.2 Special Meetings of the Medical Staff
7.3 Attendance at Meetings
7.4 Quorum
7.5 Minutes
7.6 Conduct of Meetings

Article VIII Committee Meetings

8.1 Regular Meetings
8.2 Special Meetings
8.3 Notice of Meetings
8.4 Quorum
8.5 Manner of Action
8.6 Minutes
8.7 Attendance Requirements
8.8 Mandatory Special Appearance Requirement
Article IX Confidentiality, Immunity, Authorizations and Releases Page 33

9.1 Authorizations and Releases
9.2 Confidentiality
9.3 Immunity from Liability
9.4 Activities and Information Covered
9.5 Cumulative Effect

10.1 Medical Staff Rules, Regulations and Policies
10.2 Payment of Fees
10.3 Conflict of Interest
10.4 Peer Review Body
10.5 Joint Conference
10.6 Histories and Physicals

Article XI Adoption, Amendment of Medical Staff Governing Documents Page 37

11.1 Formulating and Reviewing Bylaws Amendments
11.2 Methods of Adoption & Amendments to Bylaws Volume I Governance and Functions and Volume II, Corrective Action and Fair Hearing Procedures
11.3 Methods of Adoption & Amendment to Medical Staff Credentials Policy, and Rules, Regulations, Policies and Procedures
11.4 Technical /Legal Changes to Medical Staff Documents
11.5 Adoption of the Bylaws
DEFINITIONS

ADVERSE DECISION: A professional review action (as defined by the federal Health Care Quality Improvement Act) in which the Board or MEC denies, terminates, limits, suspends, modifies a grant of privileges or medical staff membership for failure to adhere to the Hospital’s or medical staff’s code of conduct policy, other unprofessional conduct, or for issues related to clinical competence.

BOARD, HOSPITAL BOARD or GOVERNING BOARD: The governing body of the Hospital.

BOARD CERTIFICATION: The designation conferred by one of the affiliated specialties of the American Board of Medical Specialties (ABMS), the American Osteopathic Association (AOA), or the American Board of Oral and Maxillofacial Surgery, upon a physician or oral surgeon who has successfully completed an approved educational training program and an evaluation process, including passing an examination, in the applicant’s area of clinical practice.

BYLAWS: The two volumes that make up the Medical Staff Bylaws are: Volume I - Governance and Functions of the Medical Staff; Volume II - Corrective Action and Fair Hearing Manual.

CHAIR: The individual responsible for directing the functions and meetings of a clinical service or a committee.

CHIEF EXECUTIVE OFFICER (CEO): The President of the Hospital and the individual appointed by the Board to act on its behalf in the overall administrative management of the Hospital.

CLINICAL SERVICE: Any group of physicians of a similar or like specialties who are authorized by the MEC to be recognized as a clinical service. The primary responsibility delegated to each medical staff clinical service shall be to implement and conduct specific review and evaluation activities that contribute to the preservation and improvement of the quality and efficiency of patient care provided by members of the clinical service. Clinical services when organized may perform any of the following collegial and professional activities: continuing medical education; communication and dialogue regarding issues relevant to members of the clinical service; social networking; and interdisciplinary projects and coordination and other duties assigned by these Bylaws as authorized by the MEC or the Board.

CORRECTIVE ACTION: An action taken by the medical staff or Board which restricts, limits, denies, or terminates the privileges or medical staff membership of a practitioner for reasons of unprofessional conduct or concerns about clinical competence and which entitles the practitioner to procedural rights as outlined in the Investigation, Corrective Action and Fair Hearing Procedures of these Bylaws. Required evaluations, warnings, reprimands, and performance monitoring are not considered corrective actions.

CREDENTIALS COMMITTEE: The Credentialing Committee of the medical staff which reviews applications for initial membership, appointment and reappointment to the medical staff of the Hospital, makes recommendations regarding assignment of privileges, and recommends policies and procedures related to the credentialing of practitioners.
CVO: Any Credentials Verification Organization employed by or contracted with the Hospital.

DATE OF RECEIPT: The date any notice, special notice, or other communication is delivered personally, by facsimile, or by electronic mail (email); or if such notice, special notice, or communication was sent by mail, it shall mean 72 hours after the notice, special notice, or if the communication was deposited, postage prepaid, in the United States mail.

DAYS: Calendar days, unless otherwise noted.

DELEGATION OF FUNCTIONS: When a function is to be carried out by a person or committee, the person, or the committee through its chairperson, may delegate performance of the function to one or more qualified designees.

DENTIST: A dentist or oral surgeon holding a D.D.S., D.M.D, or equivalent degree and a valid license to practice dentistry in the State of Colorado.

EX OFFICIO: Service as a member of a body by virtue of an office or position held and, unless otherwise expressly provided, means with voting rights.

HOSPITAL: St. Mary’s Hospital and Medical Center, including all of its related facilities and all of its personnel and organizational entities, including the medical staff.

JOINT CONFERENCE: A meeting between representatives of the Board (appointed by the Board Chair) and representatives of the medical staff (appointed by the President of the Medical Staff).

MEDICAL EXECUTIVE COMMITTEE (MEC): The executive committee of the medical staff.

MEDICAL STAFF or STAFF: The formal organization created by the Governing Board to carry out delegated functions and comprised of all practitioners who are appointed to it by the Board.

MEDICAL STAFF YEAR: The period from January 1 to December 31.

MEMBER: A practitioner who has been appointed by the Board to the medical staff.

MONTHLY: Each month of the calendar year. Committees required by these Bylaws to meet “monthly” shall hold at least ten (10) meetings in a calendar year, at the discretion of such committee, but need not hold twelve (12) meetings.

NOTICE: A written or electronically transmitted communication delivered personally to the addressee or sent by United States mail, first-class postage prepaid, addressed to the addressee at the last address as it appears in the official records of the medical staff or Hospital.
ORGANIZED HEALTHCARE ARRANGEMENT: A clinically integrated care setting in which individuals typically receive health care from more than one provider and which is defined in 45 C.F.R. §164.501 commonly known as the HIPAA Privacy Regulations.

PEER REVIEW: The process for review of a practitioner’s professional conduct and/or competence as part of the medical staff’s quality oversight, performance improvement and patient safety responsibilities.

PEER REVIEW COMMITTEE: Any body of medical staff members and Hospital personnel who are organized to address matters of quality performance, competence and professional conduct on the part of a practitioner with privileges.

PHYSICIAN: A Doctor of Medicine (MD) or a Doctor of Osteopathy (DO) who is licensed to practice in the State of Colorado.

POLICIES: rules, regulations, guidelines, standards, and principles enacted to guide the activities and operations of the medical staff and its members. Medical staff policies are approved by the MEC and ratified by the Board. Medical staff members may obtain copies of any policies through the Hospital’s medical staff office.

PRACTITIONER: Any clinician who has been granted clinical privileges by the Governing Board.

PRESIDENT OF THE MEDICAL STAFF: A member of the active medical staff who is elected in accordance with these Bylaws to serve as chief officer of the medical staff of the Hospital.

PRIVILEGES: The permission granted by the Board to a practitioner to render or exercise specific diagnostic, therapeutic, medical, surgical or dental services and/or procedures in the Hospital.

PRONOUNS: The use of the male pronoun (he/his/him) throughout these Bylaws is applicable to either male or female individuals.

RULES & REGULATIONS: Medical staff policies approved by the MEC and ratified by the Board.

SMHMC: St. Mary’s Hospital and Medical Center.

SPECIAL NOTICE: Written notification sent by hand delivery, certified or registered mail return receipt requested.

SUBJECT MATTER EXPERT: Those members of the Active or Associate Medical Staff deemed by the MEC and or the Credentials Committee to possess knowledge and expertise regarding skill sets necessary to exercise specific hospital privileges.

TIME LIMITS: All time limits referred to in these Bylaws, including those in the Corrective Action and Fair Hearing Procedures, and in any other medical staff policies, are advisory only and are not mandatory unless a specific provision states that a particular right is waived by failing to take action within a specified time period.
VPMA: The Vice President for Medical Affairs who acts as the chief medical officer of the Hospital and is appointed by the Hospital.
ARTICLE I

PURPOSE

The Medical Staff of St. Mary's Hospital and Medical Center is established by the Hospital Board of Directors to assist the Hospital in meeting its mission and to carry out duties assigned to it by the Board in order to enhance the quality and safety of care, treatment, and services provided to patients. The Medical Staff is considered part of an Organized Healthcare Arrangement and works with the Board and Hospital management to perform effective quality monitoring, peer review, credentialing, and performance improvement.

The medical staff shall exercise its power as reasonably necessary to meet its obligations under these Bylaws, rules and regulations, and medical staff and hospital policies and procedures. The medical staff shall act in compliance with applicable laws, accreditation standards and regulations and subject to the approval and authority of the Board.

ARTICLE II

MEDICAL STAFF MEMBERSHIP, CATEGORIES, & RIGHTS

2.1 Eligibility and Qualification for Membership

Membership on the medical staff is a privilege granted to professionally competent physicians and oral surgeons who continuously meet the qualifications, standards and requirements set forth in these Bylaws and in medical staff and Hospital rules, regulations, and policies.

To be eligible to apply for initial appointment or reappointment to the medical staff of the Hospital, applicants must be a physician or oral surgeon. Applicants to the medical staff must demonstrate to the satisfaction of the Board that they will contribute to meeting the mission of the Hospital and have the ability to do so competently, safely, and collaboratively by providing requested information on their:

1. background
2. clinical experience
3. education and training
4. clinical judgment
5. demonstrated current professional competence
6. individual character and ability to work with others collaboratively
7. physical and mental capabilities and ability to safely and competently exercise any clinical privileges requested
8. intended practice plans, and
9. adherence to the ethics of their profession.
Specifically, practitioners wishing to be on the medical Staff must:
a. have a current, unrestricted license to practice in Colorado;
b. where applicable to their practice, have a current, unrestricted DEA registration;
c. have current valid professional liability insurance coverage, issued by a carrier licensed by the state of Colorado, in a form and in amounts satisfactory to the Board;
d. have successfully completed an ACGME or AOA approved residency training program, or a DDS or DMD post graduate training program approved by the American Dental Association’s Commission on Dental Accreditation;
e. be eligible to participate in Medicare, Medicaid, or other federal or state payer programs;
f. have never been convicted of, or entered a plea of guilty or no contest to any felony, or any misdemeanor relating to controlled substances, illegal drugs, insurance or health care fraud or abuse, or violence;
g. not request clinical privileges for procedures or activities for which the Hospital and medical staff have not adopted privileging criteria;
h. be able to demonstrate the ability to work cooperatively with others and to treat patients, staff and colleagues in a respectful and professional manner at all times;
i. be able to demonstrate that they have no health issues which would compromise their ability to perform requested privileges safely;
j. be seeking clinical privileges that are not subject to an exclusive contract with the Hospital unless the applicant is a party to that contract; and
k. agree to comply with the health screening and physical examination requirements of the Hospital before exercising any privileges that may be granted by the Board.

In addition, all applicants for initial appointment to the Medical Staff must meet the criteria which applies to their qualifying degree or specialty:

• M.D.s or D.O.s, must be certified by a specialty board approved by the American Board of Medical Specialties (ABMS) or by the American Osteopathic Association (AOA). A physician who is qualified to sit for the certifying examination of a specialty board approved by the American Board of Medical Specialties (ABMS) or AOA may be appointed to the medical staff if within six (6) years of completion of residency training and he is required to be board certified by an ABMS or AOA specialty within six (6) years of completion of residency training.
• Oral surgeon applying for oral surgery appointment and privileges, certified or qualified to sit for the certifying examination administered by the American Board of Oral and Maxillofacial Surgery as recognized by the American Dental Association and he must be certified within six (6) years of completion of residency training.

Practitioners must also meet the following recertification or maintenance of certification requirements of at least one specialty board where applicable:

☐ If an M.D. or D.O., current board certification. A physician who is qualified to sit for the certifying examination of a specialty board approved by the American Board of Medical Specialties (ABMS) or AOA may be re-appointed to the medical staff if within six (6) years of completion of residency training and is required to be board certified by an ABMS or AOA specialty within six (6) years of completion of residency training.
Applicants for reappointment in oral surgery shall maintain board certification by the American Board of Oral and Maxillofacial Surgery.

Additional membership and privileging requirements, which are considered associated details, can be found in the Medical Staff Credentials Procedure Policy or in the medical staff delineation of privileges forms.

A practitioner who does not meet membership qualifications as established by the Board is ineligible to apply for medical staff membership and the application shall not be processed. The qualifications for membership must be documented with sufficient adequacy to satisfy the medical staff and Board that each has enough information to make a fully informed decision regarding appointment and assignment of privileges. No practitioner is entitled to membership on the medical staff or to the exercise of particular clinical privileges in the Hospital merely by virtue of licensure to practice in Colorado or any other state, membership in any professional organization, certification by any professional organization or certifying body, privileges at another hospital, or the demonstration of clinical competence.

No person shall be appointed to the medical staff if the Hospital, in its sole discretion, is unable to provide adequate facilities and support services for the privileges requested by the applicant.

The Board may make exceptions or additions to any of the membership qualifications and/or competency requirements after consultation with the MEC.

2.2 Non-Discrimination

The Hospital will not discriminate in granting medical staff membership and/or privileges on the basis of gender, race, religion, national origin, disability unrelated to the provision of patient care or required medical staff responsibilities, or any other basis prohibited by applicable law, to the extent the applicant is otherwise qualified.

2.3 Responsibilities of Membership

Each member of the medical staff must continuously comply with the provisions of these Bylaws, medical staff and hospital manuals, rules, regulations, and policies. Members must:

a. Provide for the continuous and timely care to all patients for whom the practitioner has responsibility;
b. Provide, with or without request, new and updated information to the Hospital as it occurs, pertinent to any question found on the initial application or reappointment forms;
c. Appear for personal interviews (in person or by teleconference) in regard to an application for initial appointment or reappointment as requested by the Hospital;
d. Abide by all applicable state and federal laws regarding healthcare fraud and abuse;
e. Refrain from deceiving patients as to the identity of any individual providing treatment or services;
f. Seek consultation whenever necessary to promote adequate quality of care;
g. Complete in a manner consistent with medical staff policies all medical and other required records, inputting all information required by the Hospital;
h. Satisfy continuing medical education requirements as may be required under policies adopted from time to time by the Medical Staff;
i. Supervise the work of any allied health professional under the member’s direction;
j. Pay all fees and dues assessed by the medical staff;
k. Treat Hospital employees, patients, visitors, and other physicians and professionals in a dignified and courteous manner at all times.
Furthermore, each member of the medial staff by accepting medical staff appointment, agrees:

l. To abide by these bylaws and medical staff manuals, medical staff policies, rules and regulations, and Hospital policies and procedures;
m. If there is any material misstatement in, or material omission from, an application for appointment or reappointment, the Hospital may stop processing the application (or, if appointment has been granted prior to the discovery of a misstatement or omission, appointment and privileges may be deemed by the Board to be automatically relinquished). In either situation, there shall be no entitlement to a hearing or appeal;
n. To participate in and collaborate with the peer review, risk management and performance improvement activities of the Medical staff and Hospital. These include monitoring and evaluation tasks performed as part of the medical staff and Hospital efforts to meet quality standards such as those established by the Joint Commission, the Centers for Medicare and Medicaid Services (CMS), and other governmental agencies and private insurers;
o. To assist the Hospital in fulfilling its responsibilities for providing emergency and charitable care in accordance with policies passed by the MEC and Board;
p. To provide patient care and management only within the parameters of his or her professional competence, as reflected in the scope of clinical privileges granted the practitioner by the Board;
q. To undergo any type of health evaluation, including random or ‘for cause’ drug testing, as requested by the officers of the medical staff, Chief Executive Officer (CEO), Vice President of Medical Affairs (VPMA) and/or MEC when it appears necessary to protect the well-being of patients and/or staff, or when requested by the MEC or credentials committee as part of an evaluation of the member’s ability to exercise privileges safely and competently, or as part of a post-treatment monitoring plan consistent with the provisions of any Medical Staff and Hospital policies addressing physician health or impairment;
r. To participate in any type of competency evaluation when determined necessary by the MEC and/or Board in order to properly delineate that member’s clinical privileges;
s. To hold harmless and agree to refrain from legal action against any individual, the medical staff, or Hospital that appropriately shares peer review and performance information with a legitimate health care entity or state medical board assessing the credentials of the member;
t. To abide by any applicable codes of conduct adopted by the medical staff and/or Hospital, including corporate compliance policies and codes of ethics;
u. To abide by all local, state and federal laws and regulations, Joint Commission standards, and state licensure and professional review regulations and standards, as applicable to the practitioner’s professional practice;
v. To maintain the capability to receive email communication from the Hospital and members of the Medical Staff and to agree to utilize any electronic health record tools implemented by the Hospital for use with hospitalized patients; and
w. To provide patients with a quality of care that meets at all times the professional standards and requirements of the medical staff and Hospital;
x. To abide by the terms of the Ethical and Religious Directives for Catholic Health Care Services promulgated by the National Conference of Catholic Bishops and shall not engage in any activity prohibited by these Directives when exercising clinical privileges at the Hospital.
2.4 **Categories of Medical Staff Membership**

The Medical Staff shall be divided into the following categories:

- Active
- Associate
- Honorary
- Locum Tenens
- Refer & Follow

Category status for each practitioner will be recommended by the MEC at appointment or reappointment and ratified by the Board.

2.4.1 **Active Staff**

a. **QUALIFICATIONS**: Appointees to this category must:

   Be involved in a minimum of twenty-four (24) patient contacts at the Hospital or a Hospital sponsored facility, over a 24-month period. A patient contact is defined as any inpatient admission, inpatient consultation, treatment of a patient in the emergency department, a procedure performed in the Hospital or a Hospital sponsored facility, or a day on the medical staff call schedule. Members may be appointed to this category at initial appointment where it is anticipated they will meet this criterion. If they have not completed 12 contacts in their first twelve months on staff, their category status will be changed to associate. Otherwise, after initial appointment, category status will be assigned at reappointment time based on contact activity during the previous 24-month period. Where a member brings particular skills, contributions, or benefits to the Hospital and medical staff, the MEC may assign a physician to the active category even if that physician does not meet the minimum active category activity requirements.
b. PREROGATIVES: Appointees to this category may:

1) Exercise those clinical privileges granted by the Board. 2) Vote on all matters presented to the medical staff, and at meetings of clinical service(s) and committees to which she is appointed. 3) Hold office and sit on or act as chair of any committee, unless otherwise specified elsewhere in these Bylaws.

c. RESPONSIBILITIES: Appointees to this category must:

1) Meet the basic responsibilities of medical staff membership, as defined in Article 2.3, and contribute to the organizational and administrative affairs of the medical staff.
2) Actively participate in recognized functions of staff appointment, including performance improvement, peer review, risk and utilization management, the monitoring of initial appointees, credentialing activities, medical records completion, and the discharge of other medical staff functions, medical staff committee and clinical service obligations as may be required from time to time.
3) Comply with all applicable Hospital and Medical Staff Bylaws, rules and regulations, and policies and procedures.
4) Participate in providing emergency room call and in other coverage arrangements as defined in policies adopted by the MEC and Hospital Board.
5) Perform such further duties as may be required under these Bylaws or medical staff policies and procedures and rules and regulations, as all may be amended from time to time.

2.4.2 Associate Staff

1. QUALIFICATIONS: Appointees to this category must:

a) Be interested in the clinical affairs of the Hospital and maintain privileges to actively manage patient care or to refer and follow hospitalized patients.
b) Admit or otherwise be involved in the care or treatment of less than twenty-four (24) patient contacts (as defined in Section 2.4.1. (a) under the active category) in an appointment period.
c) Engage in the active practice of medicine at a private office or an accredited/licensed healthcare facility other than the Hospital so that the medical staff and Board can assess the practitioner’s compliance with membership and privileging requirements as stated under these Bylaws and medical staff policies.
At each reappointment time, the associate staff member may be asked to provide evidence of clinical performance at other hospitals or healthcare facilities where the member holds privileges. In addition, for any associate staff member who does not maintain a staff appointment at another hospital, he shall provide other information as may be requested by the medical staff or Board in order to perform an appropriate evaluation of qualifications. Such information may include, but will not be limited to, data from the individual’s office practice, information from managed care organizations in which the individual participates, and/or receipt of confidential evaluations forms completed by referring/referred to physicians.

2. **PREROGATIVES**: Appointees to this category may:

a) Exercise those privileges granted by the Board.
b) Attend meetings of the staff and clinical service to which he is appointed in a non-voting capacity, except in committees to which the member is appointed. Associate members may attend all educational programs presented by the medical staff and/or Hospital.
c) Not vote or hold office within the medical staff organization. An associate staff member may serve on committees of the medical staff or Hospital and may attend medical staff and clinical service meetings only as non-voting members.

3. **RESPONSIBILITIES**: Appointees to this category must:

a) Meet the basic responsibilities of medical staff membership, as defined in Article 2.3, and contribute to the organizational and administrative affairs of the medical staff.
b) Actively participate, when asked, in recognized functions of staff appointment, including performance improvement, peer review, risk and utilization management, the monitoring of initial appointees, credentialing activities, medical records completion, and the discharge of other medical staff functions and clinical service obligations as may be required from time to time.
c) Comply with all applicable Hospital and Medical Staff Bylaws, rules and regulations, policies and procedures.
d) Participate in providing emergency room call and other coverage arrangements as defined in policies adopted by the MEC and Hospital Board.
e) Perform such further duties as may be required under these Bylaws or medical staff policies and procedures and rules and regulations as all may be amended from time to time.

2.4.3 **Honorary Staff**

The honorary staff category is restricted to those individuals the medical staff wishes to honor; including, but not limited to those practitioners who have actively participated in Hospital affairs, committee activity and who may have had a medical staff leadership role. A clinical service or the MEC may forward the names of practitioners being considered for this category and will submit a recommendation to the MEC for consideration and decision. Honorary staff members shall not be eligible to admit patients to the Hospital or to exercise clinical privileges in the Hospital, or vote at any meetings attended or hold office. Honorary staff members may, however, attend medical staff and clinical service meetings and educational programs. They may also be appointed as non-voting members of committees when interested so that the medical staff may take advantage of their unique experience or talents.
Prerogatives: Practitioners in the honorary medical staff category shall be invited to attend education and social function of the Hospital and medical staff as appropriate.

2.4.4 Locum Tenens Staff

1. **Qualifications:** The locum tenens staff shall consist of Physicians who (i) meet the qualifications for membership under Section 2.1; and (ii) are appointed for the specific purpose of providing temporary coverage in various disciplines where the number of appointed Staff members is insufficient to meet patient care needs.

2. **Prerogatives:**
   a) Exercise those privileges granted by the Board.
   b) Attend meetings of the staff and clinical service to which he is appointed in a non-voting capacity, except in committees to which the member is appointed. Locum Tenens members may attend all educational programs presented by the medical staff and/or Hospital.
   c) Not vote or hold office within the medical staff organization. A Locum Tenens staff member may serve on committees of the medical staff or Hospital and may attend medical staff and clinical service meetings only as non-voting members.

3. **Responsibilities:**
   a) Meet the basic responsibilities of medical staff membership, as defined in Article 2.3, and contribute to the organizational and administrative affairs of the medical staff.
   b) Actively participate, when asked, in recognized functions of staff appointment, including performance improvement, peer review, risk and utilization management, the monitoring of initial appointees, credentialing activities, medical records completion, and the discharge of other medical staff functions and clinical service obligations as may be required from time to time.
   c) Comply with all applicable Hospital and Medical Staff Bylaws, rules and regulations, policies and procedures.
   d) Participate in providing emergency room call and other coverage arrangements as defined in policies adopted by the MEC and Hospital Board.
e) Perform such further duties as may be required under these Bylaws or medical staff policies and procedures and rules and regulations as all may be amended from time to time.

4. **Term:** Locum Tenens Staff shall be appointed for a specified term that is no longer than necessary to meet the identified patient care needs, provided that Locum Tenens Staff shall not be appointed for a term that is longer than two (2) years. Except for limits established by the applicable State of Colorado licensing board, there are no limits on the number of times that an individual may be appointed to the Locum Tenens Staff. Appointment and reappointment to the Locum Tenens Staff shall follow the appointment and reappointment provisions set forth in Volume II: Medical Staff Credentials Procedure Manual. A Locum Tenens Staff appointment and privileges will automatically terminate upon expiration of the physician’s locum tenens contract. This automatic termination is not considered adverse and not subject to the Medical Staff Fairing Hearing process.

2.4.5 **Refer and Follow Staff**

1. **Qualifications:** The Refer and Follow staff shall consist of Physicians who are legally licensed to practice medicine in the State of Colorado, and are determined, on the basis of documented references, to adhere strictly to the legally enforceable ethics of their respective professions, to work cooperatively and harmoniously with others, and to be willing to participate in the discharge of staff responsibilities.

2. **Prerogatives:**

   a) Members of the Refer and Follow staff will not hold any clinical privileges, but shall be able to:
      1) visit patients with full access to medical charts, records, radiographs, and tests as completed on his/her referred patients; and 2) communicate with his/her referred patients’ attending physician;

   b) Attend meetings of the staff and clinical service to which he is appointed in a non-voting capacity, except in committees to which the member is appointed. Refer and Follow staff may attend all educational programs presented by the medical staff and/or Hospital.

   c) Not vote or hold office within the medical staff organization. A Refer and Follow staff member may serve on committees of the medical staff or Hospital and may attend medical staff and clinical service meetings only as non-voting members.

3. **Responsibilities:**

   a) Meet the basic responsibilities of medical staff membership, as defined in Article 2.3, and contribute to the organizational and administrative affairs of the medical staff.

   b) Comply with all applicable Hospital and Medical Staff Bylaws, rules and regulations, policies and procedures.

   d) Perform such further duties as may be required under these Bylaws or medical staff policies and procedures and rules and regulations as all may be amended from time to time.
2.4.6 Allied Health Professional Staff

The term, “Allied Health Professional” (AHP) refers to individuals, other than those defined as a Practitioner, who provide direct patient care services in the Hospital under a defined degree of supervision, exercising judgment within the areas of documented professional competence and consistent with applicable law. Categories of AHPs eligible for clinical privileges shall be approved by the Board and shall be credentialed through the same processes as a Medical Staff member and shall be granted clinical privileges as either a dependent or independent healthcare professional as defined by Colorado State Laws and in these Bylaws. Although AHPs are credentialed as provided in these Bylaws, they are not eligible for Medical Staff membership. They may provide patient care services only to the extent of the clinical privileges that have been granted.

1. **Qualifications:** Applicants to the Associate Professional Staff shall meet the qualifications for Clinical Privileges as appropriate to their discipline. When required by law, applicants to the Allied Health Professional Staff shall be fully licensed, registered, or certified. Applicants must have the competence, training, and experience appropriate for the Clinical Privileges for which they are applying. Applicants must submit letters of reference, must be in good standing in their professional fields, and must abide by the ethical principles established by their respective professional associations. Applicants shall provide proof of professional liability insurance coverage to cover the scope of Clinical Privileges requested in the same amount and subject to the same conditions as required by St. Mary’s Hospital for members of the Medical Staff. Applications for appointment and delineation of Clinical Privileges shall be reviewed and voted upon in the manner designated for Medical Staff applications.

2. **Perogatives:** AHPs shall not be eligible to vote, or hold office within the Medical Staff organization. An AHP may attend Medical Staff or Department meetings only if invited. No AHP may admit patients to the Hospital.

3. **Responsibilities:** Each AHP shall discharge the basic obligations of Staff members as required in these Bylaws; abide by these Bylaws, the Rules and Regulations, and all other rules, policies and procedures, guidelines, and other requirements of the Medical Staff and the Hospital, as applicable to his/her activities in association with the Hospital.

2.4.7 Change in Staff Category

Pursuant to a request by the medical staff member, upon a recommendation by the Credentials Committee, or pursuant to its own action, the MEC may recommend a change in medical staff category of a member consistent with the requirements of these Bylaws. The Board shall approve any change in category. Determinations regarding assignment of staff category are not subject to review under the due process provisions of the Corrective Action and Fair Hearing Manual of these Bylaws.

2.4.8 Limitation of Prerogatives
The prerogatives of medical staff membership set forth in these Bylaws are general in nature and may be subject to limitation or restriction by special conditions attached to a practitioner’s appointment, reappointment, or privileges, by state or federal law or regulations, by other provisions of these Bylaws or by other medical staff and Hospital policies, or by commitments, contracts, or agreements of the Hospital.

2.5 **Member Rights and Conflict Management Mechanisms**

Members appointed to the medical staff shall have the following rights, in addition to the procedural due process rights enumerated in the Corrective Action and Fair Hearing Manual of these Bylaws or as limited by Section 2.5.12 below:

2.5.1 **Immunity from liability**

There shall be, to the fullest extent permitted by law, immunity from civil liability arising from any act, communication, report, recommendation or disclosure, performed at the request of an authorized member of the Hospital, medical staff or any other health care facility or accrediting/regulating agency for the purpose of improving or maintaining the quality of patient care.

2.5.2 **Right of Indemnification**

SMHMC shall indemnify the legal related expenses of any medical staff member that are incurred as a result of carrying out assigned administrative duties which were performed in good faith.

2.5.3 **Right to Notification of Investigations**

Members of the medical staff shall be notified if they are the subject of an Investigation (as defined in Volume II of these Bylaws).

2.5.4 **Access to Committees**

Members of the medical staff are entitled to be present at any medical staff committee meeting except during proceedings designated by the chair to involve peer review activities or when a committee is in executive session with only the voting committee members being allowed to be present. Presence at a meeting shall not entitle a member to speak unless permitted to do so by the committee chair.

2.5.5 **Communication and Influence with MEC**

Each member of the medical staff has the right to meet with the MEC on matters relevant to the responsibilities of the MEC. In the event that the President of the medical staff determines that such member is unable to resolve a matter of concern after discussion with the appropriate clinical service or committee chair or other appropriate medical staff leader(s), that member may, upon written notice to and approval of the President of the medical staff at least two (2) weeks in advance of a regular meeting of the MEC, meet with the MEC or MEC subcommittee to discuss the issue. The President of the medical staff will have discretion regarding the meeting date, timing and placement of the issue on the MEC agenda or direction of the issue to a subcommittee.
2.5.6 **Right to Information**

The MEC will publish by post on the medical staff website, and notify active members electronically, one month in advance of the MEC vote, for all active medical staff members to review and comment on, any pending or proposed changes to the Bylaws (Volumes I and II).

The MEC will publish by post on the medical staff website and/or by email all new policies, procedures, rules or regulations enacted by the MEC and all changes or modifications to existing medical staff policies, procedures, rules or regulations carried out by action of the MEC.

2.5.7 **Access to Credentials Files**

Each member shall be allowed an opportunity to review his own credentials or peer review/clinical performance file in the manner prescribed by the Medical Executive Committee Access to Credential and Peer Review Files/Information Policy.

2.5.8 **Confidentiality**

Effort shall be made to maintain as confidential any matter discussed in committee or by representatives of the medical staff when the matter is deemed to be confidential by Hospital or medical staff leaders.

2.5.9 **Recall of Elected Leaders**

Each member of the medical staff has the right to initiate a recall vote of medical staff officers or clinical service chairs in accordance with the recall provisions provided in these Bylaws.

2.5.10 **Right to Initiate Meetings and Address Medical Staff Conflicts**

Each staff member in the active staff category may request a general medical staff meeting to discuss a matter relevant to the medical staff, including to address conflicts that may arise between the MEC and other medical staff members. Upon presentation of a petition signed by twenty-five percent (25%) of the members of the active staff category, the MEC shall schedule a general staff meeting within thirty (30) days for the specific purposes addressed by the petitioners. No business other than that detailed in the petition may be transacted.
2.5.11 Right to Request Review of Policies

Each member of the medical staff in the active category may raise a challenge to any rule, regulation, or policy established by the MEC. If presented by such a member with a petitioned signed by at least twenty-five percent (25%) of the active members of the medical staff, the MEC, acting through the President of the medical staff, shall do one of the following:

(a) Provide the petitioners with information clarifying the intent of such rule, regulation, or policy and the justifications for its adoption; and/or
(b) Schedule a meeting with the petitioners to discuss the issues raised with regard to the rule, regulation, or policy.

2.5.12 Further Due Process Rights

The above sections on Member Rights (2.5.1 through 2.5.11) do not pertain to issues involving individual peer review or performance evaluation (including focused and ongoing professional practice evaluation), formal investigations of professional performance or conduct, denial of requests for appointment or privileges, restriction or conditions placed on appointment or privileges, or any other matter relating to individual membership or privileges. Recourse with regard to these matters is described in the Corrective Action and Fair Hearing Manual (Volume II) of these Bylaws.

ARTICLE III

CREDENTIALING AND THE DETERMINATION OF PRIVILEGES

3.1 Appointment and Reappointment to Medical Staff Membership

The following steps describe the process for credentialing (appointment and reappointment) of Medical Staff members. Associated details may be found in the Medical Staff Credentials Procedure Policy.

a. Individuals interested in appointment to the medical staff may request an application from the Hospital and a list of the eligibility requirements for membership. Eligible members of the medical staff will automatically be sent an application for reappointment in a timely fashion to the most current address provided by the practitioner.

b. Upon completion and submission of the application to the Hospital, an individual designated by the Hospital will verify the contents and confirm that the applicant is eligible to have the application processed further. If the application shows the applicant is not eligible for membership, he/she will be notified that no further evaluation or action will occur regarding the application. An incomplete application will not be forwarded for
consideration by the medical staff or board. An application that remains incomplete for more than 60 days will be considered to have been voluntarily withdrawn.
c. A completed and verified application will be forwarded by the Hospital to the medical staff Credentials Committee for review and evaluation. The committee chair or designee will assign the application for review to a committee member or to a subject matter expert. This review will include consideration of the applicant’s character, current clinical competence, training and education, clinical experience, and evidence of professional judgment and conduct. The reviewer will forward a recommendation concerning appointment and clinical privileges for the applicant to the Medical Staff Credentials Committee.
d. The Credentials Committee will review the application and forward its recommendation to the Medical Executive Committee (MEC).
e. The MEC will review the application and forward its recommendation to the Board regarding membership, staff category, and privileges. The MEC may also refer an application back to the Credentials Committee if more information or evaluation concerning the applicant is necessary before it can render a recommendation to the Board.
f. Upon receipt of a recommendation from the MEC, the Board will review the application and determine whether to grant the applicant membership and whether any restrictions or conditions should be attached to a grant of membership or clinical privileges. Membership and/or Privileges will become effective upon action by the Board granting membership and/or Privileges.
g. Applicants may appeal recommendations by the MEC and decisions made by the Board in accordance with provisions in the Medical Staff Corrective Action and Fair Hearing Manual of these Bylaws.

3.2 Granting of Clinical Privileges

The following steps describe the process for granting clinical privileges to qualified practitioners. Associated details may be found in the Medical Staff Credentials Procedure Policy and on medical staff delineation of privileges documents. Practitioners shall be entitled to exercise only those privileges specifically granted to them by the Board. The Board will determine, from time to time and upon recommendation from the medical staff, which privileges may be granted and exercised at SMHMC. The medical staff may recommend clinical privileges for advanced professional practitioners (APP) who are not members of the medical staff but who hold a license to practice independently consistent with the APP policies as recommended by the MEC and approved by the Board.

a. Practitioners initially applying for medical staff membership or for reappointment must complete the appropriate forms to request specific privileges. Practitioners ineligible for medical staff membership but eligible for privileges will complete the appropriate request forms. These forms are available from the Hospital medical staff office.
b. Upon completion and submission of the appropriate forms to the medical staff office, an individual designated by the Hospital will confirm that the applicant is eligible to have the requests processed further. Privilege requests that don’t demonstrate compliance with eligibility requirements will not be processed further. Individuals
applying for privileges without membership must meet the eligibility and qualification requirements found in Section 2.1 of these Bylaws. They must also agree to meet the responsibilities for members listed in Section 2.3 of these Bylaws.

c. Completed privilege request forms will be forwarded by the medical staff office to the medical staff Credentials Committee. The committee chair or designee will assign the privilege requests and application for review to a committee member or to a subject matter expert. This review will include consideration of the practitioner’s individual character, individual clinical competence, individual training, individual experience, and individual professional judgment and conduct.

d. The reviewer will forward a recommendation to the medical staff Credentials Committee.

e. The Credentials Committee will review the applicant’s requests and recommend a specific action to the MEC.

f. The MEC will review the privileging requests and recommend specific actions on them to the Hospital Board.

g. Applicants may appeal certain adverse recommendations of the MEC in accordance with provisions in the Corrective Action and Fair Hearing Manual of these Bylaws.

h. The Hospital Board will review the privileging requests and either reject the requests, modify them, or grant the privileges being sought.

i. Applicants may appeal adverse recommendations made by the Board in accordance with provisions in the Medical Staff Corrective Action and Fair Hearing Manual.

3.3 **Temporary, Disaster, and Emergency Privileges**

Temporary, disaster, and emergency privileges may be assigned to individuals in accordance with the Hospital policies and the associated credentialing and privileging details enumerated in the Medical Staff Credentials Procedure Policy.

3.4 **Medical Staff Credentials Procedure Policy**

Associated details elaborating on the credentialing and privileging process and procedures can be found in the Medical Staff Credentials Procedure Policy that will be adopted and amended from time to time by action of the MEC.

3.5 **Telemedicine Clinical Privileges**

a. Applicants seeking clinical privileges to perform telemedicine services may, but need not, be processed pursuant to the complete appointment/reappointment and privileging process described in Article II of this Manual. As an alternative to the privileging process described in Article II, the MEC may make recommendations to the Hospital Board regarding applicants who intend to provide telemedicine services under a written agreement(s) between the Hospital and a distant-site hospital or entity by relying on the credentialing and privileging decision of the distant-site hospital or entity with whom the Hospital has agreement(s) for telemedicine services.

b. Applicants based at distant-site hospitals or entities who intend to provide telemedicine services under a written agreement(s) with the Hospital may apply for telemedicine clinical privileges provided each applicant meets the basic qualifications set forth in Article II above and by submission of the same application or application with equivalent content as specified in this manual. All determinations regarding equivalent content will be made by the MEC and/or Hospital Board.

c. Upon confirmation by the Medical Staff Office that an applicant's request for telemedicine privileges complies with the terms of the written agreement(s) between the Hospital and the distant-site hospital or entity, including clinical privileges criteria adopted by the Medical Staff, the MEC may rely upon the credentialing and privileging decisions made by a distant-site hospital or telemedicine entity when making its recommendation to the Hospital Board for clinical privileges provided the agreement(s) between the Hospital and distant-site hospital or entity ensures the following:
1) The distant-site hospital is a Medicare participating hospital or the distant-site telemedicine entity provides written assurances to the Hospital that its credentialing and privileging process and standards meet the Medicare Conditions of Participation for Hospitals;

2) The Practitioner is privileged at the distant-site hospital or distant-site telemedicine entity and a current list of equivalent privileges is provided;

3) The distant-site Practitioner holds a current license issued or recognized by the State of Colorado;

4) That upon being granted clinical privileges, the Hospital provides the distant-site hospital or entity evidence of an internal review at the Hospital of the Practitioner's clinical performance for use in the Practitioner's periodic appraisal and, at a minimum, the information must include all adverse events resulting from the telemedicine services provided by the distant-site Practitioner as well as any registered complaints.

d. If the Hospital has not entered into a written agreement(s) for telemedicine services with a distant-site hospital or entity but has a pressing clinical need for telemedicine services and a distant-site Practitioner can supply such services via a telemedicine link, the applicable Department Chair and Hospital administrator may evaluate the use of temporary clinical privileges for a distant-site Practitioner as described above. In such cases, the distant-site Practitioner must be credentialed and privileged to provide telemedicine services in accordance with the Hospital's standards and procedures applicable to the approved telemedicine services.

Refer to Volume II, 3.7 of Medical Staff Credential’s Procedure Manual for additional information.

ARTICLE IV OFFICERS

4.1 Officers of the Medical Staff

The officers of the Medical Staff shall be:

President of the Medical Staff President-Elect of the Medical Staff Immediate Past President of the Medical Staff

4.2 Qualifications
Officers of the medical staff must satisfy the following criteria at the time of nomination and continually throughout the term of their office:

a. be an appointee to the active medical staff category and have been a member of the medical staff for at least two years;
b. have no pending adverse recommendation before the Board concerning staff appointment or clinical privileges;
c. have constructively participated in medical staff activities, including, but not limited to activities such as performance improvement, peer review and credentialing;
d. have the ability and be willing to discharge faithfully the duties and responsibilities of the position;
e. have experience in a leadership position, or other involvement in performance improvement functions for at least two years;
f. be willing to attend continuing education programs relating to medical staff leadership and/or peer review and credentialing functions prior to or during the term of office;
g. be in compliance with any and all policies of the medical staff and Hospital including the Conflicts of Interest Policy;
h. have demonstrated an ability to work well with and communicate well with others.

4.3 Selection

The MEC will appoint a Leadership Selection Committee four (4) months in advance of the annual general medical staff meeting. The Leadership Selection Committee shall select nominees for placement on the election ballot for President-Elect using the following process. The Immediate Past President of the Medical Staff shall serve as chairperson of the Leadership Selection Committee and the MEC shall appoint as additional members one other member of the MEC and two (2) former medical staff officers who are current members of the medical staff not serving on the MEC.

a. The Leadership Selection Committee will meet at least ninety (90) days prior to the general staff meeting at which the results of the election will be announced.
b. The Leadership Selection Committee will produce a slate of nominees with at least one (1) name placed on the ballot.
c. The Leadership Selection Committee shall circulate and formally post its list of nominees to the active members of the medical staff at least forty-five (45) days prior to the annual meeting at which election results will be announced.
d. In order for a nominee to be placed on the ballot the following criteria must be met:

1) Candidates must meet the qualifications listed in these Bylaws for the position to which they wish to be elected. The Leadership Selection Committee will have discretion to determine if these criteria have been met.
2) Candidates must be approved by the Leadership Selection Committee for placement on the ballot and candidates must agree to be placed on the ballot.
3) A petition signed by at least fifteen percent (15%) of the members of the active staff may also make nominations. Such petition must be submitted to the chair of the Leadership Selection Committee at least thirty days prior to the election for placement on the ballot. The candidate nominated by petition must be confirmed by the Leadership Selection Committee to meet the qualifications in Section 4.2
above before he can be placed on the ballot.

4.4 **Election**

The President-Elect of the medical staff shall be elected using a secret ballot which may be distributed to eligible voting members of the medical staff at a general medical staff meeting, by mail, or electronically. The mechanics of distributing ballots and counting votes will be determined by the MEC. Only members of the active medical staff shall be eligible to vote. The winner of an election shall be the individual who receives the greatest number of votes from active medical staff members who received ballots and voted. Voting by proxy is not permitted.

The President-Elect of the Medical Staff shall be eligible to assume office on January 1 following the election if the Governing Board has ratified his election. Such ratification cannot be unreasonably withheld.

Elections for President-Elect will take place in October as scheduled by the MEC in those years in which the President is completing the first year of his two year term of office.

4.5 **Term**

The President-Elect shall serve a term of one (1) years from the first day of January next following their election. At the end of one year he shall become the President of the medical staff and the former President will become the Immediate Past President for a period of one year. There are no limitations on the number of terms a medical staff member may serve as an officer.

4.6 **Duties of Elected Officers**

**a. President of the Medical Staff:** The President shall serve as the chief administrative officer and principal elected official of the Medical Staff. As such, she or he shall be responsible for implementing the general responsibilities of the Medical Staff, including, without limitation:

1) Aiding and coordinating medical staff activities with the activities and concerns of the Board, Administration of the Hospital, Nursing, and other patient care services.

2) Accounting to the Board and medical staff, in conjunction with the MEC, for the quality, efficiency and performance of patient care services within the Hospital.

3) Developing and implementing, in coordination with other medical staff leaders and experts, continuing education programs, utilization review activities, performance improvement programs, and methods for credentials review, delineation of privileges, and the monitoring of the quality of patient care.
4) Communicating and representing the concerns and recommendations of the medical staff to the Board, the Chief Executive Officer, VPMA, and other leaders of the medical staff.

5) Assuming responsibility for the enforcement of these Bylaws, Hospital policies, and medical staff rules, regulations or policies, and for implementation of appropriate sanctions where indicated, and for the medical staff’s compliance with procedural safeguards in all instances where appropriate, as provided under these Bylaws.

6) Calling, setting the agenda, and presiding at all general and special meetings of the medical staff and of the MEC.

7) Serving as chair of the MEC, and as an ex-officio member of the all medical staff committees with the right to vote.

8) Appointing the members of all standing, special and multi-disciplinary medical staff committees, except the MEC, in consultation with the chair of each such committee.

9) Reporting to the Board on quality of care and performance improvement issues as recommended by the Medical Staff.

10) Representing the Medical Staff in its professional and community relations.

11) Performing all other functions as are typically performed by the President of the Medical Staff or assigned by the MEC.

b. President-Elect: The President-Elect shall be a member of the MEC and shall be required to assist the President and to perform such duties as may be assigned to him/her by the President. In the absence of the President or upon the occurrence of a vacancy in the office of President, the President-Elect shall assume the responsibilities, exercise the authority, and perform the duties assigned to the President until the President returns or that office is filled.

c. Immediate Past President: The Immediate Past President shall be a member of the MEC and shall serve as an advisor to the President and perform those functions delegated to him by the President. The Immediate Past President shall also serve as the chair of the Leadership Selection Committee. In those time frames in which there is no president elect, the immediate past president will replace the president if he is unable to complete his term until such time as new elections can be held.

4.7 Removal

a. A recall election of an officer shall be held if requested through a petition signed by no fewer than one-third of the active members of the Medical Staff, a request signed by at least two-thirds of the members of the MEC, or a request made by the Board of Trustees.
Officers may be removed by an affirmative vote of two-thirds of the active medical staff present and voting at any general or special meeting, in circumstances where the medical staff believe removal is necessary to protect the interests of the medical staff and/or Hospital. Each of the following conditions constitutes a reasonable basis for removal of an officer from office:

1) Failure to comply with or support enforcement of the medical staff Bylaws, medical staff rules, regulations, or policies. 2) Failure to perform the required duties of the office; 3) Failure to adhere to professional ethics; 4) Abuse of office; 5) Conduct unbecoming a medical staff member and officer; and 6) Failure to continuously meet the qualifying criteria to be an officer as set forth above in these Bylaws.

b. At least ten (10) days prior to the initiation of any removal action, the individual shall be given special notice of the date of the meeting at which action is to be considered. The individual shall be afforded an opportunity to speak to the medical staff prior to a vote on removal.

c. Automatic removal will occur (without need for a vote) in the event any of the following affects the officer in question: a) Loss or suspension of the officer’s medical license in the State of Colorado; b) Ineligibility of membership in the active staff category; c) Recommendation by the MEC or Board for the imposition of corrective action or the acceptance of such recommendation by the Board.

5. Where the President of the Medical Staff is removed from that position, he shall be ineligible to hold the office of Immediate Past President of the Medical Staff.

4.8 Vacancies

If the President of the medical staff is temporarily unable to fulfill the responsibilities of the office, the President-Elect of the medical staff or the immediate past president in those years with no president elect, shall assume these responsibilities until the President of the medical staff can resume those duties. When a permanent vacancy occurs in the position of President of the medical staff, the President-Elect of the medical staff will assume this position for the remainder of the existing term. The position of President-Elect will remain vacant until it is time for the regularly scheduled election for this office. If the Immediate Past President resigns or is not eligible to hold this position, the President of the Medical Staff shall appoint another former President of the medical staff to fulfill the remainder of the term or it shall remain vacant until the current President of the medical staff becomes available to carry out the role.
ARTICLE V  CLINICAL ORGANIZATION OF THE MEDICAL STAFF

.1 Clinical Organization of the Medical Staff

The medical staff shall be assisted in meeting these responsibilities by clinical services as specified in section 5.2 below.

5.2 Clinical Services

a) Clinical Services shall exist to perform the following:
1. Assist the medical staff Physician Practice Excellence Committee in the performance of peer evaluations and chart reviews.
3. Sponsor “grand rounds”, peer review protected morbidity & mortality (M&M) conferences, or clinico-pathologic conferences (CPCs).
4. Provide a vehicle for discussion of policies & procedures or equipment needs in a specialty or service line area.
5. Create an opportunity for networking and collegial interaction among Practitioners with common interests.
6. Develop recommendations for submission to the MEC.
7. Participate in the development of criteria for clinical privileges when requested for input by the Credentials Committee or MEC.
8. Participate in the development of clinical protocols when asked to by the MEC or an appropriate Medical Staff committee.
9. Discuss a specific issue at the request of a Medical Staff Committee.
10. Provide a forum for discussion for clinicians in a particular specialty or interdisciplinary group of specialties

b) Clinical Services are not required to hold regular meetings. A written report is required only when a Clinical Service wishes to make a formal recommendation to the MEC, another medical staff committee, or to the Hospital’s administrative team.

c) If the MEC decides to recognize Clinical Services, each medical staff member will be assigned to a Clinical Service. Each Clinical Service shall have a Chairperson elected by the members of their service if they so choose or appointed by the President of the Medical Staff. Chairs shall be approved by the MEC and will ordinarily serve for two years. They can be reappointed.

Role of the Chairperson: 1) Serve as a resource for the Credentials Committee including: A) Review and make recommendations on application to the medical staff. B) Review and make a recommendation on privilege requests, both at the time of initial appointment and re-appointment. C) Review and make recommendations on requests for additional privileges
D) Review and make recommendations on privilege restrictions
E) Make recommendations to the credentials committee regarding Focused Professional Practice Evaluation (FPPE) for new practitioners or new privileges as per the OPPE/FPPE policy

2) Serve as a resource to the Professional Practice Excellence Committee including: A) Work with physicians on identified improvement opportunities from case review B) Review Ongoing Professional Practice Evaluations (OPPE) as per the OPPE/FPPE policy C) Manage physician OPPE process as per OPPE/FPPE policy 3) Work with the VPMA and nursing/staff for issues related to physician behavior within the clinical service 4) Serve as a primary point of contact for nursing/staff issues 5) Organize meetings of the clinical service as needed 6) Serve as liaison between clinical service and MEC for communication 7) Work with Administration on Medical Staff Development Plans and other planning issues related to Clinical service functions.

d) Clinical Services will be: 1) Adult Medicine to include Internal Medicine, Family Medicine, and Medical Subspecialties 2) Surgery 3) Pediatrics 4) Obstetrics/Gynecology 5) Emergency Medicine 6) Anesthesia 7) Pathology 8) Radiology 9) Hospitalists/Intensivists

ARTICLE VI

MEDICAL STAFF COMMITTEES AND LIAISONS

6.1 Types of Committees

There shall be an executive committee of the medical staff (referred to in these Bylaws as the Medical Executive Committee or MEC). The MEC may create committees of the medical staff accountable to the MEC to accomplish medical staff functions. The medical staff shall also carry out its responsibilities through participation in committees of the Hospital.

The current standing committees of the medical staff are: the Credentials Committee, the Cancer Committee, and the Trauma Committee. Other Committees responsible for medical staff functions can be found in the Medical Staff Peer Review Manual - Physician Practice Excellence Committee Charter (Appendix A).
6.2 **Committee Chairs**

a. Selection: With the exception of the MEC, the chair of each medical staff committee shall be appointed, and vacancies filled, by the President of the medical staff, subject to the approval of the MEC. The President of the medical staff shall serve as chair of the MEC.

b. Term: Unless specified otherwise in these Bylaws, each committee chair shall be appointed to a term of two (2) years unless relieved of his or her responsibilities earlier by action of the MEC.

6.3 **Membership and Appointment to Committees**

1. **Eligibility and Appointment**

   a) The President of the medical staff shall appoint all medical staff committee members after consultation with the committee chair.

   b) Members of the active and associate categories of the medical staff shall be eligible for appointment to any committee of the medical staff established to perform one or more of the functions required by these Bylaws.

   c) Where specified in these Bylaws, or where the Medical Executive Committee deems it appropriate to the functions of a committee of the medical staff, members of the honorary staff category and representatives from various services of the Hospital, including, without limitation, Administration, Laboratory, Nursing, Information and Quality Management and Pharmacy Services, shall be eligible for appointment in a non-voting capacity, to specific committees of the medical staff.

   d. In making appointments to medical staff committees, the President will have discretion to determine the committee size.

1 **Chief Executive Officer** Unless otherwise provided in these Bylaws, the Hospital’s Chief Executive Officer or his designee shall serve as an ex-officio member, without a vote, on all medical staff committees.

2 **Voting** Only medical staff members in the active or associate staff categories may vote on medical staff committees, unless specified otherwise in these Bylaws or medical staff policies or procedures.

3 **Term** Unless specified otherwise in these Bylaws, each medical staff committee member shall be appointed to a term of two (2) years, and may be reappointed as often as the individual or party responsible for such reappointment may deem advisable.
6.4 **Medical Executive Committee**

1. **Membership**

   All active staff members are eligible for MEC membership.

2. **Composition**

   The MEC shall consist of the following voting members:
   1. President of the Medical Staff
   2. President-Elect or Immediate Past President of the Medical Staff
   3. Two members of the medical staff in the active category elected at-large
   4. The Chairs of all Clinical Services

   The following will be non-voting ex officio members of the MEC:
   1. Hospital Chief Executive Officer/President
   2. Vice President of Medical Affairs
   3. Chief Operating Officer
   4. Vice President of Patient Services
   5. The Chair of the Physician Practice Excellence Committee
   6. The Chair of the Medical Staff Credentials Committee

   The MEC may invite additional guests as needed to assist in carrying out its work.

3. **Removal from the MEC**

   Membership on the MEC held by officers and medical staff committee chairs will automatically terminate if an individual is removed from his position as an officer, or committee chair as described elsewhere in these Bylaws. At large members can be removed from their membership on the MEC if recalled by a majority vote of eligible medical staff members at any regular or specially called medical staff meeting. Additional grounds for removal from the MEC include but are not limited to: a) Failure to meet the attendance requirements for MEC members; b) Disruptive conduct at MEC meetings, and c) Failure to carry out assigned duties as an MEC member. Such removals will occur if recommended by a vote of at least three-quarters of the current members of the MEC.

   Physician members of the MEC will be considered to have voluntarily resigned from the committee if any of the following occur: a) Termination or suspension of the member’s license to practice in the State of Colorado; b) Loss of membership on the active staff category; c) The MEC recommends to the Board that the member be subject to corrective action.
4. Responsibilities of the MEC

a) The MEC shall represent the medical staff, assume responsibility for the effectiveness of all medical activities of the medical staff, act on matters of concern and importance to the medical staff and act at all times as the authorized delegate of the medical staff in regard to general and specific functions of the medical staff.

b) The MEC is empowered to act for the medical staff in intervals between general medical staff meetings.

c) The MEC receives and acts on reports and recommendations from medical staff committees, clinical services, Hospital committees, consultants, and other relevant individuals.

d) The MEC consults with Hospital senior management and the Board on quality-related aspects of contracts for patient care services, equipment and materials with entities outside the Hospital.

e) The MEC carries out investigations in accordance with Corrective Action and Fair Hearing Procedures, Volume II of these Bylaws before making recommendations to the Board to terminate, limit, or restrict a practitioner’s membership or privileges.

f) The MEC is responsible for making medical staff recommendations directly to the Board for its approval. Such recommendations pertain to at least the following:

(a) The medical staff’s structure;

(b) The mechanism used to review credentials and to delineate individual clinical privileges;

(c) Recommendations of individuals for medical staff membership;

(d) Recommendations for delineated clinical privileges for each eligible individual;

(e) The participation of the medical staff in organization performance improvement activities;

(f) The mechanism by which medical staff membership may be terminated;

(g) The mechanism for investigation, corrective action and fair-hearing procedures; and

(h) The MEC’s review of and actions on reports of medical staff committees, clinical services, and other assigned activity groups.

5. Meetings

The MEC shall meet monthly, no fewer than ten times per year and shall maintain a permanent record of all proceedings and actions at its meetings. The President of the Medical Staff or designee will preside at all meetings of the MEC.

6. Call of Special Meeting

The President of the medical staff may call special meetings of the MEC at any time. Such meetings may be held in person or through telephonic or electronic conferencing.

7. Notice
Notice of a special meeting of the MEC shall be by means of facsimile, telephone, posting of notice or e-mail.

6.5 Medical Staff Representation on Hospital Committees

In order to further carry out the functions of the medical staff and to provide medical staff input where appropriate, the President of the Medical Staff may appoint members to Hospital committees. When medical staff members sit on a Hospital committee the minutes of that committee shall be available, upon request to the MEC. It shall be the responsibility of the medical staff member(s) sitting on a Hospital committee to bring to the attention of the MEC or a medical staff officer any matter brought before such committee that requires the attention of the medical staff leadership.

6.6 Medical Staff Liaisons

When the medical staff is required by regulatory bodies or internal policies to collaborate with Hospital staff in carrying out a particular function, the President of the Medical Staff may appoint a member of the medical staff to serve as a formal liaison for that work. The liaison will report periodically to the MEC or other appropriate committee when matters require the attention of medical staff leaders.

6.7 Special Committees

The President of the Medical Staff or MEC may appoint special committees to address specific issues or concerns on behalf of the medical staff. In establishing such committees, there will be a notation made in the minutes of the MEC enumerating the committee’s purpose and charge, timeframes for its work, and the duration of its appointment. Such committees will report to and be accountable to the MEC as a committee of the MEC.

ARTICLE VII

GENERAL MEDICAL STAFF MEETINGS

7.1 General Medical Staff Meetings

1. Frequency & Content

There shall be at least one meeting of the entire medical staff held each year during fourth quarter. Thirty (30) days written notice of the meeting shall be sent to all medical staff members in a manner determined reasonable and appropriate by the Medical Staff Office. The MEC shall determine the time and place at which the meeting shall be held. The President of the Medical Staff or the MEC may call additional general meetings for any reason they deem appropriate, including to promote communication with the medical staff, provide a forum for discussion on matters of medical staff interest, review quality and safety data and concerns, present
educational programs, or address proposed changes to the Medical Staff Bylaws.

7.2 **Special Meetings of the Medical Staff**

1. **Call of Special Meeting**

   A special meeting of the medical staff may be called at any time by the President of the Medical Staff, and shall also be called at the request of the Governing Board, the MEC or in response to a petition presented to the President of the Medical Staff and signed by twenty-five percent (25%) of the active staff. No business shall be transacted at any special meeting, except that for which the meeting is called and stated in the notice of such meeting.

2. **Notice**

   Notice stating the time, place and purpose(s) of any special meeting of the medical staff shall be conspicuously posted and shall be sent to each member of the medical staff in a manner determined by the medical staff office at least seven (7) days before the date of such meeting. The attendance of a member of the medical staff at the meeting shall constitute a waiver of notice of such meeting.

7.3 **Attendance at General Medical Staff Meetings**

   Members of the medical staff are encouraged to attend general medical staff meetings.

7.4 **Quorum**

   Those active staff members present shall constitute a quorum at the general medical staff meeting and at any meeting, unless otherwise specified in these Bylaws.

7.5 **Minutes**

   Minutes of each regular and special meeting of the medical staff shall be prepared and shall include a record of the attendance of members and any votes taken on matters presented at the meeting. The minutes shall be signed by the presiding officer and maintained in a permanent file in the medical staff office. Minutes shall be made available to any medical staff member upon request, in a manner that protects the confidentiality of peer review information consistent with state peer review protection statutes.

7.6 **Conduct of Meetings**

   Meetings of the medical staff and meetings of committees will be run in a manner determined by the chair (or designee) who presides at such a meeting. Compliance with rules of parliamentary procedure is not required.
ARTICLE VIII COMMITTEE MEETINGS
8.1 Regular Meetings

Medical committees may, by resolution, establish the time for holding regular meetings without providing their respective members notice other than by announcement of such resolution in meeting minutes.

8.2 Special Meetings

A special meeting of any committee may be called by or at the request of the chair thereof, by the President of the medical staff, or by written request signed by twenty-five (25%) percent of the current members of the committee, but not by fewer than two (2) such members. Such meetings will be held within a reasonable period of time after their request as determined by the chair.

8.3 Notice of Special Meetings

Written, electronic, or oral notice stating the place, day and hour of any special meeting or any regular meeting, shall be provided to each member of the committee that is to meet, not less than five (5) days before the time of such meeting. If mailed, the notice of the meeting shall be posted to the member, at his address as it appears on the records of the medical staff, at least seven (7) days before the meeting. The attendance of a member at a meeting shall constitute a waiver of notice of such meeting.

8.4 Quorum

A quorum for the MEC, Credentials Committee, and Peer Review Oversight Committee will be at least fifty-one percent (51%) of the voting membership of the committee attending in person or via telephonic or electronic conferencing.

For all other medical staff committees, unless otherwise specified in these Bylaws, a quorum will be those active staff members present, so long as at least two (2) members are present.

Once a quorum is present at a meeting, the failure to maintain a quorum throughout the meeting shall not preclude any subsequent action from being taken at that meeting.

Except as stated otherwise in these Bylaws, for purposes of undertaking a vote authorized by the medical staff or any of its committees, votes may be cast in person or electronically as specified by the MEC and no quorum shall be required.

8.5 Manner of Action

The action of a majority of the members present at a committee meeting at which a quorum is present shall be the action of such committee. Action may be taken without a meeting by unanimous consent in writing, setting forth the action so taken and signed by
each member who would be entitled to vote at that meeting.

8.6 **Minutes**

Minutes of the meetings of medical staff and its committees shall be prepared, including a record of the members in attendance and the results of any votes taken at the meeting. The presiding officer shall sign the minutes and copies shall be submitted to the attendees for approval. All minutes shall be made available to the MEC. Each medical staff committee shall maintain a permanent file in the Hospital medical staff office of the minutes of each meeting.

8.7 **Attendance Requirements**

Members of the MEC and Credentials and Peer Review Oversight Committees are expected to attend at least seventy-five percent (75%) of committee meetings held each year. Failure to attend at least seventy-five percent (75%) of the meetings will make the member eligible for removal by action of the President of the medical staff with ratification by the MEC.

8.8 **Mandatory Special Appearance Requirement**

Whenever suspected deviation from standard clinical or professional practice is identified, a Practitioner may be required to attend a meeting of a standing or ad hoc committee considering the matter. The Practitioner will be given special notice of the meeting, including the date, time and place, a statement of the issue involved, and a statement that the Practitioner’s appearance is mandatory. Failure to attend a meeting when asked, unless excused by the President upon showing good cause, may be considered an immediate and voluntary relinquishment of Privileges.

**ARTICLE IX**

**CONFIDENTIALITY, IMMUNITY, AUTHORIZATIONS AND RELEASES**

9.1 **Authorizations and Releases**

Each practitioner shall, when requested by the Hospital, as part of initial appointment or reappointment to the medical staff or as part of an application for privileges, execute general and specific releases and provide documents when requested by the President of the Medical Staff, Chair of the Credentials or Medical Staff Peer Review Committee, the Hospital CEO or their respective designees. Failure to execute such releases or provide requested documentation shall result in an application for appointment, reappointment, and/or clinical privileges being deemed voluntarily withdrawn, and it shall not be further processed. By submitting an application for medical staff appointment or reappointment, or by applying for or exercising privileges or providing specified patient care services within the Hospital, all practitioners, without limitation:
1. Authorize representatives of the Hospital and of the medical staff to solicit, procure, provide, and/or act upon information bearing on or reasonably believed to bear upon the practitioner’s professional abilities and qualifications;

2. Agree to be bound by the provisions of these Bylaws and Hospital policies, medical staff rules, regulations and policies regardless of whether membership or clinical privileges are granted or subsequently restricted;

3. Acknowledge that the provisions of this Article are express conditions to an application for, or acceptance of, medical staff membership, and the continuation of such membership and/or the exercise of privileges or provision of specified patient care services at the Hospital;

4. Agree to release from legal liability and hold harmless the Hospital, medical staff, and any representative of the Hospital or medical staff who acts to carry out medical staff or Hospital policies or functions, including all persons engaged in processing medical staff applications and reapplications as well as those who participate in peer review and performance improvement activities. In addition, all practitioners agree that their sole remedy for any corrective action or peer review action taken or recommended by the MEC for failure to comply with these Bylaws or medical staff or Hospital policies, will be the right to seek legal or equitable relief after they have exhausted the administrative remedies in these Bylaws.

5. Agree to release from legal liability and hold harmless any individual who or entity which provides information (including peer review information) regarding the practitioner to the Hospital or its representatives within the limitations provided by law;

6. Agree to consent to drug testing in a manner designated by an officer of the Medical Staff, the Hospital CEO or Hospital VPMA or designee because of a suspicion of improper use of a restricted or illegal substance and/or impairment of ability to safely care for patients. Agree that a failure to consent to such testing may be considered an immediate voluntary resignation of membership and relinquishment of privileges.

9.2 Confidentiality

Information with respect to any practitioner submitted, collected or prepared by any representative of the Hospital or any other health care facility or organization or medical staff, for the purpose of evaluating and improving quality patient care, reducing morbidity or mortality, promoting efficiency, or contributing to medical education or clinical research, shall, to the fullest extent permitted by law, be confidential except as otherwise provided herein. Confidential information shall not be disseminated to anyone other than a representative(s) of the Hospital or of the medical staff with a legitimate need for access in order to carry out required functions or third party health care entities performing legitimate credentialing and peer review activities. Such confidentiality shall also extend to information of like kind that may be provided by third parties.

9.3 Immunity from Liability
1. For Actions Taken Representatives of the Hospital and the medical staff shall have absolute release from any and all liability in any judicial proceeding for damages or other relief for any action taken or statement or recommendation made within the scope of their duties as such representatives, after a reasonable effort under the circumstances to ascertain the facts underlying such actions, statements or recommendations and in the reasonable belief that the action, statement or recommendation is warranted by such facts.

2. Providing Information

   Representatives of the Hospital, the medical staff and any third party shall have absolute release from any and all liability in any judicial proceeding for damages or other relief by reason of providing information, including otherwise privileged or confidential information, to a representative of the Hospital or of the medical staff or to any other hospital, organization or health professionals, or other health-related organizations, concerning practitioners who are or have been an applicant to or member of the staff or who did or does exercise privileges or provide specified services at this Hospital.

9.4 Activities and Information Covered

1. Activities

   The provisions of this article shall apply to acts, communications, reports, recommendations, or disclosures in connection with this or any other health-related institution’s or organization’s activities to the extent provided by law:

   a) Applications for appointment, clinical privileges or specified services
   b) Periodic reappraisals for reappointment, clinical privileges or specified services
   c) Disciplinary measures, including warnings and reprimands
   d) Investigations and corrective actions
   e) Hearings and appellate reviews
   f) Performance improvement activities including the creation and dissemination of performance profiles
   g) Peer review activities, including external peer review
   h) Utilization and claims reviews
   i) Other Hospital, clinical service or committee activities related to monitoring and maintaining of quality patient care and appropriate professional conduct.

2. Information

   The acts, communications, reports, disclosures and other information referred to in this Article may relate to a practitioner’s professional qualifications, clinical or procedural abilities, judgment, character, physical and mental health, emotional stability, professional ethics, professional conduct or any other matter that might directly or indirectly affect patient care.
9.5 **Cumulative Effect**

Provisions in these Bylaws and in application forms relating to authorizations, releases, confidentiality of information and immunities from liability shall be in conformance with and in addition to other protections provided by local, state and federal law and not in limitation thereof.

**ARTICLE X**

**GENERAL PROVISIONS**

10.1 **Medical Staff Rules, Regulations, and Policies**

Subject to approval by the Governing Board or its designee, the medical staff shall adopt such rules, regulations and policies as may be necessary to carry out the responsibilities and functions of the medical staff and implement its operations. There shall be no substantive distinction between medical staff rules, regulations, and policies.

10.2 **Payment of Fees and Dues**

All members of the medical staff are required to pay any initial and reappointment application fee in an amount determined by the MEC and ratified by the Board.

All members of the Medical Staff will be required to pay Medical Staff dues in an amount determined from time to time by the MEC and approved by the Board. Failure to pay Medical Staff dues will result in ineligibility for reappointment of membership or privileges until all back dues owed are paid in full.

10.3 **Conflict of Interest**

All members of the medical staff are required to abide by any conflict of interest policies adopted by the medical staff and the Hospital. Such conflicts may involve issues brought before any committee, conflicts with other medical staff members whose activities have brought before a committee, or issues brought to committee involving the member him(her)self. That member shall not participate in the discussion or vote on the matter and shall absent himself from the meeting during that time; although the member may be asked to answer any questions concerning the matter before leaving the meeting.

10.4 **Peer Review Body**

The Medical Executive Committee, the Board, Medical Staff committees, or any group or body of Medical Staff members and/or Hospital personnel which monitors, evaluates, and/or takes action to review the credentials of Practitioners or to improve the delivery, quality, safety and/or efficiency of services provided by members of the Medical Staff and other Practitioners credentialed by SMHMC shall be considered, for purposes of protecting confidential information and providing immunity from liability under applicable law, a Peer Review Body as defined under applicable Colorado law.
The files, records, findings, opinions, recommendations, evaluations, and reports of such committees and bodies, information provided to or obtained by such committees and bodies, and the identity of persons providing information to such committees or bodies, to the fullest extent permitted by law, shall be considered to be privileged and confidential information.

The members of such committees and bodies, persons acting as staff to such committees and bodies, persons who participate with or assist such committees or bodies, and such committees and bodies themselves, to the fullest extent permitted by law, shall be immune from liability for actions taken or recommendation made within the scope of the functions of the committee or body.

10.5 **Joint Conference**

Whenever the Board’s proposed decision will be contrary to a recommendation of the MEC, the Board shall submit the matter to a Joint Conference of an equal number of Medical Staff and Board members for review and recommendation before making its final decision and giving notice of final decision. Individuals participating in a Joint Conference will be appointed by the Medical Staff President and Chair of the Board. The MEC, the Board, or the Hospital CEO may also request the convening of a Joint Conference to discuss any matter of controversy or concern that would benefit from enhanced dialogue between Medical Staff, Hospital, and Board leaders.

10.6 **Histories and Physicals**

A physician, podiatrist, or oral maxillofacial surgeon holding privileges at SMHMC must complete a physical examination and medical history for each patient no more than thirty days before or 24 hours after admission or registration. A history and physical must be completed prior to any surgery or procedure requiring anesthesia services and updated immediately prior to the procedure. The MEC may, at its discretion and consistent with state law, specify in Medical Staff policies additional privileged Practitioners who may perform these required histories and physicals.

10.6.1 **Pre-Admission/Registration History & Physicals:**

Any physician, podiatrist, or oral maxillofacial surgeon, licensed in the State of Colorado, may submit a history and physical no more than thirty days prior to a patient’s hospital admission or registration to satisfy the history and physical done in advance of the patient’s admission/registration. In these cases, a physician, podiatrist, or oral maxillofacial surgeon holding privileges at SMHMC must complete an H & P update after admission/registration or prior to surgery or a procedure requiring anesthesia services.
ARTICLE XI

ADOPTION AND AMENDMENT OF MEDICAL STAFF GOVERNING DOCUMENTS

11.1 Formulating and Reviewing Bylaws Amendments

The medical staff shall have the responsibility to formulate, review at least biennially, and recommend to the Board any medical staff bylaws, rules, regulations, policies, procedures, and amendments as needed, which shall be effective when approved by the Board. The medical staff can exercise this responsibility through its elected and appointed leaders or through direct vote of its membership. Neither the Board nor the medical staff shall unilaterally amend the Medical Staff Bylaws.

11.2 Methods of Adoption and Amendment to Volume I, Governance and Function and the Volume II, Corrective Action & Fair Hearing Manual of these Bylaws

a. Proposed amendments to the Medical Staff Bylaws (Volume 1) or the Corrective Action & Fair Hearing Manual (Volume II) may be offered for consideration by any Medical Staff Committee, member of the active Medical Staff, or by the MEC.

b. The MEC shall vote on proposed amendments at a regular meeting, or at a special meeting called for such purpose if such proposals are compliant with Joint Commission standards and regulatory requirements. Following an affirmative vote by the MEC, all active members of the Medical Staff shall receive a description of the proposed amendment(s) by email. At least thirty days following this dissemination of the proposed amendment, all eligible members of the medical staff will be expected to vote on the proposed amendment(s). This vote may be conducted via printed or electronic ballot in a manner determined by the MEC. Ballots marked in favor of amendment(s) or those that are not returned will be considered affirmative votes in support of the MEC recommendations for the amendment(s). To be adopted, the proposed amendment(s) must be affirmed by a majority of the members of the Medical Staff in the active category and the Board must subsequently ratify the amendment.

c. If the MEC does not vote affirmatively to present a proposed amendment for vote by the Medical Staff, individuals supporting the amendment can nevertheless request such a vote by presenting the President with a supportive petition signed by one-third of the active members of the Medical Staff. Upon receiving such a petition, the President will proceed to arrange a vote by the entire active Medical Staff following the procedures above for an amendment proposal voted on affirmatively by the MEC.

d. In cases of documented need for an urgent bylaws amendment in order to comply with law or regulation, the MEC may provisionally adopt and the Board may provisionally approve such urgent amendment without prior notification of the medical staff. In such cases the Medical Staff will be immediately notified by the MEC and a Medical Staff vote on the amendment will be held as soon as practicable.
11.3 **Methods of Adoption and Amendment to the Medical Staff Credentials Procedure Policy, rules and regulations, policies and procedures.**

a. All proposed amendments to the Medical Staff Credentials Procedure Policy, rules and regulations, or medical staff policies and procedures, whether originated by members of the Medical Staff, MEC or another standing committee, must be reviewed and discussed by the MEC prior to an MEC vote.

b. The MEC shall vote on the proposed language changes at a regular meeting, or at a special meeting called for such purpose. Following an affirmative vote by the MEC, any of these documents may be adopted, amended or repealed, in whole or in part and such changes shall be effective when approved by the Board. The Medical Staff will be informed of all such changes.

11.4 **Technical/Legal Changes to Medical Staff Documents**

The MEC may adopt such amendments to Medical Staff Bylaws, rules, regulations, and policies that are, in the committee’s judgment, technical or legal modifications or clarifications, consist of reorganization or renumbering of material, or are needed due to punctuation, spelling, or other errors of grammar or expression. Such amendments must be ratified by the Board.

11.5 **Adoption of the Bylaws**

These Bylaws, upon adoption by the medical staff, shall replace and supersede existing Bylaws and shall become effective when approved by the Board. They shall, when adopted and approved, be equally binding by the Board and the medical staff.

Adopted by

Medical Staff: June 7, 2011; December 3, 2013; June 3, 2014

Hospital Board: June 29, 2011; December 18, 2013; June 18, 2014