

## **MEDICAL STAFF BYLAWS**

### **ARTICLE VIII MEDICAL EXECUTIVE COMMITTEE**

#### **A. GENERAL CONSIDERATIONS AND DUTIES**

The duties of the Medical Executive Committee shall be to:

1. Make recommendations to the Board regarding the MEC's review of and actions on reports and recommendations from Medical Staff Departments, standing and special committees, officers, and other assigned activity groups relative to the discharge of their delegated administrative responsibilities and upon the findings from the review and evaluation of patient care.
2. Coordinate the activities of, and be responsible for the implementation and enforcement of the policies adopted by the Medical Staff and its Departments and committees.
3. Act for and represent the Medical Staff as a whole between Medical Staff meetings, under such limitations as may be imposed by the Medical Staff.
4. Serve as a liaison between the Medical Staff and the administration of the Medical Center; the nursing staff and its administration; and the Board of Trustees for the purposes of developing, coordinating and enforcing policies of mutual concern.
5. Make recommendations to the Board regarding all matters relating to Medical Staff structure; Medical Staff appointment, reappointment, and Medical Staff and AHP categories; the process used to review credentials and delineate Clinical Privileges; the delineation of Privileges for each Practitioner/AHP privileged through the Medical Staff process; Department assignments; corrective actions as warranted by the Medical Staff Documents; performance improvement activities; Medical Center operations, as requested; and such other matters related to patient care and safety.
6. Assist in the development and implementation of credentials review and the delineation of Clinical Privileges in cooperation with the Department in-Chiefs.
7. Be responsible for the implementation and enforcement of sanctions and corrective actions involving Medical Staff Appointees/AHPs in accordance with the Medical Staff Documents.
8. Be accountable to the Board and to the Medical Staff for the overall quality and efficiency of care rendered to patients of the Medical Center.
9. Inform the Medical Staff on matters pertaining to the accreditation activities and status of the Medical Center.

10. Assist the Medical Center in the identification of community health needs and work collaboratively with the Medical Center to develop and implement programs which address those needs.
11. Create and terminate permanent committees of the Medical Staff as needed to maintain active supervision, participation in, and responsibility for patient and Medical Staff related issues that are of direct concern to this Medical Staff as determined by its Appointees and by the Board of Trustees.
12. Create and terminate *ad hoc* committees of the Medical Staff to implement specific duties and actions and/or to study specific problems.
13. Make recommendations to the Board regarding Professional Liability Insurance requirements for all categories of Medical Staff.
14. Have a mechanism to recommend termination of Medical Staff appointment and/or Privileges.
15. Request evaluation of Practitioners/AHPs privileged through the Medical Staff process in instances where there is doubt about the Practitioner's/AHP's ability to perform the Privileges requested.
16. Adopt and amend Medical Staff Policies and Rules & Regulations subject to Article XIV.
17. Represent and act on behalf of the Medical Staff as provided in these Bylaws and the Medical Center's Code of Regulations.
18. Represent and act on behalf of the Medical Staff with regard to all matters not expressly reserved to the voting Medical Staff Appointees, without requirement of subsequent approval by the Medical Staff, subject only to any limitations of these Bylaws.
19. Take such other action as deemed appropriate consistent with the Medical Staff documents and the authority granted.

B. COMPOSITION

The composition of the Medical Executive Committee is as follows:

1. Medical Staff President who shall serve as chair of the MEC [Elected]
2. Medical Staff President-Elect [Elected]
3. Physician in-Chief [Permanent]
4. Surgeon in-Chief [Permanent]

5. Radiologist in-Chief [Permanent]
6. Anesthesiologist in-Chief [Permanent]
7. Four (4) at-large members one of whom shall also serve as the Medical Staff Vice-President [Elected]:
  - a. One (1) Medical Center based member of the Department of Pediatrics or Department of Radiology
  - b. One (1) community based pediatrician
  - c. One (1) Medical Center based member of the Department of Surgery or Department of Anesthesia
  - d. One (1) additional at-large member from any Medical Staff Department/Division.
8. Chair, Credentials Committee [Permanent]
9. Chair of PPEC [Permanent]
10. Chair, Professional Health Committee [Permanent]
11. Chair, Utilization Review Committee [Permanent]
12. Executive Community Physician Leader [Permanent]
13. Board representative (*Ex Officio*/with vote) [Permanent]
14. Senior Vice-President, Patient Services (*Ex Officio*/with vote) [Permanent]
15. Chief Executive Officer (*Ex Officio*/with vote) [Permanent]
16. Legal Counsel (*Ex Officio*/without vote) [Permanent]

All elected and permanent members of the MEC shall serve on the MEC with vote unless otherwise provided herein.

#### C. QUALIFICATIONS

Only active Medical Staff Appointees of any discipline or specialty may occupy those Medical Executive Committee seats that are reserved for Medical Staff Appointees. Physician Appointees of the active Medical Staff shall comprise at least a majority of the voting members of the MEC; provided, however, that the MEC may also include other Practitioners.

D. QUORUM

Ten (10) voting members of the Medical Executive Committee, including at least two (2) elected members and two (2) members of the Medical Center's administration, present at any meeting shall constitute a quorum for the purpose of conducting business.

E. MANNER OF ACTION

Except as may be specified elsewhere, the action of a majority of the voting members present and voting at a committee meeting at which a quorum is present shall be the action of the group.

F. TERMS FOR ELECTED MEMBERS

Elected members will serve on the MEC as set forth in Article VI, Section F.

G. NOMINATIONS

The nominating process for elected Medical Executive Committee seats shall be as set forth in Article VI, Section D.

H. ELECTIONS

The election process for elected Medical Executive Committee seats shall be as set forth in Article VI, Section E.

I. MEDICAL EXECUTIVE COMMITTEE VACANCIES

The process for filling a vacancy in an elected Medical Executive Committee seat shall be as set forth in Article VI, Section G.

J. MEETINGS

The Medical Executive Committee shall meet at least ten (10) times per year and shall maintain a permanent record of its proceedings and actions.