

Jersey Shore University Medical Center
a Division of Meridian Hospitals Corporation

Department of Dentistry
Rules and Regulations

I. INTRODUCTION

The purpose of these Rules & Regulations is to provide the Hospital Administrators, the Chair of the Department of Dentistry (the "Department") and members of the Dental Staff with standards regulating the performance of Dental Services in the Hospital. The Rules and Regulations governing the administration of the Department of Dentistry shall conform with the principles and standards established by the American Dental Association's Council on Dental Accreditation and the Bylaws of the Medical and Dental Staff of Jersey Shore University Medical Center (the "Bylaws").

II. FUNCTIONS

A. Administration

The affairs of the Dental Services are to be conducted in accordance with the Bylaws.

B. Consultations

Consultations shall be in accordance with the Bylaws.

C. Clinical

All dental services should be recorded according to the concepts of modern scientific dentistry and should be evaluated periodically.

III. MEMBERSHIP AND QUALIFICATIONS

The qualifications of membership to the Dental Staff, the application and appointment for members, the procedure for appointment and term of appointments are as stated by the Bylaws.

Regional staff members may become active staff members by notifying the Chair and attending one half of the Department meetings. Senior members are exempt from all Department meetings and medical/dental staff obligations subject to Medical and Dental Staff Bylaws of JSUMC 4.2.6 but are encouraged to continue with their

teaching assignments. Senior members as per the Bylaws are permitted to vote in all elections. Reference Bylaws Article IV Section 4.2.6

IV. OFFICERS OF THE DENTAL STAFF

The officers of the Department of Dentistry ("Department") shall consist of the Chair, Vice-Chair and Secretary.

Election of Officers: Election of officers shall be in accordance with the Bylaws.

Duties of the Officers:

1. Chair of the Department.

The Chair of the Department shall assume the same responsibilities as other Chairs of the Hospital; that is, the Chair shall be responsible for all services performed by the Dental Staff, including inpatients, outpatients and consulting services and perform the duties delineated in Section 12.2.5 of the Bylaws.

2. Vice Chair of the Department of Dentistry

It shall be the duty of the Vice Chair to assist the Chair as requested and assume the following responsibilities:

1. Supervise and coordinate the Outpatient Services (Dental Clinic).
2. Report the activities of the Clinic Services as needed at Department meetings.
3. Chair the Performance Improvement Program and submit reports as needed for accreditation.

V. SECTIONS OF THE IN-SERVICE

Section Chairs shall be appointed by the Department Chair who may consult with section members.

1. Responsibilities ***of the section chiefs include:***

- a. Be responsible for all dental procedures performed on inpatients as well as oral surgery, pediatric dentistry and restorative dentistry performed on outpatients (clinic).
 - b. Report any infractions relative to the performance of dental services to the Chair of the Department. Members of the staff having operating room privileges shall conduct themselves according to operating room policy.
 - c. Be responsible for conducting a regularly scheduled program presenting and reviewing emergency procedures.
 - d. Be responsible for setting up resident lecture schedule assignments.
 - d. Be responsible for scheduling regional/active oral surgeons to their one-half day per month clinic schedules.
 - e. Be responsible to oversee attendance of in-service staff.
2. The section chiefs will be responsible for on-call scheduling.

VI. COMMITTEES OF THE DEPARTMENT OF DENTISTRY

A. Special Committees

Special committees shall be appointed by the Chair of the Department as needed.

B. Advisory Committee

The Advisory Committee shall be appointed by the Chair of the Department and may consist of:

- 1. Current Vice- Chair
- 2. Current Oral & Maxillofacial Surgery Section Chief
- 3. Current Pediatric Dentistry Section Chief
- 4. Current Restorative Dentistry Section Chief
- 5. Current Program Director
- 6. Immediate Past Chair of the Department
- 7. Director of Dental Continuing Education
- 8. Any other member appointed by the Chair may serve

The duties of the committee shall be to review the performance of Department and act on those members who are referred to it by the Chair of the Department.

C. In-Service Dental Education Committee

1. The duties of this Committee shall be to coordinate and approve all lectures and educational services presented or sponsored by the Department.
2. The Chair will choose the members to serve on this committee.

D. American Dental Association Evaluation Committee

The duty of this Committee shall be to coordinate all preparations for the Department's evaluation by CODA.

E. Department Credentials Committee

As appointed by the Chair, shall assist the Chair in reviewing and evaluating applications from prospective new staff members in the Department.

F. Resident Admissions Committee

As directed by the Program Director, this Committee shall review and evaluate applications and conduct interviews for resident applicants.

G. Reappointment Committee:

As appointed by the Chair of the Department, this Committee shall review the performance of current staff members (attendance, etc.) and make recommendations to the Chair for reappointments and advancements where appropriate.

H. Postgraduate Education Committee

This Committee coordinates the Department postgraduate program and arranges for speakers for the Department's meetings where appropriate.

VII. MEETINGS AND MEETING REQUIREMENTS

There will be one business meeting per quarter to be held in the months of January, April, July and October. All active members will be required to attend at least one half (2) of these meetings.

VIII TEACHING ASSIGNMENTS

All active and regional members of subsections of the Department which are mandated by accreditation standards to develop overall goals and objectives are required to attend one half (6) of their clinic assignments. (See Commission on Dental Accreditation- Accreditation Standards for Advanced Education Programs in General Practice Residency Standards) Attendance credit will be given in cases where holidays fall on assigned clinic days, residents visit attendings' offices for non clinical subsections or there are no patients. Members not meeting their attendance responsibilities as indicated below will not be eligible for a full two year reappointment

IX. APPLICATION/APPOINTMENT/REAPPOINTMENT TO STAFF

Application, Appointment and Reappointment to staff are governed by the Medical/Dental Staff Rules and Regulations.

- A. Members shall remain provisional for a period of at least one (1) year or until such time as the Chair of the Department is satisfied that the new member is competent to assume his/her responsibilities.
- B. Supervision of In-Service members shall be implemented in accordance with the Rules and Regulations of the Department of Dentistry and the Medical and Dental Staff Bylaws of JSUMC.
- C. All members, regardless of status, will be evaluated as per the Focused Professional Practice Evaluation (FPPE) and the Ongoing Professional Practice Evaluation (OPPE) as per the Medical and Dental Staff Bylaws of JSUMC, biannually. The Chairperson or his/her designee will accomplish this task. Members not fulfilling their obligations to the department (teaching/meetings/etc.) shall be reappointed conditionally for a period of one year. Members not meeting their reappointment requirement for a second year will be appointed to the affiliate staff as defined by the medical/dental staff bylaws (section 4.9).
- D. Members shall abide by all ADA requirements for accreditation such as current BLS certification.

X. DELINEATION OF PRIVILEGES

A. Delineation of Privileges shall be recommended at the time of the Credentials Committee interview for new applicants and by the Chair of the Department at the time of reappointment. These privileges will be consistent with education, training and experience.

XI. HEALTH PROFESSIONAL AFFILIATES

Those members of the Health Professional Affiliates who are assigned to the Department will be under the direction of the Chair of the Department as well as the individual dentist who has hired that person, if applicable.

A Job Description of each member is filed with the individual's appropriate credentials. His/her status will be reviewed at the same time as the Member's reappointment.

XII ADOPTION OF DENTAL STAFF RULES AND REGULATIONS

The Department shall adopt such rules and regulations as may be necessary for the proper conduct of its services.

The Department Rules and Regulations may be adopted at any regular meeting of the Department providing prior notification has been sent to all members of the Department at least one month prior to the meeting and shall become effective when approved by the Medical Executive Committee and the Board of Trustees of Meridian Hospitals Corporation.

Any proposed Rules and Regulations which are presented for departmental vote and defeated cannot be resubmitted for a period of two (2) years unless first approved by the Chairman's Advisory Committee.

XIII. AMENDMENTS

A two-thirds majority of the quorum present shall be required for adoption of amendments, additions and deletions to the Department Rules and Regulations. Such amendments can be adopted at any regular meeting providing prior notification has been sent to all members of the Department before the meeting. This shall become effective only when approved by the Medical Executive Committee and the Board of Trustees.

XIV. QUORUM

Twenty-five percent of the voting membership of the Department present at the meeting shall constitute a Quorum.

XV. SERVICES OF THE DEPARTMENT OF DENTISTRY

Services of the Department of Dentistry shall consist of the following:

Oral Diagnosis
Operative Dentistry
Orthodontics
Pediatric Dentistry
Periodontics
Endodontics
Prosthodontics
Oral & Maxillofacial Surgery
Temporomandibular Joint Service
Immuno-Medically Compromised
Cosmetic Dentistry
Implant Dentistry
Geriatric Dentistry
Practice Management

A Director of each service shall be appointed annually by the Chair of the Department. The Director appointed should have qualifications based on education, experience and demonstrated competence to insure that the competencies and curriculum topics and objectives are met. The subsection head or program director may assign topics to members of their subsections and ensure that said topics are presented.

RULES AND REGULATIONS OF THE IN-SERVICE SECTION

- I.**
- A. Services provided by the in-service section in the operating room shall be of three types: Oral and Maxillofacial Surgery, Pediatric Dentistry and Restorative Dentistry.
 - B. Qualifications: Any member of the in-service section must have completed an Approved residency or fellowship program in their appropriate treatment area.
 - C. History & Physical Examination

All history and physician examinations shall be conducted in accordance with Section 8.2-1 of the Rules and Regulations of the Medical and Dental Staff.

The Department member is responsible for that part of their patient's History and Physical examination related to Dentistry. This must be documented in the patient's chart consistent with hospital policy.

D. Qualifications for Delineation of Operating Room Privileges

All members of the In-Service Section shall conform to one of the following to qualify for delineation of Operating Room privileges:

1. A Board Admissible or Certified Pediatric Dentist or Oral & Maxillofacial Surgeon, having completed an accredited specialty program.
2. A dentist who has completed an ADA accredited post graduate program which included anesthesia training in accordance with ADA minimum requirements and has completed sufficient training in Operating Room protocol as determined by the chair of the Department.

E. In-service supervision of in-service members shall be the responsibility of the appropriate in-service Director or designee.

II. ON-CALL REGULATIONS – IN-SERVICE SECTION

A. Supervision

The Section Chief shall arrange for supervision for all new members On-Call in the Emergency Room for a period until such time as the Section Chief is satisfied that the new member is qualified to perform independently. At such time, the Section Chief shall send a letter to the Emergency Department Chair, the Operating Room Supervisor and to the Chair of Dentistry indicating the new member's removal from supervision.

B. On-Call Schedule

The On-Call schedule will be determined by the appropriate section chief.

C. Obligations to the Residency Program

Assignments are made for purposes of members fulfilling their obligations to the Residency Program. These obligations include, but are not limited to:

1. Presenting lectures to the Residents as assigned by the Section Chief
2. Notifying and inviting residents to participate in treatment and rounds with patients they admit to the hospital.

D. Eligibility for On-Call

Any oral surgeon who meets one or more of the following qualifications shall be eligible for the on-call schedule.

1. Any oral surgeon who has on-call privileges as of December 31, 1990 is eligible for the On-Call schedule.
2. Any oral surgeon who is educationally qualified by the American Dental Association as a graduate of an ADA accredited Oral and Maxillofacial post graduate program.
3. Any oral surgeon who performs at least three (3) Operating Room cases per year.
4. Any member of the Oral Surgery Staff covering for the on-call Surgeon.

III. SPECIAL CONSIDERATIONS FOR INSERVICE STAFF MEMBERS

Special considerations for staff members are determined by Bylaws. (See Bylaws: Article IV Categories of the Medical Staff)

- A. Present two (2) lectures/year to the Dental Residents.
- B. Attend six (6) clinic assignments per year.
- C. Limited to six O.R.Cases per year for regional staff members.

**IV. SUPERVISION OF RESIDENTS/ORDER WRITING/AND HOUSE STAFF
JOB DESCRIPTIONS FOR THE DENTAL RESIDENTS:** As per rules

And regulations and administrative policies of Jersey Shore University
Medical Center.

Refer to current JSUMC House Staff Manual for resident performance requirements
consistent with JSUMC Rules and Regulations Part Fourteen section 14.1.

**V. EMERGENCY ROOM PROTOCOL FOR RESIDENTS AND THE IN-SERVICE
STAFF:** As per resident's manual. (SEE ATTACHED)

Approved by the Executive Committee – 09/04
Approved by Joint Conference Committee – 11/04
Approved by JSUMC MEC – 10/09
Approved by Corporate Legal – 11/09
Approved by Medical Council – 11/09
Approved by The Board of Trustees – 11/09
Approved by MEC 6/16
Approved by Medical Council 7/16
Approved Board of Trustees 7/16