

JERSEY SHORE UNIVERSITY MEDICAL CENTER
Neptune, New Jersey

DEPARTMENT OF ORTHOPAEDICS

RULES AND REGULATIONS

I. INTRODUCTION

PURSUANT TO THE BYLAWS OF THE MEDICAL AND DENTAL STAFF OF JERSEY SHORE UNIVERSITY MEDICAL CENTER, THE DEPARTMENT OF ORTHOPAEDICS (DEPARTMENT) HAS ADOPTED THESE RULES AND REGULATIONS IN ORDER TO IMPLEMENT MORE SPECIFICALLY THE GENERAL PRINCIPLES SET FORTH IN SAID BYLAWS.

II. PURPOSE OF DEPARTMENT

The Department of Orthopaedics is committed to:

1. Providing the best possible patient care in Orthopaedics at Jersey Shore University Medical Center.
2. Achieving and maintaining a high level of knowledge and skill in the members of the department.
3. Providing a scholarly environment in the department, including the encouragement of teaching and education of this surgical specialty.
4. Promoting and supporting the reputation of Jersey Shore University Medical Center in general and of this department in particular.

TO FULFILL THESE OBJECTIVES, THE RULES AND REGULATIONS OF THIS DEPARTMENT ARE HEREBY DECLARED.

III. DEPARTMENT ORGANIZATION

The Orthopaedic Department is comprised of the following Sections:

- A. Fracture/Trauma
- B. Hand Surgery
- C. Spine Surgery
- D. Pediatric Orthopaedics
- E. Physical Medicine and Rehabilitation
- F. Podiatry

All Sections are governed by the Rules and Regulations of the Department of Orthopaedic Surgery.

1. Each Section shall have a Chief, approved by the Board of Trustees. The Section Chief shall have attained the rank of Attending and shall have been recommended by the Chair of the Department and the Medical Executive Committee.
2. Section Chiefs shall have a term of one year with no limit on the number of times he/she may succeed himself/herself.
 - A. Supervision of the Sections is carried out by the Section Chief of the Section and is governed by Orthopaedic Department Rules and Regulations.
 - B. Chief of the Section will require the approval of the Department of Orthopaedics for any changes to the Rules and Regulations governing that Section.
 - C. Delineation of privileges is at the discretion of the Section and expanded from present levels only with the approval of the Chair of the Department of Orthopaedics, the Credentials Committee and the Medical Executive Committee.

REPRESENTATION WITHIN ORTHOPAEDIC DEPARTMENT

ELECTION OF OFFICERS

Each Section will be represented within the Elections for the Officers of the Orthopaedic Department. Please see Rules and Regulations, Section VI, Election of Officers, Article 3, for delineation of this prerogative.

For issues relating to and directly affecting each Section, the Members of that Section will have one vote per Department Member within the Orthopaedic Department. In such cases, where jurisdictional definition of an issue is questioned in said issue being principal to either the Orthopaedic Department or the specific Section, the Chair of Orthopaedics will define jurisdiction.

IV. GENERAL RULES FOR MEMBERSHIP (APPOINTMENT)

1. An applicant must meet all of the criteria for membership as outlined in the Medical and Dental Staff Bylaws.
2. In order to insure that an applicant for membership shall be able to provide continuous and timely care to applicant's patients, applicant must maintain both his/her personal residence and an office within thirty (30) minutes driving time from the Medical Center. The term "office" as used herein means an actively functioning professional office, which is regularly open to the patient public.
3. In order for the Department to properly evaluate the qualifications, competence, character and ethical standing of the applicant for membership, applicant must comply with the credentialing requirements outlined in the Medical and Dental Staff Bylaws in addition to the following:

- A. A list of surgical procedures which applicant either performed or assisted in for two (2) years prior to application.
- B. The Chair may select any surgical procedures for which the applicant shall be required to submit operative reports and discharge summaries.

V. MEMBERSHIP CATEGORIES

The members of the Department shall be designated in their appointments as Active (including Provisional, Attending and Senior Attending Statuses), Consulting, Emeritus and Honorary. While other membership categories of the Medical and Dental Staff may exist in the Bylaws, the department of Orthopaedics has elected to allow the above mentioned categories within the department. The privileges, progression, duties and responsibilities of these various categories follow:

For the purposes of this section, the Medical Center's service area shall mean the Medical Center's primary and secondary service areas.

PROVISIONAL MEMBER

1. All new appointments to the Orthopaedic Department shall be to the Provisional Staff.
2. During their one-year Provisional period, Provisional members shall be under Focused Professional Practice Evaluation (FPPE) as outlined in the FPPE plan which was developed in accordance with the policy and procedure on FPPE and, as described in Section VIII of these Rules and Regulations.
3. All promotions in statuses will be reviewed by the Chair and are subject to the final approval of the Board of Trustees.

4. Provisional members are encouraged to attend all regular and special meetings of the Department.
5. A Provisional member is not entitled to vote or hold office.
6. A Provisional member will be assigned responsibilities by the Department Chair.

ACTIVE STAFF

1. Appointments to the Active Staff shall be for a term of two (2) years.
2. Active Staff members are encouraged to attend all regular and special meetings of the Department.
3. Active Staff members shall be responsible for the conduct of the affairs of the department and shall have the privilege to vote in all department deliberations. Voting by proxy will not be permitted.
4. Active Staff members shall be responsible for taking calls in the Emergency Room. The Chair, or designee, shall make all assignments for On-Call coverage.
5. Active Staff members shall have the responsibility of coverage for their patients when they are not available to cover said patients.

EMERITUS STAFF

Rules governing appointment to and privileges of Emeritus Staff members are defined in the Bylaws.

HONORARY STAFF

The Honorary Medical Staff consists of physicians who, in the view of the Governing Body, have made substantial contributions to the Medical Center

but who no longer admit, treat, or act as consultants to hospitalized patients and as further defined in the Bylaws.

ALLIED HEALTH PROFESSIONALS

Those professionals eligible to apply for membership on the Allied Health Professional (AHP) Staff within the Department of Orthopaedics are Physician Assistants, Nurse Practitioners and RNFAs. They may either be employed by the Medical Center or by an active member of the Department of Orthopaedics. They must be qualified by training and meet all of the criteria as outlined in the Medical and Dental Staff Bylaws. All AHP must:

- a. Maintain a supervising or collaborating physician that is an active member of the Medical and Dental Staff in the Department of Orthopaedic Surgery.
- b. Comply with these Rules and Regulations and the Medical and Dental Staff Bylaws and Rules and Regulations.
- c. Maintain current required credentials, such as any certifications, CPRs, liability insurance, license, CDS, DEA, etc.
- d. Advise the Medical Staff Office of any change in name, address, etc.
- e. Abide by the regulations set forth by the NJ Board of Medical Examiners and the NJ Board of Nursing.

VI. OFFICERS

The Officers of the Department shall be:

- A. Chair
- B. Vice-Chair

Officers must be members of the Active Staff. The Chair must also hold the rank of Attending and be Board Certified as defined by the American Board of Orthopaedic Surgery. The Vice-Chair must hold the rank of Attending and be Board eligible or Board Certified.

ELECTION OF OFFICERS

1. The Department will have an Academic Chair whose selection, term, and duties shall be in accordance with the Bylaws for Academic Departments. The Department shall make a recommendation to the Search Committee for consideration for the position of Chair of the Department. The Department shall elect a Vice-Chair.
2. The Vice-Chair shall be elected for a term of one (1) year and shall take office on January 1st, following the election at the October Department meeting. Notwithstanding anything to the contrary in these Rules and Regulations, only members in good standing of the Active Staff shall be eligible to make nominations, to vote and to hold office for the position of Vice-Chair of the Department.
3. The Vice-Chair of the Department of Orthopaedics shall be elected by majority vote of the department. The candidate must be Board Certified, consistent with the Bylaws and an Active member of the Department of Orthopaedic Surgery. The term of office will be one (1) year and the Vice-Chairs may succeed him or herself. The Vice-Chair reports to the Chair and shall support and assist the Chair as requested by the Chair. In the Chair's absence, the Vice-Chair will assume the duties of the Chair in the day to day management of the department, unless otherwise specified by the Chair.
4. Vice-Chairs shall be elected as follows:
At the October meeting of the Department, Active Staff members shall make nominations for Officers from the floor. A quorum of at least twenty (20) percent of members eligible to vote in elections for Department Officers must be present.

If only one individual is nominated for an elected office, said individual shall be deemed elected to that office by the unanimous vote of the Active Staff present at the meeting.

If more than one individual is nominated for an elected office, then the Active Staff members shall elect the individual to fill such office by closed ballot. The nominee for an office shall be deemed elected upon receiving a majority (at

least fifty {50} percent) of the votes cast by eligible members present at the election. Such election shall be subject to the reasonable approval of the Board of Trustees. Proxy votes will not be allowed.

5. Section participation in elections: Each Section will be entitled to vote in elections for Officers of the Orthopaedic Department. Each Section will tally votes from its Members qualified to vote in such Elections, and will submit the Department's vote as one cumulative vote, representative of the majority of quorumed members of that Section.
6. An elected Officer may resign by giving written notice to the Medical Staff President and to the President of the Medical Center. Resignation shall be effective only when accepted by the Board of Trustees.
7. The Active Staff members of the Department may, for cause, recommend to the Board of Trustees removal, suspension, or regulation of the activities of an Officer upon a two-thirds (2/3) majority vote of the Department members eligible to vote. Cause shall include failure to perform adequately the duties and responsibilities assigned to said Officer. Prior to such removal, suspension, or regulation, said Officer shall be entitled to make an appearance at a Department meeting and be heard on the subject under consideration. Such appearance shall not constitute a formal hearing, and the Officer shall not be entitled to be represented by counsel.
8. Any Leave of Absence of ninety (90) days or more, involving a Chair or Vice-Chair, will necessitate the appointment of a new Chair or Vice-Chair.
9. In the event of a vacancy in the Office of Chair, the Vice-Chair shall assume the duties and responsibilities of the Chair of the unexpired portion of the term.

In the event of a vacancy in the Office of Vice-Chair, the Chair shall appoint a member to fill such vacancy for the unexpired portion of the term.

DUTIES & RESPONSIBILITIES OF OFFICERS

CHAIR

The Chair shall have the duties and responsibilities as outlined in the Medical and Dental Staff Bylaws.

VICE-CHAIR

The Vice-Chair shall have the following duties and responsibilities:

- A. In the absence or disability of the Chair, perform the duties and responsibilities of the Chair. This includes, but is not limited to, attendance at the meetings of the Medical Executive Committee meetings and the right to vote on all Medical Executive Committee matters.
- B. Perform such duties and responsibilities as the Chair may from time to time assign to the Vice-Chair and as are commonly assigned to such office.

VII. MEETINGS

In accordance with the Bylaws, the following Rules & Regulations will apply:

- 1. The Chair shall preside at all Department meetings.
- 2. One (1) regular meeting of the Department shall be held routinely, for business matters and for other clinical matters. Meetings will be held on such day of the month and at such time and place as the Director shall appoint.
 - A. The business Meeting held in the month of October shall also be the Annual Meeting of the Department, at which time elections shall take place.
- 3. Special Department meetings may be called by the Medical Staff President or the Chair. A special meeting shall be called by the Chair whenever there is filed

with him or her a written petition for said meetings signed by not less than fifty (50) percent of the Active Staff members of the Department eligible to vote.

At least twenty-four (24) hours prior to holding any special meeting, notice of the time and place of such meeting shall be given by mail, telephone, or electronically to each member of the Department. The notice of the special meeting shall also state the purpose of the meeting and no business may be transacted at such meeting other than the special business noted in the call of the meeting.

4. Twenty (20) percent of the Active staff members shall constitute a quorum for the transaction of business at any meeting of the Department.
5. Each Active Staff member present at a duly convened meeting of the Department shall be entitled to cast one vote on each matter submitted to a vote at said meeting. Each matter submitted to a vote at a duly convened meeting of the Department shall be decided by the majority vote of the Active Staff members present at said meeting.
6. The Agenda of regular monthly meetings, as well as the Agenda for any special meetings, will be under the direction of the Chair of the Department.
7. Only members of the Department may attend regular monthly meetings. The Chair may invite individuals to attend said meetings, but these individuals shall not vote or be counted in determining the existence of a quorum and may be excluded from any Executive Session by a majority vote of the Active Staff members present.
8. The Sections shall meet at the discretion of the Section Chief and shall present written minutes to the Chair.

VIII. FOCUSED PROFESSIONAL PRACTICE EVALUATION

1. Provisional members shall be subject to a period of Focused Professional Practice Evaluation in accordance with current policy. Each new member shall be under supervision by each member of the Active Staff until they have satisfactorily completed twenty-five (25) supervised cases within one (1) year. This case number and time frame may be extended or shortened at the discretion of the Chair according to the experience and qualifications of the newly appointed member.
2. Active Staff members shall have the duty and responsibility of serving as supervisors of Provisional members. The Chair shall make supervisory assignments, and these assignments shall be equally divided among Active Staff members.
3. Provisional members under supervision can schedule surgical operations only with the knowledge and consent of their Supervisors. Supervisors are responsible for providing technical and consultative assistance when required.
4. Supervisors will report to the Chair of Orthopaedics in writing at the termination of a member's period of supervision. Written reports will be required of the Supervisors.
5. The Chair of the Department will notify the affected members of the termination, extension, or change of the period or type of supervision.

IX. PRIVILEGES

1. All members of the Department shall have their privileges reviewed every two years or more often if necessary.

Renewal of privileges shall be part of the reappointment process and shall be based upon consideration of the following criteria:

- A. Demonstrated competence, ability and experience.
- B. Results of OPPE.
- C. Continuing Medical Education.

2. The Chair shall make recommendations to the Credentials Committee and Medical Executive Committee regarding the privileges for members of the Department.
3. Temporary surgical privileges may be granted to qualified Orthopaedic Surgeons, in accordance with the Medical and Dental Staff Bylaws, for the care of a specific patient for a single operative procedure. The First Assistant for the procedure, if required, must be a member of the Active Surgical Orthopaedic Staff or the Allied Health Professional Staff.
4. Members disputing any change of status of their privileges must do so through the mechanism established by the Bylaws.

X. GENERAL DUTIES OF THE DEPARTMENT

1. EMERGENCY ROOM

- A. Members of the Department still under supervision will follow the rules and regulations as described under Focused Professional Practice Evaluation, Section VIII of the Document.
- B. Members assigned for On-Call are responsible for coverage. If for any reason it becomes necessary to change this call, the member should notify the Chief or Chair well in advance, should member be unable to trade a specific Call Night. When assigned Emergency Room Call, it will at no time be permissible for a member to be unavailable for On-Call. Should the member responsible for On-Call coverage find it necessary to call upon a substitute, the substitute must be well-defined, clearly identified and known to the Emergency Room.
- C. If the On-Call physician does not answer the call within thirty (30) minutes, the Emergency Room physician shall call the Chair or Vice-Chair to take care of the patient. If the On-Call physician's presence is deemed necessary by the Emergency Room physician, the On-Call

physician must arrive within thirty (30) minutes of being notified by the Emergency Room under normal travel conditions.

- D. Any Active member of the Department, not on call, should not engage in rendering care of Emergency Room patients unless specially requested to do so by the patient or the patient's private physician.
- E. Call in the Emergency Room: Members of the Department qualified by training, will be included on the applicable call schedule.

2. **OPERATING ROOM**

- A. Regulations governing the use of the Operating Room are published by the Administrator of the Operating Room and will be honored by all members of the Department.
- B. Operating Room privileges will be extended to all members in accordance with their Delineation of Privileges.

3. **PERSONAL RECORDS OF MEMBERS**

- A. All members of the Department are encouraged to maintain a record of their CMEs in accordance with the NJ licensure standards. In addition, all members, after achieving board certification, are encouraged to participate in Maintenance of Certification for the applicable board.

4. **SPINE SURGERY ON CALL:**

REQUIREMENTS FOR SPINE TRAUMA CALL:

- A. Good standing within the Orthopaedic Department or Neurosurgery Subsection.
- B. Board Eligibility or Certification and/or one year Fellowship training. (ACGME accredited)
- C. Completion of supervisory/FPPE status.

D. Demonstrated clinical competence in Spinal Surgery:

- Cervical fractures and dislocations
decompression (anterior/posterior) and stabilization - internal fixation (anterior/posterior) halo vest application.
- Thoracic fracture and dislocation
decompression (anterior/posterior) and stabilization - internal fixation (anterior/posterior).
- Lumbar-sacral fracture and dislocation
decompression (anterior/posterior) and stabilization - internal fixation (anterior/posterior).

These general recommendations for guidelines during the supervisory status - to include no less than twenty (20) cases.

In lieu of the above recommendations, at the discretion of the Chair, the above may be superceded to request privileges to be granted to candidate.

XI. ADOPTION

These Rules and Regulations, including the Appendices thereto, shall be adopted at a Regular or Special meeting of the Department, in accordance with the requirements of the existing Rules and Regulations, which shall thereafter be replaced. These Rules and Regulations shall become effective when approved by the Board of Trustees. They will replace all previous Orthopaedic Rules.

XII. REVISIONS

These Rules and Regulations may be amended, altered or repealed or new Rules and Regulations may be adopted by affirmative vote of a majority of the Active Staff members present at any duly convened meeting of the Department announced by agenda. They will be reviewed at least every three years, and any amendment(s) shall become effective when approved by the Board of Trustees.

XIII. CONFLICTS WITH MEDICAL STAFF BYLAWS

In any cases where the Rules and Regulations of the Department conflict with the Medical Staff Bylaws, the Medical Staff Bylaws will prevail.

APPROVED BY EXECUTIVE COMMITTEE - NOVEMBER 9, 1993

APPROVED BY JOINT CONFERENCE COMMITTEE - NOVEMBER 12, 1993

Rules & Regulations revised 5/98

Rules & Regulations revised 9/99

Rules & Regulations revised 1/01

Rules & Regulations revised 7/19