

DEACONESS HENDERSON HOSPITAL
Henderson, Kentucky
EMERGENCY MEDICINE DEPARTMENT RULES &
REGULATIONS

I. PURPOSE

A. These articles shall be known and observed as the Rules and Regulations of the Emergency Medicine Department of Deaconess Henderson Hospital, Inc., Henderson, Kentucky.

B. These Rules and Regulations shall govern all actions and activities of the Emergency Medicine Department. Their intent is to supplement the Bylaws of the Medical Staff at Deaconess Henderson Hospital and in no way shall be construed to violate any article or section in said Bylaws.

II. MEMBERSHIP

A. Active Membership Requirements

1. An Active Member of the Department:

- a. Shall be an Active member of the Deaconess Hospital Medical Staff.
- b. Shall have limited his/her scope of medical practice substantively to Emergency Medicine at Deaconess Hospital.
- c. Shall have practiced at Deaconess Hospital for at least one (1) year with Active participation in the affairs of the hospital and the Emergency Medicine Department as an Active-Provisional Staff member.
- d. Shall abide by the Rules and Regulations of the Department.
- e. Shall enjoy all of the privileges of other active members of the Medical Staff, except that, by his/her own volition, shall not admit patients to the Hospital.
- f. Shall be recognized as an independent practitioner of medicine.

B. Courtesy Membership Requirements

1. A Courtesy Member of the Department:

- a. Shall meet the requirements specified in the Bylaws for Courtesy staff membership.
- b. Shall not be eligible to vote, hold office, or serve on committees.
- c. Shall abide by the Rules and Regulations of the Department.

All Active members who provide emergency services on a full-time basis at Deaconess Hospital shall, at their own request, be included as Active members of the Department and enjoy full Emergency Medicine responsibilities and privileges at the time of adoption of these Rules and Regulations.

III. PRIVILEGES AND OBLIGATIONS

A. Members of the Emergency Medicine Department shall have the obligation to attend patients in the Deaconess Henderson Hospital Emergency Room on a scheduled basis as

assigned by the Director of Emergency Medical Services. Members shall be obligated to attend fifty percent (50%) of the Emergency Medicine Department meetings and to engage actively in the work of the Department.

- B. Members of the Department shall have the obligation to keep themselves informed and acquainted with developments and progress in Emergency Medicine and to use the highest standards of care for those patients who they attend.
- C. Each member of the Emergency Medicine Department shall submit an Emergency Medicine Delineation of Clinical Privileges form to the Department Chief. Privileges requested shall be processed by the Emergency Medicine Department, the Executive Council, and the Board of Directors.
- D. There will be a biennial review of all physicians who have privileges in the Emergency Medicine Department and any change in status will be determined on a biennial basis. Any change will be discussed by the Emergency Medicine Department as a whole and their recommendation will be forwarded to the Executive Council.
- E. Any conditions or circumstances not covered by these Rules and Regulations shall be decided by the Chief of the Department, subject to approval of a majority of the voting members present at the next regular Department meeting.

IV. MEDICAL DIRECTOR OF EMERGENCY MEDICAL SERVICES

- A. The Medical Director, being a member of the Department and appointed by the Hospital President, shall be responsible for establishing and maintaining an effective administrative relationship with the Medical Staff, Administration, and other Departments/Services and shall direct the overall organizational aspects of patient care within the emergency department of the hospital.
- B. The Medical Director, or his/her designee, shall have sole responsibility for determining a reasonable and equitable call schedule for emergency service coverage.
- C. All administrative functions pertaining to hospital employees in the Emergency Department shall be the responsibility of the Manager of the Emergency Department in cooperation with the Medical Director.
- D. The Medical Director shall consult with the Chief of the Department in those matters where Administrative decisions have a bearing on professional practice or medical ethics.
- E. The Medical Director shall be responsible for interpretation of the Rules and Regulations of the Department in the absence of the Chief of the Department and the enforcement of same.
- F. The Medical Director shall appoint a designee from the Active Membership of the Department, acceptable to Administration, in his absence.

V. CHIEF OF THE EMERGENCY MEDICINE DEPARTMENT

- A. The Chief must be an Active Member of the Emergency Medicine Department.
- B. The Chief of the Department shall be elected every two (2) years in accordance with the Bylaws. In the event the office is vacant for any reason, an election may be held at a special meeting held for that purpose. A vacancy filled at a special election shall be for the unexpired term of the predecessor in the office.

C. A tie vote for the election of the Chief of the Department shall be resolved by eliminating the vote of that Active member of the Department with the least seniority in terms of full-time service within the Emergency Department.

D. It shall be the responsibility of the Chief of the Department to:

1. Preside as Chairman at Department meetings.
2. Be responsible for the minutes of the Department meetings.
3. Serve actively on Committees to which he is automatically appointed by the Bylaws and attend meetings of the Medical Staff Executive Council.
4. Shall be responsible, in consultation with the Director of Emergency Medical Services, for resolving issues of professional practice and medical ethics as may involve individual members of the Department.
5. Work with the Medical Director of Emergency Medical Services in promoting harmony and accord between professional and administrative functions within the Department.
6. Appoint committees as needed.

VI. MEETINGS

A. Meetings of the Emergency Medicine Department shall be held according to requirements of the Medical Staff Bylaws.

B. Written notice of the time and place of the meeting shall be sent to all members in advance.

C. Special Meetings may be called by the chief provided written notice is given to each member at least five (5) days in advance.

D. Twenty-five percent (25%) of the voting members shall constitute a quorum. If a quorum is not present at any meeting, a majority of the voting members present may adjourn the meeting.

E. Subcommittee meetings shall be at the discretion of the Subcommittee Chairman.

VII. STAFFING/COVERAGE

A. All ill or injured individuals who seek emergency care are assessed by a qualified medical person (QMP) and, as indicated, either treated or referred to an appropriate organization or service. QMP is defined as a physician, physician assistant, or nurse practitioner that is employed or under contract to provide medical services to the emergency department or the attending/on-call physician appropriate for the service to be evaluated.

B. The emergency department offers care 24 hours a day with at least one physician experienced in emergency care on duty. RN staff will be responsible for the appropriate triage of patients presenting to the Emergency Department and the initiation of Emergency Department RN Standard of Care Protocol orders which have been approved by the Medical Director and Emergency Department Manager.

C. Specialty consultation is available within approximately 30 minutes by members of the Medical Staff.

1. When an outside hospital has contacted a Deaconess Emergency Department Physician with a request to transfer a patient, the Deaconess ED physician will return the call to the outside ED physician within 15 minutes to either accept or deny the requested transfer.

2. When a Deaconess ED physician pages the specialist on call regarding a transfer, the specialist must return the call to the ED physician within 10 minutes. If the specialist does not return the call within 10 minutes, the Deaconess ED physician will make the decision either to accept or deny the patient transfer.
3. The ED physicians will utilize the physician's designated call service for contact to the specialists.
4. A separate phone line will be dedicated to ED referrals.

VIII. RATIFICATION AND AMENDMENTS

- A. These Rules and Regulations shall be ratified by Majority vote of the Active membership present.
- B. These Rules and Regulations shall be reviewed and ratified at the beginning of each Medical Staff fiscal year.

APPROVED	Department of Emergency Medicine	7/14/2022
	Credentials Committee	7/19/2022
	Medical Executive Committee	8/16/2022
	Board	8/24/2022