

DEACONESS HOSPITAL, INC.
Evansville, Indiana

PSYCHIATRY DEPARTMENT RULES & REGULATIONS

I. PURPOSE

- A. These articles shall be known and observed as the Rules and Regulations of the Psychiatry Department of Deaconess Hospital, Inc. and Deaconess Cross Pointe, Evansville, Indiana.
- B. These Rules and Regulations shall govern all actions and activities of the Psychiatry Department. Their intent is to supplement the Bylaws of the Medical & Dental Staff at Deaconess 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 and Dental Staff.
 - b. Shall by reason of training and experience be eligible for examination by the American Board of Psychiatry and Neurology, American Osteopathic Board of Neurology and Psychiatry or Board Certified by the American Society of Addiction Medicine.
 - c. Shall achieve Board Certification in Psychiatry and Neurology within five (5) years of being granted appointment to the Medical Staff. Members are required to maintain board certification until such time as they reach Honorary Staff status.
 - d. Shall have limited his/her scope of medical practice substantively to Psychiatry and/or Addictionology.
 - e. Shall have practiced at Deaconess Hospital and/or Deaconess Cross Pointe for at least one (1) year with Active participation in the affairs of the hospital(s) and the Psychiatry Department as an Active-Provisional Staff member.
 - f. Shall abide by the Rules and Regulations of the Department.

B. Active-Provisional Membership Requirements

- 1. An Active-Provisional Member of the Department:
 - a. Shall meet the requirements for Active membership in the Department but shall be on probation for one (1) year and shall not be eligible to vote or hold office.
 - b. Shall abide by the Rules and Regulations of the Department.

C. 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 by reason of training and experience be eligible for examination by the American Board of Psychiatry and Neurology, American Osteopathic Board of Neurology and Psychiatry or Board Certified by the American Society of Addiction Medicine.
- c. Shall achieve Board Certification in Psychiatry and Neurology within five (5) years of being granted appointment to the Medical Staff. Members are required to maintain board certification until such time as they reach Honorary Staff status.
- d. Shall not be eligible to vote or hold office.
- e. Shall abide by the Rules and Regulations of the Department.

D. Courtesy-Provisional Membership Requirements

- 1. A Courtesy-Provisional Member of the Department:
 - a. Shall meet the requirements for Courtesy staff membership in the Department but shall be on probation for one (1) year.
 - b. Shall not be eligible to vote or hold office.
 - c. Shall abide by the Rules and Regulations of the Department.

E. Ancillary Staff Membership Requirements

- 1. An Ancillary Member of the Department:
 - a. Shall hold an advanced degree in Psychology, Social Work, or Counseling.
 - b. Shall be subject to the credentialing process.
 - c. Shall be granted specific privileges to practice, not to include admission privileges.
 - d. Shall not be eligible to vote or hold office.
 - e. Shall abide by the Rules and Regulations of the Department.

III. PRIVILEGES AND OBLIGATIONS

- A. Members are encouraged to attend meetings of the Psychiatry Department 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 Psychiatry and to use the appropriate standards of care for those patients who they attend.
- C. Members of the Department shall fulfill the continuing medical education requirements as prescribed by the American Psychiatric Association and the Deaconess Hospital Medical and Dental Staff.
- D. Each member of the Psychiatry Department shall submit a Psychiatry Delineation of Clinical Privileges form to the Department Chief. Privileges requested shall be processed by the Psychiatry Department, the Executive Council, and the respective Boards of Directors.
- E. There will be biennial review of all physicians who have privileges in the Psychiatry Department.

IV. MEDICAL DIRECTOR OF PSYCHIATRIC 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 and Dental Staff, Administration, and other Departments/Services and shall direct the overall organizational aspects of patient care within the psychiatry department of the hospital.
- B. The Medical Director, or his designee, shall have sole responsibility for determining a reasonable and equitable call schedule for emergency service coverage.
- C. All administrative functions pertaining to psychiatric department hospital employees in the Emergency Department shall be the responsibility of the Administrative Director of Deaconess Cross Pointe 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 appoint a designee from the Active Membership of the Department, acceptable to Administration, in his or her absence.

V. CHIEF OF THE PSYCHIATRY DEPARTMENT

- A. The Chief must be an Active Member of the Psychiatry 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 Psychiatry 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 or she is appointed by the Bylaws and attend meetings of the Medical Staff Executive Council.
 - 4. Be responsible for resolving issues of professional practice and medical ethics as may involve individual members of the Department.
 - 5. Work with the Medical Director of Psychiatry in promoting harmony and accord between professional and administrative functions within the Department.
 - 6. Appoint committees as needed.

VI. MEETINGS

- A. Meetings of the Psychiatry Department shall be held according to requirements of the Medical & Dental 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 each member at least five (5) days in advance.
- D. Forty percent (40%) 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. RATIFICATION AND AMENDMENTS

- A. These Rules and Regulations shall be reviewed and ratified every two years.
- B. These Rules and Regulations shall be ratified when approved by a majority vote of the Active membership at the meetings.
- C. Proposed amendments require majority vote of the Active membership at the meetings.
- D. Amendments shall be forwarded to the Executive Council for review and approval and shall become effective only upon approval of the Board of Directors.

APPROVED: 09/15/99
 09/11/01
 12/04/03
 12/02/04
 03/08/07

APPROVED: Psychiatry Department 3/05/09
 Executive Council 03/11/09
 Board of Directors 03/16/09

APPROVED: Psychiatry Department 09/01/11
 Executive Council 11/09/11
 Board of Directors 11/28/11

APPROVED: Psychiatry Department 06/06/13
 Executive Council 06/12/13
 Board of Directors 06/24/13

APPROVED: Psychaitry Department 03/12/15
 Executive Council 04/08/15
 Board of Directors 04/27/15

APPROVED: Psychiatry Department 03/16/17
 Executive Council 04/12/17
 Board of Directors 05/22/17