

CARROLL HOSPITAL CENTER

DEPARTMENT OF PSYCHIATRY RULES AND REGULATIONS

I. Requirements for the Practice of Psychiatry

- A. Members of the Department of Psychiatry shall be board certified by the American Board of Psychiatry and Neurology; or the American Osteopathic Board of Neurology and Psychiatry and have successfully completed an American Psychiatric Association (APA) accredited residency program in Psychiatry. New members who are not board certified at the time of appointment will be required to achieve certification within 5 years of completion of training. Members who do not comply with the board certification requirement shall be subject to immediate discontinuation of privileges.

Members who are applying for reappointment must maintain board certification in psychiatry by the American Board of Psychiatry and Neurology or the American Osteopathic Board of Neurology and Psychiatry. If the member has not maintained board certification, he/she will be subject to immediate discontinuation of his/her privileges.

Members seeking a waiver of the requirement for Board recertification shall submit, in writing, a request for a waiver to the Chief of Psychiatry. The Chief will review all pertinent information, including quality data, to determine the physician's competency.

The Chief of Psychiatry may recommend to the Credentials Committee, a waiver for a period of time, not to exceed three (3) years and may recommend terms and conditions of such waiver, or may recommend a denial of the request.

The Credentials Committee shall consider the request and recommendation of the Chief of Psychiatry and make a recommendation to the Medical Executive Committee for the disposition of the request to the Board of Directors which shall decide whether and upon what terms, the request might be granted.

Any physician holding a waiver will be subject to a Focused Professional Practice Evaluation (FPPE) on an ongoing basis.

- B. A member of the psychiatric service shall have the privilege of admitting and attending patients at the discretion of the Credentials Committee and the Department of Psychiatry.
- C. Privileges in the Psychiatric Department will be specified in the request for active membership of the Psychiatry Department. Request will be reviewed by the Chief of the Psychiatry Department for all areas of psychiatric practice.
- D. The Department of Psychiatry requires the following criteria to be fulfilled in order to provide a good standard of care to adolescent and adult patients.
1. To be able to respond to all hospital emergencies within 30 minutes with a verbal response, and if the situation warrants, one hour for physical response, including on call for Emergency Room on a rotation basis. This includes periods of time when the

physician has outside employment. Outside employment is any employment other than private medical practice.

2. All psychiatric inpatients must be seen at least once per day.
3. A physical examination must be performed by designated somatic staff within 24 hours of admission.
4. Medical records will be monitored to determine compliance with the aforementioned rules and regulations.

II. Qualifications, Selection and Tenure of the Chief of the Department

- A. Chief of the Department of Psychiatry to be held by a psychiatrist who is certified by the American Board of Psychiatry or the American Osteopathic Board of Neurology and Psychiatry who is actively practicing in Carroll Hospital Center.
- B. The Chief of the Department shall be contracted by the hospital after approval by the President & CEO and Board of Directors.
- C. Removal of the Chief during his/her term of office may be initiated by request of the President & CEO or Board of Directors as outlined in the employment contract.

III. Function of the Chief of the Department of Psychiatry

- A. Accountable for professional and administrative activities within the department.
- B. Serve a one year term from July 1 to June 30 which may be renewable.
- C. Be a member of the Medical Executive Committee representing the Department of Psychiatry.
- D. Be responsible for enforcement of the Medical Staff Bylaws, Rules and Regulations within the department.
- E. Be responsible for implementation within the department of actions taken by the Medical Executive Committee.
- F. Transmit to the Medical Executive Committee his department's recommendations concerning staff classifications, appointments and delineation of privileges for all practitioners in the department.
- G. Assure implementation of the departmental quality improvement plan.
- H. Participate with the nursing service and the hospital administration in matters affecting patient care, including personnel, supplies, standing orders and techniques.

- I. Assist in the preparation of such annual reports including budget type planning pertaining to the department as may be requested by the Executive Committee, the Chief Executive Officer or the governing body.
- J. Appoint department members to serve on committees as the need arises.
- K. Be actively involved in recruiting, selecting, employing and terminating those psychiatrists with privileges providing on-site care who are salaried or under contract.
- L. Supervising the part-time contractual psychiatrists in the performance of their duties; consulting with independent practitioners as needed.
- M. Scheduling psychiatric coverage for the Hospital 24 hours per day, 365 days per year.
- N. Fulfill the requirements of an active medical staff member.

IV. **Duties of All Staff Psychiatrists:**

- A. Provide consultation in the Emergency Room primarily by telephone as requested by the Emergency Department physician or psychiatric emergency room consultant.
- B. Provide consultation for medical patients as requested by the private physician within 24 hours after receiving the request.
- C. All psychiatric inpatients must be seen at least once per day.
- D. Will be responsible for providing a written aftercare plan to all discharged patients including a list of medications, the site where the patient will receive out-patient treatment and living arrangements. In the event that follow-up care cannot be arranged before discharge, the patient will be given a recommended site where the patient can obtain that care.
- E. Will facilitate the team process and participate in the utilization review process to make sure that the patients are authorized for treatment by their third party payors and if denied, appropriate appeals will be completed.
- F. When possible, will contact outpatient referring physicians and/or therapists to discuss treatment.
- G. Perform other functions as deemed necessary by the chief of the Department of Psychiatry.
- H. To maintain membership in the department, the Active or Probationary medical staff, the member must:
 - 1. Attend at least six (6) patients annually in the hospital or provide on-call coverage, conduct formal presentations/seminars, or in other ways participate in meeting the departmental needs.

- I. Continuing Medical Education will be the responsibility of each member. Category I credits are available at the hospital for all members.

V. Allied Health Professionals

- A. Certified psychologists may perform psychological testing if approved by the Chief of Psychiatry.
- B. Emergency Department consultations may be performed by any Clinician authorized to diagnose psychiatric disorders under the Health Occupations Act of the Annotated Code of Maryland, with on-call supervision of a licensed Department Psychiatrist who has appropriate clinical privileges.

VI. Functions of the Department

- A. The department shall meet bi-monthly, on the odd months, and discuss subjects relative to the department of psychiatry and attempt to resolve any problems presented to the members.
- B. Special meetings may be called by or at the request of the head of the department, by the President of the Medical Staff or by one third of the members of the department.
- C. Notice of meetings - written or oral notice, stating the place, day and hour of any special meeting or of any regular meeting not held pursuant to resolution, shall be given to each member of the committee or department not less than 7 days before the time of such meeting by the person or persons calling the meeting. If mailed, the notice of the meeting shall be deemed delivered when deposited in the United States mail, addressed to the member at his address as it appears on the records of the hospital, with postage thereon prepaid. The attendance of the member at the meeting shall constitute a waiver of notice of such meeting.
- D. Quorum - One third (33%) of the active staff members assigned to the department shall constitute a quorum (excluding those who are excused). Not less than 2 members, including the chairman, shall constitute a quorum at any meeting.
- E. Minutes - Minutes of each regular and special meeting of a committee or department shall be prepared and shall include a record of the attendance of the members and the vote taken on each matter. The minutes shall be signed by the presiding officer and copies thereof, shall be promptly submitted to the attendees for approval and after such approval is obtained, forwarded to the Medical Executive Committee. Each committee and department shall maintain a permanent file of the minutes of each meeting.

VII. Quality Improvement

- A. The Department of Psychiatry shall be responsible for the quality of the care rendered by its members, in cooperation with the Organizational Performance Improvement Plan of the hospital and the medical staff peer review process as directed by the Medical Executive

Committee.

B. Participation in the Process shall be defined as:

1. Members will participate in the quality review process as requested by the Chief, Vice-chief, President of the Medical Staff, President of the Hospital, or the Director of PI.
2. Criteria for specific Department of Psychiatry reviews will be determined periodically as directed by the Medical Staff Quality process and submitted to the Medical Executive Committee.
3. Tracking and trending information will be reviewed regularly by the Chief and individual physicians as directed through the Medical Staff Quality process, and
4. Individual data will be included in the data reported to the Medical Staff office for reappointment as required by that process.


VIII. Amendments/Changes to the Rules and Regulations

A. Recommendations resulting from Quality Improvement activities as approved by the Medical Executive Committee and the Board of Directors will be added to these rules and regulations as amendments until such time as the rules and regulations are revised. Other changes voted on by the members will be added as amendments until the rules and regulations are revised.

APPROVED BY:


MIGUEL MACAOAY, M.D.
Chief, Department of Psychiatry

Date: 3/14/13


SYED HOSAIN, M.D.
President, Medical Staff

Date: 3/14/2013


ETHAN A. SEIDEL
Chairman, Board of Directors

Date: 4/2/2013