

**DEPARTMENT OF UROLOGY
Hartford Hospital
RULES AND REGULATIONS**

ARTICLE I

Section 1

Name

Par. 1. The name of this organization shall be the "Department of Urology of the Medical Staff of Hartford Hospital".

ARTICLE II

Section 1

Membership

Par. 1. The Department of Urology shall be made up of urologic surgeons who are either board certified or in the process of certification by the American Board of Urology and who are actively engaged in the treatment of patients, primarily at Hartford Hospital.

Par. 2. Quality, contemporary care shall be provided to all patients treated by members of the Department of Urology. One standard of care shall apply to all patients.

Section 2

Qualifications

Par. 1. A candidate must fulfill qualifications as enumerated in **ARTICLE II, Section 1**, Par. 1 of the Bylaws of the Medical Staff of Hartford Hospital.

Par. 2. A candidate and/or member of the Department of Urology is required to adhere to the Bylaws of the Medical Staff of Hartford Hospital.

Section 3

Active Staff

Par. 1. Appointment to the Active Urology Staff shall be as outlined in the Staff Bylaws, **ARTICLE II, Section 2**. Department members may vote on the application and although this vote cannot be binding, it would be a recommendation to be considered by the Director before his recommendation is made. Candidates for appointment shall be selected on the basis of their proven professional ability, demonstrated contributions to the development of their specialties, previous scientific achievement, demonstrated ability in and devotion to administrative duties and teaching, and their interest, imagination and vision in advancing the mission of Hartford Hospital.

Par. 2. Physicians holding Active Staff privileges will have privileges delineated by the Director of the Department and the physician will limit his/her practice to those delineated by the Director of the Department. These delineations will be reviewed and changed, if appropriate, on a yearly basis.

Par. 3. Candidates must have proper credentials as determined by the Credentials Committee of Hartford Hospital. Candidates must be board qualified or board certified in Urology. Specific surgical privileges for each member will be listed individually and approved by the Director of the Department. The listing of such privileges is outlined in **APPENDIX A**. All members of the Active Staff of the Department of Urology will be certified by their appropriate specialty board within a period not to exceed 5 years from the date of demonstrated eligibility.

Par. 4. Recommendations for reappointment or promotions shall be according to Staff Bylaws, **ARTICLE III, Sections 10 and 11.**) Promotion within the Department of Urology shall be by recommendation of the Director of the Department. Promotion shall be considered yearly and will be based on utilization, attendance, teaching contributions, scholarly papers and presentations, research activities and committee work.

Par. 5. Members of the Active Staff are expected to fulfill their share of Hospital service responsibilities as determined by the Director.

Section 4

Courtesy Staff

Par. 1. Appointments to the Courtesy Staff in Urology shall be according to the Staff Bylaws, **ARTICLES II and III.**

Par. 2. The Director may determine at his discretion that each admission by a member of the Courtesy Staff shall have a preoperative consultation by the Director or his designee to determine the necessity and appropriateness of the proposed care or operation or both.

Par. 3. The Director or his designee at his/her discretion may actively assist on every operation performed by a Courtesy Staff member.

Par. 4. Each Courtesy Staff candidate shall have an approved, primary, active appointment at one of the other Capital Area Health Consortium hospitals or at another hospital so approved by the Director or his designee. Each Courtesy Staff member shall not admit more than 25 patients per year to Hartford Hospital.

Section 5

Adjunct Staff

Par. 1. Adjunct medical staff will be subject to the Bylaws of the Medical Staff of Hartford Hospital, **ARTICLE III, Sec. 8, Par. 1.**

Par. 2. Adjunct Staff (Physician Assistants, APRNs and other non-physicians) who are candidates for assignment to the Department of Urology shall be first approved by the Director of the Department. They must be graduates of an accredited program and be certified or eligible for certification by the National Commission of Certification in their discipline.

Par. 3. Adjunct Medical Staff assigned to the Department of Urology shall be accountable to the Director of the Department of Urology or his licensed designee.

Par. 4. Adjunct Medical Staff assigned to the Department of Urology shall provide a variety of routine diagnostic and therapeutic patient care services preoperatively, intra-operatively and postoperatively under the direction of the Director of the Department of Urology or his licensed physician designate. These services shall be performed on patients cared for by staff physicians and residents of the Department of Urology. They shall be involved with the care of the patient in any role the supervising physician deems proper provided that it is in accordance with the following; applicable medical statutes, the Connecticut Nurse Practice Act, Hartford Hospital Bylaws and the Operating Room Rules, Policies and Procedures. In all instances Adjunct Medical Staff members act as agents of the physicians with whom they work.

Section 6

Honorary Staff

Par. 1. Honorary Staff shall consist of those Urologists who do not actually practice at Hartford Hospital, but are deemed worthy of membership by virtue of their outstanding reputation and worthy contributions to the health and medical sciences or their previous long standing service to the Hospital and its Department of Urology and who continue to exemplify high standards of professional ethical conduct.

ARTICLE III

Section 1

Attending Surgeon Responsibilities

Par. 1. Responsible physician (Surgeon of Record) must obtain "informed consent" from patient according to State and Hospital Guidelines.

Par. 2. Responsible physician shall be present in the operating room prior to induction of anesthesia, except in an emergency.

Par. 3. Responsible physician shall participate in person during the major operative portion of the surgery. If he leaves the operating room during closure he must remain immediately available.

Par. 4. Each individual patient undergoing surgery must have a history, physical examination and preoperative diagnosis entered into his/her medical record.

Par. 5. Postoperatively, immediately following each operation a short operative note must be entered into the patient's medical record. A formal dictated operative note must be dictated according to Hartford Hospital regulations.

Par. 6. The specific Urologic equipment in the operating room will be restricted to physicians with documented evidence of appropriate training.

Section 2

Guidelines for "Ward" or "Chief Service Cases

Par. 1. Surgeon of record becomes the "resident" supervised by an Active Staff surgeon with appropriate delineated privileges. Surgeon of record will obtain informed consent.

Par. 2. Surgeon of record will be present prior to induction of anesthesia and present during the surgery. If he leaves the operating room during closure, he must remain immediately available.

Par. 3. Supervising Urologist should be directly available on the hospital campus and immediately available to the resident or provide alternate immediate backup.

Section 3

House Staff

Par. 1. Residents enrolled in training programs in the Department of Urology will assist in the care of patients admitted to the hospital under the supervision of an active staff member.

a) Patients may enter the hospital with a pre-established physician-of-record who is a member of the Active Staff of the Department of Urology and that physician will be responsible for the supervision of resident and student participation in the care of his/her patients.

b) Patients who enter the hospital without a pre-established attending physician-of-record (Chief's Service, etc.) will have assigned a member of the Active Staff of the Department of Urology as the responsible supervising physician according to the published call-system. The responsible active physician for these patients will be notified of the admission of a patient to the Chief's service. The responsible active urologist will provide initial consultative guidance and assistance. That urologist will remain the responsible urologist throughout the hospital stay of that patient unless that responsibility is transferred to and accepted by another Active Staff Urologist. The responsible Urologist will be informed and concur in advance and will be available in the hospital for all operative surgery.

Par. 2. Since residents in training in the Department of Urology do not provide patient care independently, no delineation of privileges for residents is required.

Par. 3. While the "bedside" supervision of residents in the care of patients is the responsibility of either the physician-of-record or the assigned physician, the overall responsibility for policies and lines of communication with regard to supervision rests with the Department Director or his designee.

ARTICLE IV

Organization

Section 1

Administrative Organization

Par. 1. The officers of the Department shall be a Director, Assistant Director and Secretary-Treasurer.

Par. 2. The Director shall be selected according to the Staff Bylaws, **ARTICLE VI**, *Section 1 a*.

Par. 3. The Assistant Director shall be appointed by the Director according to the Staff Bylaws, **ARTICLE VI**, *Section 1 b*.

Par. 4. The duties and responsibilities of the Director shall be according to the Staff Bylaws, **ARTICLE VI**, *Section 1 a*, Pars. 3 and 4.

Par. 5. The Secretary-Treasurer shall be elected by a majority of the voting staff present at the Annual Meeting of the Department and shall serve a one-year term.

Par. 6. The Secretary-Treasurer shall keep minutes of all meetings and shall attend to all correspondence and such other duties as ordinarily pertain to his office.

Par. 7. Voting members of the Department shall be limited to Active Staff, as defined in the Bylaws of the Medical Staff of Hartford Hospital.

Par. 8. The Director of the Department shall conduct the affairs of the Department between Department meetings and such action will be reported at the next meeting of the-Department.

Par. 9. The Director shall be responsible for supervising quality of medical care provided by members of the Department.

ARTICLE V

Meetings

Section 1

Regular Meetings

Par. 1. Meetings of the Department of Urology shall be held monthly as needed and conducted by the Director of the Department or his designate. Department members will be notified of the place and time of the meetings at least one week before the scheduled meeting. An Annual Meeting shall be held in January of each year.

Par. 2. A morbidity and mortality conference shall be held at appropriate intervals at which time all deaths and complications on the Urology service shall be reviewed and recorded. This conference may be held in conjunction with the monthly Morbidity and Mortality Conference at the University of Connecticut.

Section 2

Special Meetings

Par. 1. Special meetings may be called at any time by the Director or his designate. Any member or members may request a special meeting on notification of the Director.

Section 3

Quorum

Par. 1. Forty percent of the voting membership of the Department shall constitute a quorum.

ARTICLE VI

Section 1

Amendments

Par. 1. Amendments to these Rules and Regulations may be presented in writing at any meeting of the Department. They shall not be acted upon until the next regular or special meeting. Amendments require approval by two-thirds of the voting members of the Department.

ARTICLE VII

Section 1

Vacancies

Par. 1. Should any elected office of the Department become vacant, it shall be filled at the next meeting of the Department by the same procedure as at the Annual Meeting.

Par. 2. Vacancy in the position of Director shall be filled according to Bylaws of the Staff, **ARTICLE VI, Section 1 a.**

ARTICLE VIII

Section 1

Parliamentary Procedure

Par. 1. In all matters of parliamentary procedure the Staff shall be governed by Robert's Rules of Order (Revised), unless contrary to the Bylaws of the Medical Staff.

Par. 2. The adoption of these Rules and Regulations rescinds former Rules and Regulations of the Department that are incompatible therewith.

Rev. 10/27/2004

Approved Department of Urology 10/27/2004

Approved Executive Committee 11/15/2004

Approved Executive Committee, Board of Directors 12/7/2004