

SECTION - COMMITTEES
ADMINISTRATIVE DIRECTIVE NO. 202
(Replaces AD 202 dated 10/6/2005)

Effective Date: September 7, 2006

SUBJECT: HOSPITAL COMMITTEES

I. PURPOSE

Committees are a valuable management tool for addressing issues by gathering information, investigating options, and offering recommendations from a broad-based membership. These recommendations assist management in decision-making and formulating policy.

II. AUTHORITY

California Code of Regulations, Title 22, Section 71503 (e), By Order of the Hospital Executive Director.

III. POLICY

Standard components shall be established in forming each specific committee.

IV. METHOD

A. Standing Committees shall include the following standard components in the directive addressing each specific committee:

1. Have a clearly stated purpose and function.
2. Describe the mechanism by which the committee chair is appointed.
3. State to what entity the committee is accountable.
4. If appropriate, give the committee interface relationship to other committees.
5. State frequency of meetings.
6. State specific composition of committee by title or function.
7. Maintain minutes of all meetings as outlined in section C below.

B. Ad Hoc Committees shall:

1. Be given a clearly defined task in writing.

2. Have a definite time limit to complete task.
3. Contain a statement to whom it is responsible, and by whom members are appointed.
4. Maintain minutes as outlined in section C below.
5. Submit a completed report which contains:
 - a. Description of task
 - b. Background information
 - c. Actions taken
 - d. Decisions, conclusions, recommendations, etc.
 - e. A method of follow up

C. Minutes:

1. All minutes will contain the name of the committee, the date, names of people present and absent, agenda items, next meeting information and will identify who receives copies by noting the distribution used (example: Distribution G).

D. Membership:

1. The procedure for appointment of members shall be included in the Administrative Directive or Section of Medical Staff Bylaws appropriate to the specific committee.
2. The length of committee appointments shall be stated in the appropriate committee Administrative Directive or Medical Staff Bylaws.
3. Membership in a committee is an equal duty with other assignments. Each member of a committee is responsible for attendance and participation in committee assignments.
4. Membership shall be maintained by the chairperson and updated at each meeting date.

E. Chairpersons:

1. Method of election and duration of assignment shall be indicated in the Medical Bylaws Section or directive appropriate to the specific committee.

2. Duties of Chairperson:

- a. The chairperson shall have the responsibility for preparation and distribution of recommendations resulting from within the committee.
- b. The chairperson shall preside at all meetings or designate a member to act in their place.
- c. The chairperson shall maintain a folder of all transactions/minutes of all meetings and forward them to any successor.
- d. The chairperson is responsible for filling any vacancies that occur, consistent with relevant Administrative Directive or Section of Medical Staff Bylaws.
- e. Attendance at committee meetings for non-members is at the discretion of the chairperson. Those desiring input to the committee need to follow established organizational protocol.



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