

**SECTION - COMMITTEES
ADMINISTRATIVE DIRECTIVE NO. 206
(Replaces AD 206 dated 2/15/06)**

Effective Date: January 11, 2007

SUBJECT: MEDICAL STAFF COMMITTEES

I. PURPOSE

To establish committees of the Medical Staff to coordinate the hospitals clinical operations.

II. AUTHORITY

California Code of Regulations Title 22, Sections 70703 and 71203; and as reflected in the Medical Staff Bylaws, and adopted by the Governing Body of Coalinga State Hospital.

III. POLICY

The Chief of Staff shall appoint the Chair and members of all Medical Staff committees annually in accordance with the Medical Staff Bylaws and subject to consultation with and approval of the Medical Executive Committee.

IV. METHOD

A. Committees shall meet at least quarterly unless otherwise designated. Minutes shall be kept of all committee meetings showing members present, excused, or absent. All membership attendance of Medical Staff Committees will be reflected on a sign-in sheet. The chair will ensure individual attendance is entered in a computer database by staff in the Medical Staff Office.

B. Format of minutes shall be as established by hospital policy with heading of Issue, Discussion, Action and Follow-up clearly indicated. Committee minutes are distributed to members, Medical Executive Committee, Executive Director, Medical Director, and the Standards Compliance Director. All committee minutes and reports shall be submitted to the Medical Executive Committee for their review and action as deemed appropriate.

C. Committees:

The Medical Staff Committees are established and regulated through the Medical Staff Bylaws adopted by the Medical Staff and approved by the Governing Body. Neither body may unilaterally amend the medical staff bylaws or rules or regulations.

Medical Staff Bylaws define the composition, duties, responsibilities and reporting structures for the following Medical Staff Committees: Medical Staff Executive Committee, Bioethics Committee, Credentials Committee, Infection Control Committee, Medical Records committee, Medical Staff Assistance Committee, Mortality Review Committee Pharmacy and Therapeutics Committee, Utilization Review Committee, Quality Assurance Committee, Emergency Care committee, and Staff development and Education Committee.



W. T. VOSS
Executive Director