

Sutter Medical Center, Sacramento
Summary of Medical Staff Bylaws Revisions
Approval Dates: MEC 6/28/11; Senior Staff 7/30/11; Board of Directors 9/12/11
Page 1 of 5

Section	Summary of Revision	Reason or	Pages
PREAMBLE			
	Added language regarding the Medical Staff's and Board's responsibilities and the Medical Staff and Board act in good faith.	TJC	6
DEFINITIONS			
2.	Added language that supervising physician must possess privileges to provide care in the hospital.	Legal Clarification	7
9.	Added definition for "Days."	Legal Clarification	7
10.	Added definition for "Ex Officio."	Legal Clarification	7
11.	Added definition for "Good Standing."	Legal Clarification	7
14.	Added definition for "Investigation."	Legal Clarification	7
15.	Added language for equivalent medical degrees (i.e., foreign) recognized by MBC or OMBC.	Legal Clarification	7-8
18.	Added language that member must hold current license to practice within the scope of that license.	Legal Clarification	8
21.	Added definition for "Patient Encounter."	Legal Clarification	8
24.	Added definition for "Primary Source."	Legal Clarification	8
ARTICLE I			
	No changes		
ARTICLE II – Purpose and Relationship to Hospital's Goal			
2.01-1	Added section to define Medical Staff's purpose.	TJC	9
2.01-2	Added section to define Medical Staff's rights and responsibilities.	TJC	9-10
2.01-3	Added section to define Medical Staff's right to self governance.	TJC	10
2.01-4	Added section to define Dispute Resolution.	TJC	10-11
ARTICLE III – Medical Staff Membership			
3.02-1(a)(4)	Added language regarding professional liability insurance requirements.	Legal Clarification	13
3.02-1(a)(6)	Adding "other equivalent accrediting organization" so as not to limit to a Joint Commission accredited facility.	Bylaws Committee	13
3.02-1(a)(8)	Added infectious disease screening requirements.	TJC/Title 22	13
3.02-1(a)(9)	Added requirement practitioner cannot be excluded from any federal healthcare program.	Legal Clarification	13
3.02-2(b)	Added medical staff qualifications regarding cooperation, confidentiality, payment of dues and participation in peer review.	Legal Clarification	14
3.02-4	Added that participation or non-participation in particular groups is not a condition of membership or privileges.	Legal Clarification	14
3.04(d)	Added timely completion of medical records to include H&P requirements.	TJC	15
3.04(i)	Added language regarding coordination of patient care.	TJC	16
3.04(q-v)	Added language regarding when a practitioner must notify the Chief of Staff and/or department chief regarding any type of actions taken against the practitioner or extended illness, disability or absence.	Legal Clarification	16
3.04(w)	Added attendance at peer review committee meetings and response to peer review inquiries.	Legal Clarification	16

Abbreviations & Key Terms:

AHP – Allied Health Professional
MBC – Medical Board of California
MEC – Medical Executive Committee
NPDB – National Practitioner Data Bank

OMBC – Osteopathic Medical Board of California
TJC – The Joint Commission
"Bylaws Committee" – Revision drafted by the SMCS Bylaws Committee.
"Legal Clarification" – Revision drafted by in-house legal counsel to reduce liability and risk management

Sutter Medical Center, Sacramento
Summary of Medical Staff Bylaws Revisions
Approval Dates: MEC 6/28/11; Senior Staff 7/30/11; Board of Directors 9/12/11
Page 2 of 5

Section	Summary of Revision	Reason or	Pages
3.06	Added during leave of absence if liability insurance is not maintained, tail coverage must be provided.	Legal Clarification	17
ARTICLE III – Medical Staff Membership (Continued)			
3.07	Added section on harassment.	Legal Clarification	17-18
3.08	Added section on HIPAA.	Legal Clarification	18
ARTICLE IV – Categories of the Medical Staff			
(Deleted – 4.03)	Retired Staff category deleted, as category is no longer needed.	Bylaws Committee	18-19
4.03	Senior Staff category renamed Active Staff.	Legal Clarification	19
4.03-1	Active Staff qualifications defined, including requirement of 11 or more patient encounters per 2 years.	Legal Clarification	19
4.03-2	Active Staff prerogatives defined.	Legal Clarification	19
4.04-1	Provisional Staff qualifications defined.	Legal Clarification	20
4.04-2	Provisional Staff prerogatives defined.	Legal Clarification	20
4.04-3	Additional language added to clarify the purpose of the observation of provisional staff members	Legal Clarification	20
4.05-1	Courtesy Staff qualifications defined, including addition of “equivalent accrediting organization” so as not to limit to TJC.	Legal Clarification/ Bylaws Committee	21
4.05-2	Courtesy Staff prerogatives defined.	Legal Clarification	21
4.06-1	Consulting Staff qualifications defined, including addition active staff membership at another TJC or equivalent hospital and paying medical staff dues.	Legal Clarification/ Bylaws Committee	21-22
4.06-2	Consulting Staff prerogatives defined.	Legal Clarification	22
4.07	Added Office Based Staff Category to address no volume physicians.	Bylaws Committee	22-23
4.07-1	Office Based Staff qualifications defined.	Bylaws Committee	22
4.07-2	Office Based Staff prerogatives defined, including no privileges, payment of dues, may serve as Chair or member on Committees and Teams.	Bylaws Committee	22-23
(Deleted – 4.08)	Affiliate Staff category deleted, as it was replaced by Office Based Staff category.	Bylaws Committee	23
4.08	Telemedicine Affiliate Staff category added to address telemedicine physicians.	Bylaws Committee	23
4.08-1	Telemedicine Affiliate Staff qualifications defined.	Bylaws Committee	23
4.08-2	Telemedicine Affiliate Staff prerogatives defined.	Bylaws Committee	23
(Deleted – 4.09)	Inactive Staff category deleted, as category is no longer needed.	Bylaws Committee	24
ARTICLE V – Procedures for Appointment and Reappointment			
5.01	Clarifies practitioner must apply for and be granted appointment before exercising clinical privileges in the hospital.	Legal Clarification	24
5.03	Appointment Authority defined.	Legal Clarification	24
5.04	Application for initial appointment process moved from Rules & Regulations to Bylaws.	TJC	24-31
5.05	Reappointment and requests for modifications of staff status or privileges process moved from Rules & Regulations to Bylaws.	TJC	31-33
ARTICLE VI – Determination of Clinical Privileges			
6.01	Added language regarding privileges being granted on a hospital specific basis, within the scope of	TJC	34

Abbreviations & Key Terms:

AHP – Allied Health Professional
MBC – Medical Board of California
MEC – Medical Executive Committee
NPDB – National Practitioner Data Bank

OMBC – Osteopathic Medical Board of California
TJC – The Joint Commission
“Bylaws Committee” – Revision drafted by the SMCS Bylaws Committee.
“Legal Clarification” – Revision drafted by in-house legal counsel to reduce liability and risk management

Sutter Medical Center, Sacramento
Summary of Medical Staff Bylaws Revisions
Approval Dates: MEC 6/28/11; Senior Staff 7/30/11; Board of Directors 9/12/11
Page 3 of 5

Section	Summary of Revision	Reason or	Pages
	license, subject to the department rules & regulations.		
6.02	Criteria for General Competencies defined.	TJC	34
ARTICLE VI – Determination of Clinical Privileges (Continued)			
6.03	Development of Criteria for Clinical Privileges defined.	TJC	34
6.04	Language added to clarify privilege requests and basis for privilege determination.	TJC	34-35
6.05	Conditions for Privileges of Non-Physician Practitioners defined, including when oral surgeons and podiatrists can perform H&Ps.	TJC	35
6.08-4	Changed language from automatic termination to automatic suspension when an AHP no longer has a supervising physician. Allows AHP time to obtain new supervising physician without going through reinstatement process.	Bylaws Committee	37
6.10-1	Circumstances for temporary privileges defined.	TJC/ Bylaws Committee	37-38
6.12	Disaster Plan Credentialing for Volunteers defined.	TJC	39
ARTICLE VII – Corrective Action			
7.02-1	Added summary suspension or limitation of privileges at another hospital as criteria for initiation of corrective action.	Legal Clarification	40-41
7.02-4	Investigation further defined, including MEC directs investigations, member under investigation shall be notified, investigating body may conduct interviews and MEC retains authority to take action.	Legal Clarification	41
7.02-5	Added MEC may recommend special limitations upon membership or privileges.	Legal Clarification	41-42
7.02-6	Subsequent Action defined.	Legal Clarification	42
7.03-2	Written Notice of Summary Suspension defined.	Legal Clarification	43
7.03-3	Clarified when special MEC meeting should be convened and member's right to attend meeting.	Legal Clarification	43-44
7.03-5	Initiation by Board of Directors defined.	Legal Clarification	44
7.04	Automatic Suspension and Termination defined.	Legal Clarification	44
7.04-1	Added language regarding membership and privileges being subject to same terms and conditions of probation implemented by licensing authority.	Legal Clarification	44-45
7.04-4	Failure to provide liability insurance 30 days following written warning of delinquency will result in automatic termination of membership.	Legal Clarification	45
7.04-7	Failure to Report defined.	Legal Clarification	46
7.04-8	Failure to Pay Dues/Assessments defined.	Legal Clarification	46
ARTICLE VIII – Interviews, Hearings and Appellate Review – Fair Hearing Plan			
8.04	Renamed, "Hearing and Appeal Procedures"	Legal Clarification	49
8.04-1	Renamed, "Grounds for Hearing." Definition added.	TJC/ Legal Clarification	49-50
(Deleted – 8.04-1 (e, f, h, m))	Deleted denial of requested advancement of staff category, reduction in staff category, or terms of probation.	Legal Clarification	50

Abbreviations & Key Terms:

AHP – Allied Health Professional
MBC – Medical Board of California
MEC – Medical Executive Committee
NPDB – National Practitioner Data Bank

OMBC – Osteopathic Medical Board of California
TJC – The Joint Commission
"Bylaws Committee" – Revision drafted by the SMCS Bylaws Committee.
"Legal Clarification" – Revision drafted by in-house legal counsel to reduce liability and risk management

Sutter Medical Center, Sacramento
Summary of Medical Staff Bylaws Revisions
Approval Dates: MEC 6/28/11; Senior Staff 7/30/11; Board of Directors 9/12/11
Page 4 of 5

Section	Summary of Revision	Reason or	Pages
8.04-1(j)	Added other conditions of privileges, including mandatory consultation.	Legal Clarification	50
8.04-1(k)	Added action taken against locum tenens privileges.	Legal Clarification	50
8.04-3(b)	Added time frame to request hearing.	Legal Clarification	51
ARTICLE VIII – Interviews, Hearings and Appellate Review – Fair Hearing Plan (Continued)			
8.04-3(f)	Added “other appropriate professional licensing agency” for reporting requirements in addition to MBC.	Bylaws Committee	51
8.04-4	Added language regarding attorney representation.	Legal Clarification	51
8.04-5	Added language regarding acceptance of recommended action if hearing not requested within 30 days from receipt of special notice.	Legal Clarification	51
(Deleted – 8.04-5 (a & b))	Deleted	Legal Clarification	51
8.05-1(a)	Timeframes added to Notice of Time and Place for Hearing; Notice of Charges.	Legal Clarification	52
(Deleted – 8.05-1(b))	Deleted	Legal Clarification	52
8.05-2	Timeframes added to Witness Lists.	Legal Clarification	52
8.05-4	Language for Appointment of Hearing Committee revised to simplify process.	Legal Clarification	52-53
8.05-10	Added Timely Completion of Process.	Legal Clarification	54
8.05-11	Deleted line, “If a hearing officer has not yet been appointed, the request for continuance shall be addressed and acted upon by the Administrator.”	Legal Clarification	54
8.06-1	Added line that waiver of hearing rights shall constitute voluntary acceptance of the recommendation or action.	Legal Clarification	54-55
8.06-3	Revised language regarding representation by an attorney.	Legal Clarification	55
(Deleted – 8.11-2)	Deleted section regarding attorneys. Addressed in revisions.	Legal Clarification	60-61
ARTICLE IX – Review of Bylaws, Rules and Regulations, and Medical Staff Policies			
	No Changes		
ARTICLE X – Medical Staff Officers			
10.01	Right to select and remove medical staff officers added.	TJC	63
10.01(f)	Added duty to oversee and monitor the organization and conduct of the medical staff.	TJC	64
10.01(g)	Added enforcement of Bylaws, Rules and Regulations.	TJC	64
ARTICLE XI – Committees and Teams			
11.03-1	Added language that majority of MEC members shall be licensed doctors of medicine or osteopathy actively practicing in the hospital and all member of the medical staff are eligible for membership.	TJC	70
11.03-3(l)	Added MEC duty to develop methods for the protection and care of patients in the event of disaster.	TJC	72
11.03-3(m)	Added MEC duty to review clinical services provided through contracts.	TJC	72
11.03-3(n)	Added MEC duty to designate hospital’s authorized representative for NPDB.	Legal Clarification	72
11.03-3(o)	Added MEC duty to establish mechanism for dispute resolution between medical staff members involving the care of a patient.	TJC	72
11.03-3(p)	Added MEC duty to develop continuing medical education for the medical staff.	TJC/Title 22	72

Abbreviations & Key Terms:

AHP – Allied Health Professional
MBC – Medical Board of California
MEC – Medical Executive Committee
NPDB – National Practitioner Data Bank

OMBC – Osteopathic Medical Board of California
TJC – The Joint Commission
“Bylaws Committee” – Revision drafted by the SMCS Bylaws Committee.
“Legal Clarification” – Revision drafted by in-house legal counsel to reduce liability and risk management

Sutter Medical Center, Sacramento
Summary of Medical Staff Bylaws Revisions
Approval Dates: MEC 6/28/11; Senior Staff 7/30/11; Board of Directors 9/12/11
Page 5 of 5

Section	Summary of Revision	Reason or	Pages
ARTICLE XII – Departments and Clinical Sections			
12.05-1	Moved qualifications of medical staff officers from Rules & Regulations to Bylaws.	TJC	73
12.05-5	Moved roles and responsibilities of department chiefs, vice chiefs and secretaries from Rules & Regulations to Bylaws.	TJC	74-75
ARTICLE XIII – Meetings			
	No Changes		
ARTICLE XIV – Immunity and Releases			
14.03-1(i)	Added immunity covers NPDB queries and reports, peer review organizations, MBC and similar queries and reports.	Legal Clarification	78
14.06	Added Indemnification definition.	Legal Clarification	79
ARTICLE XV – General Provisions			
15.01	Renamed, “Medical Staff Rules.” Revised language to clarify purpose and approval process.	TJC/ Legal Clarification	79
15.01-1	Added Proposal by Medical Executive Committee process.	TJC	79
15.01-2	Added Urgent Need for Legal/Regulatory Compliance approval process.	TJC	79-80
15.04	Renamed “Medical Staff Policies.” Definition and approval process added.	TJC	80
15.05	Added Direct Medical Staff Proposal to Board of Directors – Adoption and Amendments to Rules and Policies process.	TJC	80-81
15.06	Added Conflict Management process.	TJC	81-82
15.09	Added right for medical staff to retain and be represented by independent legal counsel.	TJC	82
15.12	Added section that division of fees is forbidden.	Title 22	82
15.14	Added section on Disclosure of Interest.	Legal Clarification	83
15.15	Added section on Medical Staff Credentials Files, including insertion of adverse information, confidentiality and member’s opportunity to request correction/deletion/addition to file.	Legal Clarification	83-84
15.16	Added section on Requirements for Completing and Documenting Medical History and Physical Examinations. (Copied from Medical Record Completion Policy.)	TJC	84-85
ARTICLE XVI – Adoption and Amendment of Bylaws			
16.01-1	Added language that Board shall not unreasonably withhold approval and timelines for approval.	TJC	85
16.01-2	Added section regarding process to adopt, amend or repeal Bylaws.	TJC	85
16.03	Clarified technical amendments to Bylaws.	TJC	85-86

Abbreviations & Key Terms:

AHP – Allied Health Professional
MBC – Medical Board of California
MEC – Medical Executive Committee
NPDB – National Practitioner Data Bank

OMBC – Osteopathic Medical Board of California
TJC – The Joint Commission
“Bylaws Committee” – Revision drafted by the SMCS Bylaws Committee.
“Legal Clarification” – Revision drafted by in-house legal counsel to reduce liability and risk management