

Title: SURGERY COMMITTEE SCOPE AND FUNCTIONS

Document Owner: Chris Stefaniak	PI Team: Medical Executive Committee Surgery Committee	Date Created: 09/01/05
Approver(s): Denise Duschek, Karyn Delgado		Date Approved: 07/06/2012
Location: Saint Joseph Regional Medical Center – Plymouth		Department: Plymouth-Medical Staff Affairs

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

POLICY:

1. The purpose of the Surgery Committee is to provide a structure to facilitate the ongoing evaluation and improvement of surgical services and processes. Surgery Committee scope includes the oversight for the following functions:
 - A. Incorporation of Evidenced Based Standards of Practice- Determining and incorporation of “best practices”.
 - B. Quality and Outcomes Evaluation, Measurement and Improvements.
 - C. Relevant Core Measure/data analysis and Improvement implementation.
 - D. The Joint Commission standards compliance - Surgery-focused.
 - E. Policy and Procedure recommendations to the medical staff and/or the MEC/MCC.
 - F. Provides reports to MEC/MCC on a monthly basis.
 - G. Makes recommendations to MEC/MCC on peer review related process concerns or matters.
 - H. Serves as a medical staff sub-committee.
 - I. Makes recommendations to relevant PI Functional Teams on surgical processes or issues.
 - J. Facilitate communication among surgical service/care providers to assure the safest most optimal patient care environment.
2. Membership will include:
 - A. Physicians with Privileges to perform surgical procedures
 - B. Anesthesiologists
 - C. Surgical Services Director
 - D. President
 - E. Director Performance Improvement
 - F. Administrative Support
 - G. Service Chief of Surgery- Chair**
 - H. GI Lab Director
 - I. **The Chief of Surgery will serve as the Chairman of this Committee;
3. Voting:
 - A. All physicians with surgical/related privileges.
4. Chair responsibilities:
 - A. Lead the council meeting.

Title: SURGERY COMMITTEE SCOPE AND FUNCTIONS

- B. Call for agenda items and approve the agendas prior to the meeting.
- C. Represent the Council with Administrative, medical staff, and governing body activities.
- 5. Administrative Support responsibilities:
 - A. Attend meetings.
 - B. Assist with meeting logistics as requested.
 - C. Send meeting reminders.
 - D. Take meeting minutes and distribute.
 - E. Send information to appropriate other committees for follow through/ coordinate information from other committees.
 - F. Assist in developing an appropriate agenda.
- 6. Director Performance Improvement responsibilities:
 - A. Responsible for all communications to and from all hospital interdisciplinary committees.
- 7. Decision Making:
 - A. If a consensus is not possible, then a decision may be made by a majority vote of those present.
- 8. Levels of Authority:
 - A. The Committee may be asked to make decisions at one the following levels of authority. These are:
 - 1) Collect data and share findings.
 - 2) Collect data and recommend a decision.
 - 3) Collect data, recommend, and pause to consult, negotiate, collaborate, implement your decision, and monitor results.
 - 4) Take action - no follow-up is needed unless a problem develops.
 - 5) Recommend actions to MCC/MEC or other Committee.
- 9. Meetings
 - A. Meeting agendas will be distributed prior to the meeting.
 - B. Minutes will be kept and distributed to members prior to the next meeting.