

**ST JOSEPH HOSPITAL  
RULES AND REGULATIONS  
DEPARTMENT OF EYE, EAR, NOSE AND THROAT  
2024**

**I. DEFINITION**

The members of the Department of Eye, Ear, Nose and Throat (EENT) of Saint Joseph Hospital shall be members in good standing of the Medical Staff who practice Ophthalmology and/or Otorhinolaryngology and who are qualified by training and demonstrated competence.

**II. ORGANIZATION**

**A. Officers** - shall consist of a Chair and Vice-Chair elected as specified in the Medical Staff Bylaws. The specialties between the Chair and Vice Chair positions should be staggered. For example, if the Chair is an Otolaryngologist, the Vice Chair should be an Ophthalmologist.

1. **Chair:** shall conduct all departmental meetings and sit on the Executive Committee of the Medical Staff.
2. **Vice-Chair:** shall act on behalf of the Chair during his/her absence.

**B. Committees:**

1. The EENT Core Committee will meet quarterly or as often as necessary. The Department Chair will serve as the committee chair. Membership will also include the Department Vice Chair and other physician representatives from both the Otolaryngology and Ophthalmology Sections as appointed by the Department Chair. The committee will assist the Department Chair in carrying out the responsibilities assigned to the Department such as:
  - (a) Review of applicants for appointment, reappointment and clinical privilege requests
  - (b) Recommend professional criteria for clinical privileges within the department
  - (c) Recommend educational programs to improve the quality of patient care
  - (d) Formulation and review of policies and procedures related to the EENT Department
  - (e) Review of quality data within the EENT Department
  - (f) Recommendations for hospital equipment and resources necessary to improve patient care
2. **Nominating Committee** - Listed in Medical Staff Bylaws.

**III. PRIVILEGES**

**A. Classification:**

1. **Class I** - Full or Unlimited surgical privileges granted to an Ophthalmologist or Otolaryngologist who has completed proctoring, or for which no specific exceptions have been made, as recommended by the EENT Department, and approved by the Governing Board.
2. **Class IA** – Privileges granted to the Ophthalmologist or Otolaryngologist that are subject to proctoring requirements.

A Class IA physician must use as his first assistant a surgeon holding Class I

privileges in the procedure being performed (not exclusively his own associates) for all cases requiring an assistant. Class IA surgeons will be required to use a variety of assistants and/or proctors as outlined below. When performing surgical procedures not requiring an assistant, a proctor from the appropriate Class I surgical specialty with unrestricted privileges to perform the procedure he/she will proctor must be in attendance throughout the surgical procedure. This practice of supervision must continue until the Class IA surgeon has been granted Class I privileges. For each surgical procedure performed by a Class IA surgeon, a proctor report form must be submitted by the proctor to the Medical Staff Office and will constitute a portion of the consideration used for recommending advancement to Class I privileges.

Proctoring requirements are as follows:

a. Otolaryngology

1. The Class IA physician shall be proctored on a minimum of six 6 cases which are representative of the privileges which have been granted to him/her.
2. In addition to the above, six (6) randomly selected charts of a sufficient variety other than those proctored **may** be reviewed by the EENT Department for advancement to Class I status.
3. The EENT Department may request additional proctoring of cases and/or chart review if the initial review is not satisfactory.

b. Ophthalmology

1. A minimum of six (6) proctored cases representative of the privileges granted by three different Class I surgeons are required. Proctored cases from Pavilion (Sovereign) Outpatient Surgery (reciprocal) will be accepted at SJH. The proctor must be a member of the Medical Staff at both facilities with like privileges.
2. In addition to the above, six (6) randomly selected charts of a sufficient variety other than those proctored **may** be reviewed by the EENT Department for advancement to Class I status.
3. The EENT Department may request additional proctoring of cases and/or chart review if the initial review is not satisfactory.

As outlined in the Medical Staff Rules and Regulations, reciprocal proctoring may be accepted from Children's Hospital of Orange County to meet all proctoring requirements for physicians exclusively holding pediatric privileges and from other hospitals for up to 50% of the required proctored cases.

**B. Qualifications for Department Membership:**

A practitioner must meet the following minimum standards for membership within the EENT Department:

1. Successful completion of an ACGME or AOA accredited residency or fellowship in Ophthalmology or Otolaryngology.
2. Board Certified or active participation in the examination process leading to Board Certification in Ophthalmology or Otolaryngology by the American Board of Ophthalmology or Otolaryngology, the American Osteopathic Board of Ophthalmology or Otolaryngology, the National Board of Physicians and Surgeons or

the National Board of Osteopathic Physicians and Surgeons. Otolaryngology members must become Board Certified in Otolaryngology within five (5) years of completion of formal training. Ophthalmology members must become Board Certified in Ophthalmology within seven (7) years of completion of formal training. Failure to become board certified by the above-mentioned boards within five (5) years of completion of formal training for Otolaryngology and within seven (7) years of completion of formal training for Ophthalmology, will be deemed a voluntary withdrawal of clinical privileges.

3. Should a physician's Board Certification lapse at recertification time, the physician will have two (2) years to successfully pass the Board recertification process.

**C. Hospital Call:**

For maintenance of Medical Staff privileges in the Department of EENT, service on the hospital call list is mandatory and in accordance with the Medical Staff Rules. Providers with Pediatric only privileges are exempt from call.

**D. Reappointment**

In order to maintain privileges within Ophthalmology Section, the physician must provide current demonstrated competence and an adequate volume of experience. Failure to maintain this criteria will result in a voluntary withdrawal of his/her clinical privileges as defined in the Medical Staff Bylaws. To maintain membership, the physician must have a minimum of one patient contact at SJH or Outpatient Pavilion within the two-year reappointment period. Failure to meet this criteria will result in a voluntary resignation from staff as defined in the Medical Staff Bylaws.