

The Department of Dental Medicine
of the Common Medical Staff of
Lehigh Valley Hospital and Lehigh Valley Hospital-Muhlenberg

Rules and Regulations

The Divisions of the Department of Dental Medicine are:

1. Special Care
2. Endodontics
3. General Dentistry
4. Orthodontics
5. Pediatric Dentistry
6. Periodontics
7. Prosthodontics

1. The right to treatment of patients within the hospital is extended to all Active and Associate Dental Medicine Staff members as outlined in their individual Delineation of Privileges and Medical Staff Bylaws.
2. Members of the Department of Dental Medicine are not required to be Board Certified.
3. Dental Medicine staff members are eligible for admission/discharge privileges.
4. A patient admitted for dental care is a dual responsibility involving the dentist and physician member of the staff.
 - a. Dentist's responsibilities
 - (1) A detailed dental history justifying hospital admission;
 - (2) A detailed description of the examination of the oral cavity and a pre-operative diagnosis;
 - b. Physician's responsibilities
 - (1) Medical history pertinent to the patient's general health;
 - (2) A physical examination to determine the patient's general health, prior to anesthesia and surgery;
 - (3) Supervision of the patient's general health status while being hospitalized..
5. It shall be the responsibility of each Division Chief to establish standards and guidelines of acceptable treatment within his/her area.
6. The scope of each division shall follow the guidelines established by the specialty board of that division or the American Dental Association as established within the local community.

I. MEMBERSHIP/REQUIREMENTS

All Members of the Dental Medicine Staff are subject to the Bylaws and Rules of the Common Medical Staff of Lehigh Valley Hospital and Lehigh Valley Hospital-Muhlenberg

1. Applicants must qualify for membership under Article III of the bylaws of the Common Medical Staff of Lehigh Valley Hospital and Lehigh Valley Hospital Muhlenberg. Members of the Dental Medicine Staff shall be eligible for classification into any of the categories enumerated in the Medical Staff Bylaws.

A. 1. Active Dental Medicine Staff

- a. Membership of the Active Dental Medicine Department shall be restricted to the attached approved minimum annual activity/citizenship grid.
- b. Members of the Active Dental Medicine Staff shall be encouraged to attend regular and special meetings of the Department of Dental Medicine.
- c. All members of the Active Dental Medicine Staff shall participate in their particular clinical assignments as determined by the Chair.
- d. Acceptance of Active Dental Medicine Staff membership also brings with it the responsibility of commitment to assist in the teaching and training programs of the Department of Dental Medicine.
- e. It will also be expected of all Active Dental Medicine Staff members that they will assist in the operating of the Department by participating in committee operations as the need arises.
- f. All members who fail to fulfill their obligations as determined by the Chair may jeopardize their staff category at the time of reappointment.

2. Associate Dental Medicine Staff

- a. Membership of the Associate Dental Medicine Staff shall be restricted to the attached approved minimum annual activity/citizenship grid.
- b. Associate Dental Medicine Staff members may not serve on any Committee but may be appointed as an adjunct without vote at the discretion of the Chair.
- c. Associate Dental Medicine Staff members may not vote at Department of Dental Medicine Meetings.
- d. Associate Dental Medicine Staff members may not hold office in the Department of Dental Medicine.

II. MEETINGS

1. A regular monthly meeting of the Dental Medicine Staff will be held. All Active staff shall be required to attend 3 of the monthly Department of Dental Medicine Staff meetings. Failure to do so may result in further corrective action as outlined in the Medical Staff Bylaws.

III. EDUCATION AND TRAINING

1. The top priority of the Department of Dental Medicine is the maintenance of quality General Practice Residency Programs.
2. All members of the Dental Medicine Staff are expected to contribute to the successful operation and continuance of these programs.
3. Each Division Chief shall be responsible for supervising education within his/her division.
4. It shall be the expressed purpose of the Department of Dental Medicine to encourage the continued expansion of its teaching and training programs so as to provide increasing dental manpower resources for the community.
5. An integral objective in the function of this department is the continuing education of its members. In pursuit of this goal, resident presentations shall be planned for each monthly department meeting.
6. All members of the Dental Medicine Staff are encouraged to attend and contribute to these presentations.
7. Policies regarding the Continuing Education program and its tuition shall be proposed by the Continuing Education Committee and approved by a majority vote of the eligible voting members of the Dental Medicine Staff present at a monthly Dental Medicine Staff meeting.

IV. ORGANIZATION/LEADERSHIP

The Chair of the department functions with the assistance of two Vice Chairs and Division Chiefs.

1. A Nominating Committee, appointed by the Chair, open to Active staff members of the Department of Dental Medicine, shall nominate an appropriate individual for the position of Chair of the Department of Dental Medicine every three years at the January meetings

of the appropriate year. Consideration will be made to have appropriate representation of major constituencies. The nominee for Chair shall recommend the nominees for Vice Chair of LVH and LVH-M. Nomination for Chair of the Department of Dental Medicine may also be taken from the floor at the January meeting. If there is more than one nomination for the position, a vote will be held at the next Dental Medicine Staff meeting. Only Active Dental Medicine Staff members will be eligible to vote for the Chair and the Vice Chair nominees. A simple majority of eligible voting members present is required for nomination. Nomination results will be submitted to the President and CEO of LVHHN for approval and then to the Medical Executive Committee with final appointment annually by the Boards of Trustees.

2. The requirement for nomination of the Chair and Vice Chair is that they be Active Dental Medicine Staff members.
3. The Chair-elect and Vice Chairs-elect will assume their duties in July for the term of three (3) years subject to annual approval of the Medical Executive Committee and final appointment by the Boards of Trustees. Individually, they may serve no more than two (2) terms in succession.
4. If, for any reason, the Chair is not able to complete his/her term of office, a nomination election as described previously will take place between both of the Vice Chairs. The election results will be forwarded to the President & CEO of LVHHN and then to the Medical Executive Committee with final appointment by the Boards of Trustees.
5. The Chair shall recommend appointment of a Chief (and Associate Chief from alternate site, if needed) for each Division. In making these appointments, it is understood that the Chair will consider the election results held amongst the members of each Division prior to making his/her appointment.
6. Each Division Chief and Associate Chief will be nominated and appointed on a yearly basis in January of the calendar year.
7. Division Chief responsibilities shall include the following:
 - a. Hold a minimum of one Division meeting per year.
 - b. Review objectives and outcome assessment for the Division
 - c. Submit nominees for Chief and Associate Chief to the Chair
 - d. Attend majority of Dental Residency Education Committee meetings

V. COMMITTEES

1. An Executive Committee of the Department of Dental Medicine shall consist of the following Dental Medicine Staff members:
 - a. Chair, Department of Dental Medicine
 - b. Vice Chair, Department of Dental Medicine, Lehigh Valley Hospital
 - c. Vice Chair, Department of Dental Medicine, Lehigh Valley Hospital-Muhlenberg
 - d. Past Chair

- e. Program Director, General Practice Dental Residency, Lehigh Valley Hospital
- f. Program Director, General Practice Dental Residency Program, Lehigh Valley Hospital-Muhlenberg
- g. Chair, Continuing Education Program

The individuals on this committee will change as new Dental Medicine Staff members assume the positions. The role of the Executive Committee will be to act on behalf of the membership of the Department of Dental Medicine where a decision or action is required and a meeting of the entire Department is not possible.

2. The Dental Residency Education Committee of the Department of Dental Medicine shall consist of the following Dental staff members:

- a. Chair, Department of Dental Medicine
- b. Vice Chair, Dept. of Dental Medicine, Lehigh Valley Hospital
- c. Vice Chair, Dept. of Dental Medicine, Lehigh Valley Hospital-Muhlenberg
- d. Program Director, General Practice Residency Program, Lehigh Valley Hospital (Co-Chair)
- e. Program Director, General Practice Residency Program, Lehigh Valley Hospital-Muhlenberg (Co-Chair)
- f. Division Chiefs and Associate Division Chiefs (or his/her designees)
- g. Director of Medical and Dental Externship Education
- h. Chair, Continuing Education Committee
- i. Performance Improvement Committee Representative(s)
- j. Representative(s) from the Division of Oral and Maxillofacial Surgery, Department of Surgery.

3. Ad Hoc Committees

- a. An Ad Hoc Committee shall be formed and dissolved by the department Chair.
- b. An Ad Hoc Committee shall consist of the department Chair and an appropriate number of members appointed by the department Chair.
- c. An Ad Hoc Committee shall be given a specific charge by the department Chair.
- d. An Ad Hoc Committee shall provide monthly verbal reports at the regularly scheduled department staff meetings as well as a final written report, approved by the majority of the members.
- e. If the Ad Hoc Committee's charge is advisory, its final recommendations shall become policy by the majority of eligible voting members of the Dental Medicine Staff present at a monthly Dental Medicine Staff meeting.

VI. APPROVAL

- 1. These rules and regulations may be adopted, repealed, altered, revised or amended by a two-thirds vote of the eligible voting members of the Dental Medicine Staff present at any regular meeting, provided that written or electronic notice of such changes or additions be made

available to the members at least one month previously. These are subject to final approval by the Medical Executive Committee and the Boards of Trustees.

Chair, Department of Dental Medicine

Date

President, Medical Staff

Date

APPROVAL BY MEDICAL EXECUTIVE COMMITTEE	- January, 1989
Revision	February, 1990
Revision	February, 1991
Revision	August, 1991
Revision	November, 1995
Revision	July, 1999
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