

**MERCY MEDICAL CENTER REDDING**  
**Medical Staff Executive Committee Policies/Procedures Manual**

Department	Medical Staff Services	
Title	<b>MEDICAL EXECUTIVE COMMITTEE</b> <b>DUTIES/RESPONSIBILITIES/COMMUNICATION</b>	
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**BYLAWS DEFINE:**

- MEC description
- Composition
- Size
- Method for selecting and removing officers
- Frequency of committee meetings
- Voting requirements
- Voting status of non-physician members

**DUTIES/RESPONSIBILITIES:**

**The MEC:**

- Ensures quality of care, treatment and services provided by individuals with clinical privileges.
- Assesses and improves performance of individuals with clinical privileges.
- Provides for effective communication among the medical staff, hospital, administration, and Board of Directors
- Acts on behalf of the medical staff between meetings (Executive Function as described below)
- Makes medical staff recommendations to the Board of Directors on:
  - how the medical staff is structured;
  - the review of applicant credentials and privileges and those processes
  - medical staff membership
  - individual clinical privileges
  - termination of membership
  - fair hearing process
  - results of PI activities
  - the quality of patient care, treatment, and services, including patient satisfaction and patient safety, by it's members
  - off-site sources for needed patient care services not provided by the organization (contracted services).
- Reviews and acts upon the reports and recommendations received from other medical staff committees, divisions, and clinical sections.
- Documents all recommendations, conclusions, and actions.
- Participates in the development and ongoing review of hospital policies.

**EXECUTIVE FUNCTION:**

The purpose of the MEC is to act on behalf of the medical staff in the performance of its duties and obligations. Specific mechanisms can be found in the Bylaws and Accessory Documents.

**EXECUTIVE SESSION:**

All non-physician members (with the exception of the hospital President or his designee, and any others acceptable to the Chair) will be excused during the Executive Session of the meeting. This is the session which deals with peer review issues.

**COMMUNICATION WITH MEDICAL STAFF MEMBERS:**

- Mailings
- Medical Staff Newsletter
- Medical Staff Surveys
- Committee of the Membership Meetings (Held January, April, September)
- MEC Agenda – posted in the doctor’s lounge and placed in doctors’ boxes
- Medical Staff members are encouraged to attend the MEC General Session
- All changes to the Rules & Regulations or MEC Policy/Procedures are published to the membership prior to consideration by the Board of Directors. Bylaws changes occur by mail ballot as specified in the Bylaws.

Approvals	Executive Committee	1/98; 3/99; 3/01; 04	Developed	1998
			Reviewed	
	Board of Directors	1/98; 3/99; 3/01; 04	Revised	2004