

DEPARTMENT OF PATHOLOGY
RULES AND REGULATIONS

ARTICLE I: Introduction

Pathology is organized into two categories, anatomic and clinical. Anatomic pathology is subdivided into autopsy pathology, surgical pathology and cytopathology. Use of the term "pathology" in these rules and regulations includes all branches of pathology without restriction.

ARTICLE II: Purpose

The Department of Pathology of Southeast Missouri Hospital provides the clinicians of Southeast Missouri Hospital and their patients with full-time pathologists who deliver diagnostic anatomic pathology with a generally professionally locally recognized level of quality of care and supervision of laboratory and clinical pathology. The department functions under Bylaws of the Medical Staff and conforms to standards established by the Southeast Missouri Hospital Board of Trustees.

ARTICLE III: Membership

1. In order to provide optimal diagnostic capability, members of the department shall have completed an accredited pathology residency and be Board Certified or Board eligible in both anatomic and clinical pathology.
2. All members of the department shall fulfill requirements for attendance at Medical Staff meetings. It is requisite that the chairman of the department regularly attend Medical Executive Committee meetings.
3. Department members shall engage in individually determined programs of continuing medical education.
4. Department members shall abide by the Bylaws and rules and regulations of the Medical Staff.
5. Department members shall provide continuing education for medical technologists, nursing personnel and medical staff physicians.

ARTICLE IV: Organization

Offices of the department shall consist of a chairman who will be appointed by the President of the Medical Staff. The term of the chairman shall be in accordance with the Medical Staff Bylaws.

ARTICLE V: Departmental Meetings

The Department of Pathology shall have meetings in accordance with Medical Staff Bylaws at a time determined to be mutually agreeable to the Hospital's Assistant Administrator in charge of laboratory services, laboratory supervisor, laboratory technical supervisor and active pathologists. Meeting minutes shall be recorded, transcribed, and approved at the following meeting.

Additional meetings can be scheduled if felt to be needed by pathologists, laboratory supervisors or administration. Visitors may be invited for purposes of discussion and/or education.

ARTICLE VI: Services

1. The Pathology Department shall provide a pathologist as a member of the Infectious Disease Committee.
2. The department shall participate in the Hospital's twice a month Tumor Board, at which time a tumor case will be presented with a subsequent discussion of histopathological findings.
3. The department shall maintain a method of notification of Hospital physicians whenever an autopsy is performed. At the completion of an autopsy, a preliminary autopsy report will be issued in a timely manner, preferably within 48 hours. Subsequently, a final autopsy diagnosis will be provided to the clinicians. Autopsy findings will not be discussed with the patient's family except if permission is so granted by the patient's clinician.
4. The department shall provide written consultation on all cytology specimens. The department shall provide input on proper processing and of evaluation of cytology specimens.
5. Anatomic pathology specimens within the Hospital shall be processed through the department. The Pathology Department shall provide a written consultation report on all anatomic pathology specimens to be signed by a pathologist member of the department.
6. The department shall provide input and consultation to histology technicians on processing of specimens and staining of specimens.

7. The department shall set up and maintain guidelines for disposal of specimens after diagnostic procedures are completed.
8. The Pathology Department shall provide consultation with the Hospital laboratory employees on laboratory safety and organization.
9. The department shall maintain a formal ongoing program of quality improvement. In addition, the Pathology Department shall maintain a program of quality control for laboratory procedures. This will involve purchase and evaluation of quality control material and use of regular controls,
10. Pathology shall be in charge of the Hospital's Outreach Laboratory program and their quality management program.

ARTICLE VII: Approval

These rules and regulations may be adopted or modified by a vote of the members of the Department of Pathology with subsequent approval of the Executive Committee of the Medical Staff and the Board of Trustees.

APPROVALS:

Mark Hank MO 8/26/2002
 Chair, Department of Pathology Date

Gordon W. Meyer 08/27/02
 President, Medical Executive Committee Date

David Hal 9-10-02
 President, Board of Trustees Date