



TAHOE FOREST HOSPITAL DISTRICT

POLICY/PROCEDURE

NO. _____

SECTION MEDICAL STAFF

TITLE: BIOETHICS COMMITTEE

P.O. Box 759 Truckee, CA 96160 (530) 587-6011
880 Alder Ave. Incline Village, NV 89451 (775) 832-3810

ARTICLE I: NAME
Bioethics Committee

ARTICLE II: PURPOSE, GOALS, FUNCTIONS AND ORGANIZATION

PURPOSE

To foster awareness of bioethical issues for all hospital departments relevant to patient care.

GOALS

- A) To aid in formulating hospital policy concerning medical-bioethical issues.
- B) To provide an atmosphere in which to explore bioethical dilemmas.
- C) To serve as a forum and source of ideas for resolution of bioethical conflict in actual hospital cases.

FUNCTIONS

- A) Can be called upon for consultation regarding bioethical issues by medical and paramedical hospital staff, administrators, patients, families, or the public and duly constituted civic authorities.
- B) May initiate examination of policy or practice in order to further its stated purpose.
- C) May utilize hospital resources for programs to promote its purpose, but participation by staff or patients are wholly voluntary.
- D) Functions as an advisory body and has no enforcement power for its recommendations, aside from existing hospital processes, as stated in hospital bylaws, policies and procedures.
- E) Will provide resources for the general education of hospital medical and paramedical staff.
- F) Will review on an annual basis the research studies being performed at TFHD/IVCH.

ORGANIZATION

This is a Medical Staff Committee operating under the Bylaws of the Medical Staff.

MEMBERSHIP

Composition

The Committee will be composed of a maximum of twelve (12) active voting members.

- A) The Committee shall be composed of members of the medical, nursing, dietary, hospice and medical social services staff of the hospital and pastoral legal and non-medical members of the local community.
- B) Additional Membership:
 - 1) Nominees will go to Committee for review.
 - 2) Selection will be made by a majority of the voting members with a quorum in attendance.

REQUIREMENTS

A member whom has two (2) unexcused absence or 50% of meetings within a twelve (12) month period will automatically be subject to review by the membership of the Committee.

An unexcused absence is an absence without notice to an officer or to the Medical Staff Office.

Cc: Nursing Administration Office	
FORMULATED BY: Bioethics Committee	DATE REVISED: 5/97; 4/98; 11/3/99; 7/1//2002; 9/11/2003; 9/9/2004; 7/14/2005; 1/12/2006
ADMINISTRATIVE APPROVAL: Terri Schnieder, CPMSM, Director	DATE REVIEWED: 5/97; 4/98; 11/3/99; 11/9/2000; 1/11/2001 7/11/2002; 3/13/2003; 9/11/2003; 9/9/2004; 7/14/2005 – Bioethics Committee
APPROVAL: 4/98; 11/10/99; 1/11/2001; 8/14/2002; 11/2003; 10/2004; 11/2005; 2/2006; 2/2007 Executive Committee	



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MEETINGS

Frequency:

The Committee will meet as often as necessary to accomplish its purpose.

Quorum:

A quorum will consist of not less than two (2) voting members, including one elected officer for the purpose of conducting business.

VOTING

Voting will **not occur** on any moral or patient care issues.

ELECTED OFFICERS

- A) Officers of the Bioethics Committee shall be:
 - 1) Chairperson: Member at Large Officer of the Executive Committee
 - 2) Vice Chairperson
- B) 3-year commitment of membership.

VACANCIES OF OFFICER

- A) Vacancies may occur by resignation or by 2/3 vote of **entire** Active membership. This vote may take place by proxy, or by written absentee ballot.
- B) In the event of a vacancy in the Chair position, the Vice-Chairperson shall become the Chairperson.
- C) Other offices shall be filled by special election, following a special meeting of the Committee.

DUTIES OF OFFICERS

- A) Chairperson:
 - 1) Convenes and conducts quarterly and special meetings.
 - 2) Plans and implements agenda.
 - 3) Appoints standing and ad hoc subcommittees.
 - 4) Represents Committee or sends delegate to other hospital committees and programs,
- B) Vice Chairperson
 - 1) Assumes the Chair in the event of the Chairperson's absence, or if a vacancy occurs in the Chair position.

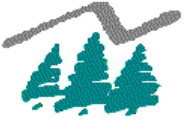
CASE CONSULTATION

Purpose

- A) To be on call for consultations concerning issues needing immediate discussion within Tahoe Forest Hospital District.
- B) Case consultation will occur as a sub-committee.

CONFIDENTIALITY OF INFORMATION

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- A) Information considered by the Bioethics Committee shall, to the fullest extent permitted by law, be confidential, and shall not be used in any way except as provided in these bylaws or except as otherwise required by laws. Any information or case study developed for use by the Bioethics Committee shall not be required to become part of any patient's medical record. The Bioethics Committee may make entries in a patient's medical record. Identity of case participants shall be marked and deleted.
- B) Any provisions in these bylaws relating to confidentiality of information and immunities from liability are in addition to other protections provided by Federal and State statute.

PARLIAMENTARY AUTHORITY

In any situation not addressed in these bylaws, and only if an objection is made at the time, the most current revised edition of Robert's Rules of Order shall prevail.

POSITION PAPERS

Should the Bioethics Committee choose to express an official position, such position should not be considered that of the Committee unless two-thirds majority agrees. Minority reports must be included to the extent those with minority positions wish to express them.

AMENDMENTS

These bylaws may be amended at any regular meeting by vote of the members present and voting, provided the proposed amendment(s) has/have been sent to all members at least ten (10) days prior to the meeting.

PROVISIONS FOR PERIODIC REVIEWS

An overall review of the Committee will be conducted every five- (5) years, to determine if the Committee is fulfilling a need, and if it should continue to function.

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