



10000 West Colonial Drive  
Ocoee, FL 34761

## Policy & Procedure

DEPARTMENT: Medical Staff	ORIGINAL: December 2010	PAGE: 1 of 2
POLICY: Amendment Process for Rules & Regulations and Policies	REVIEWED:	
APPROVAL: Medical Staff 12/20/2010; 2/11/2016 Board 01/25/2011; 2/16/2016	DATE:	REVISED: 2/16/2016

**POLICY:** Amendment Process for Rules & Regulations and Policies

**PURPOSE:** To outline the detailed process for amendments to the Health Central Medical Staff Rules & Regulations, and Policies.

**OBJECTIVE:**

**PROCEDURE:**

- A. When changes are proposed to the Medical Executive Committee (MEC), either by a Section or the Bylaws Committee:
  1. The MEC may discuss and determine if the changes are appropriate and acceptable.
  2. If the changes are determined by the MEC to be appropriate and acceptable:
    - a. The voting members of the medical staff will be notified of the proposed change(s) by electronic mail or fax.
    - b. The voting members will be given twenty-one (21) days to provide comments to the Chief of Staff by email or fax.
    - c. The MEC will vote on the proposed change(s) at their next meeting.
    - d. Change(s) approved by the MEC will be forwarded to the Board of Trustees for consideration and will not become effective until approved by the Board.
    - e. Changes approved by the Board of Trustees shall be communicated to all members of the medical staff by email or fax.
  3. If the changes are determined by the Medical Executive Committee to be unacceptable:
    - a. The appropriate section or committee will be notified the proposed amendment is inappropriate or unacceptable.
  
- B. The Active voting members may make an amendment proposal directly to the Board of Trustees.
  1. The proposed amendment must have first been proposed to the Medical Executive Committee.



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2. There must be a majority (51%) of the Active (voting) members' signatures on the petition, which outlines the proposed amendment as well as the rationale for the change.
  3. The petition shall be forwarded to the Chairman of the Board of Trustees, with copies to the Chief of Staff and the President/CEO.
  4. The Board of Trustees' decision in the matter will be final.
- C. When there is a documented need for an urgent amendment to rules and regulations necessary to comply with law or regulation:
1. The MEC may provisionally adopt and the Board of Trustees may provisionally approve an amendment without prior notification of the Active medical staff.
  2. In such cases, the Active medical staff will be immediately notified by the MEC. The Active medical staff will have the opportunity for retrospective review of and comment on the provisional amendment.
  3. If necessary, a revised amendment is then submitted to the governing body for action.