

S.I. 2011 No. 74

Queen Elizabeth Hospital Act
Cap. 54

**QUEEN ELIZABETH HOSPITAL (MEDICAL STAFF
COMMITTEE) REGULATIONS, 2011**

The Board, in exercise of the powers conferred on it by section 23 of the *Queen Elizabeth Hospital Act*, and with the approval of the Minister, makes the following Regulations:

1. These Regulations may be cited as the *Queen Elizabeth Hospital (Medical Staff Committee) Regulations, 2011*.

2. In these Regulations,

“Chairman” means the Chairman of the Medical Staff Committee;

“Committee” means the Medical Staff Committee established by regulation 3;

“consultant” means any senior consultant, consultant, university consultant or associate consultant who is employed by the Board to do not less than 7 sessions amounting to not less than 21 hours of work per week;

“Director of Medical Services” means the person appointed to that office by the Board;

“Head of clinical Department” means the officer in charge of any of the following clinical departments at the Hospital, namely:

(a) Medicine;

(b) Obstetrics and Gynaecology;

(c) Surgery;

- (d) Paediatrics;
- (e) Anaesthesia and Surgical Intensive Care;
- (f) Ear, Nose and Throat Surgery;
- (g) Cardio-Vascular Services;
- (h) Psychiatry;
- (i) Ophthalmology;
- (j) Pathology;
- (k) Radiology;
- (l) Radio-therapy;
- (m) Rehabilitation Therapy;
- (n) Accident and Emergency; and
- (o) such other departments as the Board may from time to time determine;

“honorary consultant” means a person on whom that status has been conferred by the Board;

“junior medical staff” means all medical staff below the rank of consultant, associate consultant, senior consultant, or university consultant whether employed by the Board on a full-time or part-time basis;

“medical staff” means all medical practitioners and dentists who are authorized to attend patients at the Hospital;

“Secretary” means the person designated as such by regulation 7;

“session” means a period of duty

- (a) in the care of patients at the Hospital;
- (b) in the pursuit of recognized research or teaching activity approved by the Director of Medical Services; or
- (c) in the performance of clinical or administrative duties authorized by a Head of a clinical Department;

but does not include emergency duties or duties performed on Saturdays or Sundays;

“university consultant” means a consultant who is a member of the Faculty of Medicine of the University of the West Indies.

3. There is hereby established a Committee to be known as the Medical Staff Committee, and the *Schedule* has effect with respect to the constitution of the Committee and otherwise in relation thereto. Schedule.

4. The functions of the Committee are

- (a) to monitor the quality of medical care at the Hospital;
- (b) to develop a planning mechanism for the purpose of ensuring continuous improvement in all aspects of medical care;
- (c) to advise the Chief Executive Officer on all aspects of the administration of the Hospital that affect the medical care and well being of patients;
- (d) to advise the Chief Executive Officer on the medical services and related matters, the provision of which ought to be accorded priority in the annual budget of the Hospital; and

- (e) to advise the Board on the eligibility of persons for the conferment of the status of honorary consultant.

5. (1) Subject to sub-paragraph (2), the Board shall appoint to the post of Director of Medical Services, a medical practitioner who

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- (a) has been registered under the *Medical Registration Act*;
- (b) is qualified in the practice of medicine and has practised for a period of or for periods amounting to, in the aggregate, not less than 12 years;
- (c) has been a consultant for a period of not less than 6 years; and
- (d) has the competence to administer, efficiently, the provision of medical services at the Hospital.

(2) The Director of Medical Services shall be appointed for a term of not more than 3 years on such terms and conditions as are determined by the Board and is eligible for re-appointment.

(3) Subject to paragraph (4) the Director of Medical Services shall dedicate his full working time to the discharge of the duties and performance of the functions for which he is responsible.

(4) The terms and conditions referred to in paragraph 2 shall include a term that an option be granted to the Director of Medical Services, to engage in private practice for not more than 3 sessions per week or to receive an allowance *in lieu* of private practice.

6. The Director of Medical Services

- (a) shall be responsible for the proper discharge of the functions of the Committee;

- (b) shall be responsible to the Queen Elizabeth Hospital Board for
 - (i) the provision of medical services and the maintenance of the highest standard of patient care throughout the Hospital;
 - (ii) the allocation of medical staff to departments of the Hospital;
 - (iii) the overall supervision, professional conduct and discipline of medical staff; and
 - (iv) the performance of such other duties as are specified by the Board.

7. (1) The Secretary to the Director of Medical Services shall be the Secretary to the Committee.

- (2) The Secretary shall
 - (a) attend to all correspondence of the Committee;
 - (b) record and transcribe the minutes of meetings of the Committee;
 - (c) keep such records as the Chairman specifies;
 - (d) forward the confirmed minutes of meetings of the Committee to the Queen Elizabeth Hospital Board not later than 14 days after the meeting at which the minutes were confirmed; and
 - (e) perform such other duties as are assigned to him.

8. Subject to these Regulations, the Committee may regulate its own proceedings.

SCHEDULE

*(Regulation 3)***Constitution of the Medical Staff Committee**

1. The Committee shall comprise of the following members:
 - (a) the Director of Medical Services;
 - (b) the Heads of clinical Departments;
 - (c) the Dean of the School of Clinical Medicine and Research of the Cave Hill Campus of the University of the West Indies; and
 - (d) 2 representatives of the junior medical staff who shall be elected annually by a majority vote of the members thereof.
2. The Director of Medical Services shall be the Chairman of the Committee.
3. A quorum of the Committee shall be not less than 9 members.
4. Subject to paragraph (5), the Chairman shall preside at all meetings of the Committee.
5. Where the Chairman is unable to preside at a meeting, the members present at that meeting and constituting a quorum shall appoint one such member to act as the Chairman of that meeting.
6. The Committee shall meet at least once in every 2 months, but there shall be not less than 8 meetings in any one year.
7. The decisions of the Committee shall be by a majority of votes and where the voting is equal, the Chairman shall have a second or casting vote.
8. Minutes of each meeting shall be kept in proper form by the Secretary to the Committee or such other person authorised to act as Secretary by the Chairman in the absence of the Secretary, and shall be confirmed in writing at the next meeting by the Chairman.

9. All decisions of the Committee shall be signified under the hand of the Chairman.

Made by the Board this 8th day of July, 2011.

FRANCIS DEPEIZA
Chairman of the Board.

Approved by the Minister this 8th day of July, 2011.

DONVILLE O. INNISS
Minister responsible for Health.