



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF DENTISTRY POLICY AND PROCEDURE

SUBJECT: Inter- & Intradepartmental Communication

Policy No.: 2.7

Supersedes:

Revision Date: 11/19/09

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POLICY:

The Department of Dentistry functions as a clinical department in accordance with the Rules and Regulations of the Professional Staff Association. Inter- and intradepartmental communication occurs according to the following procedure.

PROCEDURE:

1. The monthly Department meetings will be held in with the Department Medical Staff members, the Department Administrator, the Department Chairman, the Quality Consultant, the General Dentistry Residents, the Dental Clinic Staff, and others as needed.
2. The agenda/minutes for the meetings will include:
 - Date Time Location
 - Participants Present/Absent
 - I. Review and Approval of Minutes of Previous Meeting
 - II. Unresolved Issues (See Unresolved Issues Log)
 - III. Ambulatory Care Issues
 - A. Volume Indicators
 - B. Quality Indicators
 - C. Medical Staff Indicators Patient Satisfaction
 - D. Medical Record Peer/Clinical Pertinence Review
 - IV. Medical Staff Monitoring and Evaluation
 - A. Invasive Procedures/Complications
 - B. Drug Utilization
 - C. Medical Records Deficiencies
 - D. Hospital -Wide Quality Assessment and Improvement Activities
 - E. Infection Control
 - F. Anesthesia Monitors
 - G/ Hospital-Wide Risk Management
 1. Surgery: Number of Surgeries
Complications
C3-C5 Pathology Discrepancies Deaths
 2. Events
 3. Referrals to/from Services or Departments
 - VI. New Business
 - A. Department Issues

EFFECTIVE DATE: 08/2002

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- B. Clinic Operations
 - C. General Practice Residency
 - D. Pediatric Dentistry Residency
- VII. In-Service
3. The minutes of the Department meetings are submitted to and reviewed by the Medical Executive Committee. Should issues arise that involve other Departments, clinical or non-clinical, or another hospital committee, the Department Chairman shall appropriately communicate with that department or committee.
 4. The dentists represent the Department of Dentistry and participate on medical staff committees. Committees that require dental representation are:
 - The Credentials Committee
 - The Department of Surgery
 - The Ambulatory Care Committee
 5. Appropriate meetings and training sessions for the Department staff are developed to communicate information/issues arising from quality review and improvement and risk management activities of the Department.