

**HUMAN VALUES AND ETHICS COMMITTEE
MEMORIAL MEDICAL CENTER
SPRINGFIELD, ILLINOIS**

GUIDELINES AND PROCEDURES

I. PURPOSE

The purpose of the Human Values and Ethics Committee shall be to serve as an advisory body to the hospital's administrative and medical staff on matters relating to ethical aspects of providing patient care in Memorial Medical Center.

II. FUNCTIONS

A. Education

1. To develop educational programs in medical ethics for Memorial Medical Center and the Community, consisting of conferences and medical library resource materials.
2. To monitor developments in state and federal law for ethical implications for patient care and to make appropriate responses and/or recommendations.

B. Policy and Guideline Development

To serve as an advisory body for administrative, medical, and professional staffs on the formulation of policies and/or guidelines concerned with ethical issues in patient care.

C. Case Review and Clinical Ethics Consultation

1. The Committee may review the care of a patient upon the request of any member of the hospital staff, patient, or member of the patient's immediate family regarding ethical issues in patient care.
2. The Committee should review all cases in which there is serious ethical disagreement among staff responsible for the care of a patient or the attending physician and the patient or the patient's surrogate.
3. The Committee shall support a clinical ethics consultation service.
4. The ethics consultation service shall be provided through the Clinical Ethics Center.

D. Other Responsibilities

1. Keep records of its agenda, meetings, deliberations and decisions, and maintain such records in confidential fashion.
2. Accept other responsibilities related to medical ethics that are delegated by the Chief Operating Officer and the Executive Committee of the Medical Staff of Memorial Medical Center.

III. LIMITATIONS AND CONFIDENTIALITY

- A. No activity of the Committee is to be in violation of any State or Federal statute nor be in conflict with the By-Laws of Memorial Medical Center or the Medical Staff.
- B. Information considered by the Human Values and Ethics Committee shall, to the fullest extent permitted by law, be confidential, including the Committee's deliberations and minutes; and further, this information shall not be used in any way except as provided in these guidelines or except as otherwise required by law.
 - 1. Any information, deliberation, or other material developed during case review or clinical ethics consultation may become a part of that patient's medical record when requested.
 - 2. The Committee, its members, and special consultants shall respect the confidentiality of the physician-patient relationship. Furthermore, the attending physician and relevant consulting physicians may be requested to be involved in any case conference review concerning one of their patients.
- C. Guests and/or observers may request attendance at Human Values and Ethics Committee Meetings for a variety of reasons. These requests may be granted at the discretion of the Chairperson. Every effort will be made to limit non-committee members' access to private and sensitive information as appropriate. In all cases, Human Values and Ethics Committee attendees will be reminded of the confidential nature of the proceedings.
- D. The Committee is neither to enforce ethical decisions nor stand in judgment of those whom it seeks to help.
- E. The Committee is not to serve as a professional ethics review board, or as a substitute for legal or judicial review.

IV. ACCOUNTABILITY

The Human Values and Ethics Committee shall be directly responsible to, and have full reporting responsibility to, both the Chief Operating Officer and the Executive Committee of the Medical Staff of Memorial Medical Center.

V. MEMBERSHIP

A. Nomination of Members

The Steering Committee shall bring a list of proposed members before the full Committee for consideration at the November regular meeting. These nominations are then presented to the Chief Operating Officer and the Executive Committee of the Medical Staff for appointment of membership on the Human Values and Ethics Committee.

B. Appointment of Members

The members of the Human Values and Ethics Committee shall be appointed by the Chief Operating Officer and the Executive Committee of the Medical Staff of Memorial Medical Center.

C. Membership

1. All members shall have voting privileges, except AdHoc status.
2. Members shall be appointed for two year terms.
3. A member may be appointed for succeeding terms upon the recommendation of the Committee Chairperson.
4. AdHoc status members will be appointed by majority vote.

D. Composition

1. The Human Values and Ethics Committee will be composed of a minimum of nine (9) voting members. The Committee's members are recommended to come from the following categories:
 - Administration
 - Active Members of Medical Staff
 - Pastoral Care
 - Nursing Administration
 - House Staff Physician
 - Medical Ethicist/Clinical Ethics Center Staff
 - Staff Registered Nurses
 - Social Services
 - Community-At-Large
2. The Steering Committee of the Human Values and Ethics Committee shall be composed of the elected officers, Director of the Clinical Ethics Center, and the Administrative Representative. Staff support shall be provided by the Clinical Ethics Center.

E. Qualifications For Membership

All persons who serve as members of the Committee must meet the following qualifications:

1. Possess a demonstrated interest and openness in areas of human values and ethical concern in healthcare.
2. Complete satisfactorily a Basic Course in biomedical ethics, sponsored by Memorial Medical Center or an equivalent college level course.
3. Possess a firm commitment to self-education in the field of biomedical ethics.

F. Requirements of Members

A minimum attendance at meetings will be required. A member who has three (3) consecutive absences or six (6) total absences within a twelve (12) month period will automatically be subject to review by the Committee.

VI. ELECTED OFFICERS

The elected officers of the Committee shall be:

A. Chairperson

1. Shall call and preside at meetings of the full and Steering Committees and shall plan and implement the agenda.
2. Shall appoint sub-committees, task forces, or work groups as necessary to carry out the work of the Committee.
3. Shall perform other usual duties of a Chairperson.
4. Shall be in charge of all correspondence and shall keep the minutes of general and special meetings.

B. Vice-Chairperson

1. Shall perform the duties of the Chairperson in the absence of the Chairperson.
2. Shall be responsible for coordinating all educational programs and activities sponsored by the Committee unless delegated to a special sub-committee or individual.

C. Qualifications of Officers

All officers shall be selected from the Committee's members who have served at least one year.

D. Nomination of Officers

A Nominating Committee shall be appointed and it shall bring a slate of nominees to a meeting in November of even numbered years. **Alternatively, with the approval of the full Committee the current Steering Committee may assume this role.** Other nominations may be made from the floor at the November meeting. These nominations are to be presented to the full Committee for action and the results conveyed to the Chief Operating Officer and the Executive Committee of the Medical Staff.

E. Determination of Officers

1. The Chairperson will be appointed by the Chief Operating Officer and the President of the Medical Staff upon recommendation of the Ethics Committee determined by a majority vote at a meeting in November of even numbered years.
2. The Vice-Chairperson will be elected by majority vote at a meeting in November of even numbered years.

F. Term of Office

1. The Chairperson's and Vice-Chairperson's term of office shall be two (2) years, with reappointment possible.
2. The full term of office shall be two (2) years for each office, beginning in January of odd numbered years following the elections in even numbered years, subject to their continued service on the Committee.

G. Vacancies for Officers

1. In the event of a vacancy of the Chairperson position, the Vice-Chairperson shall become the Acting Chairperson until a new Chairperson is appointed.
2. Other offices shall be filled by a special election following a special nominating meeting of the Steering Committee.

VII. MEETINGS

A. Frequency

The Committee will meet monthly unless the meeting is canceled by the Chairperson.

B. Quorum

A quorum will consist of the majority of members, including one officer for the purpose of conducting business. In recognition of the special obligations and commitments of residents and medical students, their absence will not count against quorum, but their presence will count toward quorum.

C. Special Meetings

Special meetings of the Committee may be called by the Chairperson on his or her own initiative. Special meetings shall be called by the Chairperson upon the requests of three (3) members of the Committee.

VIII. SUB-COMMITTEES

A. Steering Committee

1. The Steering Committee shall consist of the Chairman, Vice-Chairperson, Director of the Clinical Ethics Center, and the Administrative Representative.
2. The Chairman of the Steering Committee shall be the Chairman of the Ethics Committee.
3. The Steering Committee will act by consensus. Any items of concern lacking a consensus are to be brought to the full Committee.

B. Ad Hoc Ethics Consultation Sub-Committee

1. The Ethics Consultation Sub-Committee is an Ad hoc Committee called to deal with issues needing immediate discussion. The Sub-Committee may be called by the Director of the Ethics Consultation Service or his designee to discuss issues or questions that could benefit from an interdisciplinary approach or at the request of a physician, nurse, patient, family member, patient's surrogate or other interested parties.
2. At least 3 Ethics Committee members shall make up the Ethics Consultation Sub-Committee. One member, usually the Ethics Consultant working on the case, shall serve as Chair.
3. The attending physician, patient, and patient's surrogate (or other family members as appropriate) shall be notified of the scheduled meeting and invited to attend.

4. A written record of the meeting shall be made. In addition, the Ethics Consultation Sub-Committee shall communicate its findings and recommendation to the appropriate parties orally or in writing as appropriate.
5. Matters discussed by the Ethics Consultation Sub-Committee may be referred to the full Ethics Committee for review and recommendation. A physician, nurse, patient, family member, patient's surrogate or other interested party may request review by the full Ethics Committee at its next regularly scheduled meeting.
6. Recommendations of the Ethics Consultation Sub-Committee shall be conveyed to the attending physician, patient, patient's surrogate, or patient's family. In addition, the findings and recommendations of the Ethics Consultation Sub-Committee may be entered into the medical record or communicated orally to the requesting party. In all cases, a written report shall be filed with the Human Values and Ethics Committee and reviewed at its regular meeting.

IX. REPORTING AND PUBLIC MEDIA STATEMENTS

The official proceedings and minutes of the Human Values and Ethics Committee are confidential. Only the Steering Committee may make statements on behalf of the full Committee. No public media statements will be made unless approved by the full Committee. Statements of the full Committee shall be released to the public media only in compliance with existing policies established elsewhere within Memorial Medical Center Systems.

X. CHANGE PROCEDURE FOR THESE GUIDELINES AND PROCEDURES

These guidelines and procedures may be changed at any time by a three-fourths vote of the Human Values and Ethics Committee and with approval of the Chief Operating Officer and the President of the Medical Staff.

XI. PROVISIONS FOR PERIODIC REVIEW

The Human Values and Ethics Committee will be reviewed on a regular basis by the Quality Assurance Committee, which may review confidential materials but is not to include any of this material in any of their reports.