

MSP Huddle®

LEARN • CONNECT • GROW

The Difference Matters!

Bylaws • Rules & Regulations • Policies & Procedures

Three documents. One goal — a well-run medical staff.

Same Mission...
Different Roles! ♥



Bylaws

THE CONSTITUTION

Establish the framework for how the medical staff governs itself.

HISTORY & EVOLUTION

- Hospitals began developing formal medical staff organizations as medical practice became more organized.
- Created to establish membership requirements, leadership, meetings, committees and physician responsibilities.
- Evolved with credentialing, privileging, quality, patient safety and regulatory requirements.

INCLUDES

- Membership & eligibility
- Appointment & reappointment
- Clinical privileges
- Medical staff leadership
- Committees & responsibilities
- Meetings & attendance
- Peer review
- Corrective action
- Hearing & appeal / due process
- Rights & responsibilities of medical staff members



EXAM MEMORY TIP:

BYLAWS = THE CONSTITUTION

"Who are we? How are we organized?
Who has authority? What are our rights & responsibilities?"



Rules & Regulations

THE DO'S & DON'TS

Provides specific requirements for conduct and medical staff activities.

HISTORY & EVOLUTION

- Medical staffs needed specific requirements for professional conduct and medical staff activities.
- Became more detailed with increased laws, regulations, accreditation standards and patient safety expectations.
- Translates broader governance requirements into specific, operational expectations.

MAY INCLUDE

- Medical record requirements
- Medical staff meeting requirements
- Professional conduct
- Clinical practice expectations
- Call requirements
- Consultation requirements
- Specific medical staff responsibilities
- Other detailed requirements established by the organization



EXAM MEMORY TIP:

RULES = WHAT YOU MUST OR MUST NOT DO

"Do this. Don't do that."
More specific and operational than bylaws.



Policies & Procedures

THE ROADMAP & DIRECTIONS

Establish the expectation and explain how to carry it out.

HISTORY & EVOLUTION

- As hospitals grew, a consistent way to manage day-to-day operations was needed.
- Written policies documented organizational expectations and standards.
- Became essential for standardization, risk management, patient safety and compliance.
- Procedures explain how policies should be implemented.

MAY INCLUDE

- Consistent processes
- Defined responsibilities
- Patient safety
- Regulatory & accreditation compliance
- Reduced variation in practice
- Guidance for staff
- How the organization operates



EXAM MEMORY TIP:

POLICY = WHAT & WHY | PROCEDURE = HOW

"What is our organization's position or expectation, and why? How do we carry it out?"

The Big Picture

THE EASIEST WAY TO REMEMBER

Document	Think...	Main Question
 Bylaws	Constitution	Who & How are we governed?
 Rules & Regulations	Do's & Don'ts	What must/mustn't we do?
 Policies & Procedures	Roadmap & Directions	How do we do it?

★ This distinction is especially important for CPMSM questions that ask you to identify which governing document should contain a particular requirement.