

Title:	Medical Advisory Committee Policy		
Department:	Medical Staff Services		
Approver(s):	MAC, Medical Executive Committee & Board of Trustees		
Policy Number:	Medical Staff Policy MS 13		
Origination Date:	10/27/2020		
Last Review/Revision Date:	2/6/2025	Due for Review:	2/5/2028

SECTION 1 - POLICY

1.1 Policy Statement

The Medical Advisory Committee (MAC) shall be a Medical Staff Committee composed of Members of the Medical Staff of Hendrick Medical Center who practice primarily at the South Campus of Hendrick Medical Center. The MAC shall function as the liaison between the Medical Executive Committee of the Medical Staff of Hendrick Medical Center and the members of the Medical Staff who practice primarily at the South Campus of Hendrick Medical Center.

1.2 Designation

The MAC shall report to the Medical Executive Committee. The MAC is a Medical Committee as defined by Section 161.031 et seq of the Texas Health and Safety Code.

SECTION 2 - COMMITTEE

2.1 Composition

The MAC shall be composed of the following voting members on medical staff at the South Campus of Hendrick Medical Center:

- A. The Chair of the Medical Advisory Committee.
- B. The Vice Chair of the Medical Advisory Committee.
- C. A representative (as appointed by the Chief of Staff of the HMC Medical Staff) of the HMC South Campus Department of Surgery.
- D. A representative (as appointed by the Chief of Staff of the HMC Medical Staff) of the HMC South Campus Department of Medicine.
- E. A representative (as appointed by the Chief of Staff of the HMC Medical Staff) of the Performance Improvement Committee.
- F. A representative (as appointed by the Chief of Staff of the HMC Medical Staff) of the Performance Review Committee.

- G. A representative (as appointed by the Chief of Staff of the HMC Medical Staff) of the Credentials Committee.

Hospital Administration shall assign one or more administrators or representatives to attend meetings of the MAC as a non-voting member(s).

Those members of the Medical Staff who are appointed by the Chief of Staff of HMC to serve on the MAC shall serve two (2) year terms. There shall be no limit on the number of terms an appointed member may serve, but an appointed member may not serve more than three (3) consecutive terms. There shall be no term limits for those members of the MAC who are automatically members of the MEC by virtue of their appointment as Chair or Vice Chair of South Campus's departments of Medicine and Surgery.

2.2 Duties

The duties of the MAC shall include the following:

- A. Act as liaison between the MEC and members of the HMC medical staff who practice primarily at the South campus of HMC.
- B. Report the results of all meetings business of the MAC to the MEC, by and through MAC members who are appointed as members of the Medical Executive Committee.
- C. Review the policies related to the MAC at least every three (3) years.
- D. Such other duties as may be determined by the Medical Executive Committee.

2.3 Meetings

The MAC shall meet at least as frequently as the MEC but in no event less than every other month, or at the call of the MEC or Chief of Staff. The meetings themselves shall, if possible, be at least 5 business days prior to regularly scheduled MEC meetings. The MAC shall maintain a confidential record of its proceedings, and shall make a report to the MEC at each regularly scheduled MEC meeting, or at such other times as may be required by the MEC. Each Member of the MAC shall attend at least fifty percent (50%) of the meetings held each calendar year. A minimum of half the voting members of the MAC must be present to vote on anything before the MAC. Actions of the MAC shall require the vote of a majority of those present for a vote.