

Policy Title: APPNA-OK Ethics & Grievance Committee Functions Policy

Effective date: 3/20/2023

Page number(s): Three

Date of Initial Approval by EC: 3/20/23

Approved by EC: ALL EC MEMBERS

I. Policy Statement:

The Association of Pakistani Physicians of North America-Oklahoma Chapter (APPNAOK) is committed to protecting the ethical and legal rights and privileges of its members.

II. Purpose:

The purpose of the Oklahoma Ethics & Grievance Committee (OEGC) of APPNA-OK will be to guide the Board of Trustees (BOT) of APPNA-OK and the Executive Committee (EC) of APPNA-OK with respect to all aspects of ethical decisional making and professionalism in the medicine as outlined in the APPNA-OK bylaws for the association (including but not limited to formulating APPNA-OK advisory opinions, guidelines, policies and procedures, monitoring grievances/complaints, instituting disciplinary process and making recommendations for disciplinary actions.)

III. Composition & Qualification of OEGC Members:

The EC of APPNA-OK shall while adhering to the highest standard of transparency and accountability appoint five (5) or seven (7) APPNA-OK members to the OEGC who meet the following qualifications:

- A. must be an APPNA-OK member for at least three (3) consecutive years prior to appointment.
- B. must be in good standing in APPNA-OK for at least one (1) year prior to appointment.
- C. must remain in good standing through entire duration as member of OEGC.
- D. must not be a member of the BOT or the EC during entire term on OEGC.
- E. must commit to serving one full term of appointment as member of OEGC
- F. must complete OEGC new member on-boarding training within 30 days of appointment to OEGC
- G. must comply with the following ratio for Oklahoma City : Tulsa membership on OEGC
 - a. if OEGC has 5 members then two (2) must be from Tulsa & surrounding areas & three (3) must be from the Oklahoma City & surrounding areas; or
 - b. if OEGC has 7 members then two (3) must be from Tulsa & surrounding areas & four (4) must be from the Oklahoma City & surrounding areas;
- H. must include two (2) APPNA-OK female members on the OEGC
- I. members will be appointed in staggering terms with two members being appointed each year.
- J. Must abide by the APPNA-OK bylaws
- K. Must maintain current Oklahoma state medical licensure in good standing
- L. Must agree to maintain highest standards of professionalism and ethics

V. Term of OEGC Membership:

Each member of the OEGC committee:

- A. shall serve a term of two (2) years as an OEGC member
- B. may be eligible for re-appointment by EC for one additional consecutive two (2) year term
- C. no member of the OEGC shall be eligible to serve more than two consecutive two (2) year terms.
- D. term of membership shall commence on January 1 of the new year following the year of appointment.

VI. Termination of Membership:

- A. Any member of the OEGC may be dismissed from OEGC for cause by the EC by a majority vote of the EC, or an OEGC member may request to terminate their membership on the OEGC via resignation prior to completion of their term
- B. The EC shall appoint an alternative APPNA-OK member temporarily to replace and complete the term of the dismissed member.
- C. The temporary term of the alternative APPNA-OK member on the OEGC shall not count towards the consecutive two year term mandate in Section IV(C) in the event the EC considers appointing the alternative member for a full term to the OEGC.
- D.

VII. Functions of OEGC:

The OEGC shall perform the following functions:

- A. process reported violations of relevant provisions of **THE RULES** (as defined in OEGC Grievance Policy) by an APPNA member in accordance with APPNA-OK OEGC policies and make final recommendations against the APPNA-OK member to the BOT.
- B. interpret **THE RULES** and provide advisory opinions to APPNA members and officers on questions concerning ethical standards and practices for the medical community
- C. educate the membership about their ethical obligations
- D. provide professional guidance on issues pertaining to physician ethical conduct.
- E. develop guidelines, policies & procedures &/or periodically make revisions to these guidelines, policies & procedures as needed to protect the due process rights of APPNA-OK members and assist OEGC members in the performance of their duties and submit as “OEGC Recommendations” to EC for approval prior to implementation. The EC may either:
 - a. approve OEGC Recommendations without revisions; or
 - b. approve OEGC Recommendations with revisions; or
 - c. reject OEGC Recommendations.

The decision of the EC shall be final.

- F. design a training program for on-boarding new OEGC members.
- G. collaborate with and be a resource to APPNA ethics committee and other APPNA state ethics committees

VIII. Meetings of OEGC:

The OEGC shall run its meetings following the latest version of Robert's Rule of Order and conduct its affairs as follows:

- A. regular scheduled meetings shall be held per the meeting calendar
- B. special meetings may be called by OEGC committee chair or majority members of the OEGC
 - i. notice of special meeting shall be given to OEGC members at least three (3) business days prior to meeting.
- C. an emergency meeting may be called by OEGC chair at less than three (3) business days' notice if the matter is urgent as determined by OEGC chair like the safety of an APPNA-OK member being in question
- D. meeting shall be conducted by the OEGC chair or where necessary chair appointed OEGC representative
- E. meeting attendance may be in person or virtually
- F. quorum for all meetings described above in (VIII A-C) that require voting and decision making on all business of OEGC shall be attendance of majority OEGC members that will include OEGC chair and at least one member from Tulsa.
- G. final decisions of OEGC on all matters before the OEGC shall be made with at least affirmative vote of all members constituting the quorum for the meeting.

IX. Confidentiality of OEGC

- A. All discussions/deliberations at OEGM meetings and any records, notes, minutes, etc. (Information) that is generated as a consequence of the OEGC meetings and determined by the OEGC committee to be confidential shall be regarded as confidential and shall remain with the OEGC and not shall not be shared outside of the OEGC **except** the following:
 - i. Information not deemed confidential by OEGC may be shared by OEGC with BOT & EC
 - ii. Final opinions of OEGC that are forwarded to the BOT
- B. APPNA OK to provide committee members with indemnity insurance.