

# POLICY MANUAL

## FLORIDA SOCIETY OF ORAL AND MAXILLOFACIAL SURGEONS

### Section I Membership:

- CM-10: **A. Application and Election of Active, Associate and Provisional Members:**  
Upon direct request from an Oral and Maxillofacial Surgeon for an application, the Chairman of the Membership Committee shall send a letter requesting the application fee to be forwarded to FSOMS. Upon receipt of the application fee, the FSOMS shall send to the applicant forms or the applicant may choose to download the forms directly from the FSOMS website ([www.fsoms.org](http://www.fsoms.org)) the following pertinent material for either active or associate membership.
- ☐ An application form to include two recommendation letters by two (2) Active FSOMS Members.
  - ☐ An evaluation form to be completed by the Chief of Service of his/her training program or his successor.
  - ☐ An anesthesia evaluation manual for use in preparation for an office anesthesia evaluation.
  - ☐ Copies of the last two Newsletters of the FSOMS.
  - ☐ A copy of the Policy Manual of the FSOMS.
- B. After sending an application, the Chairman of the Committee on Membership shall:**
- ☐ Provide the applicant's name and address to the Executive Director.
  - ☐ Circulate the Applicant's name to the general membership via Newsletter and/or e-mail. Comments about the applicant made by the general membership shall be sent to the Chairman of the Membership Committee.
  - ☐ At this time, the application process timeline begins. The FSOMS Headquarters Office will follow up with the Candidate to ensure receipt of the Application Package.
  - ☐ The anesthesia evaluation must be applied for within nine (9) months from the date the application is sent to the applicant or the application will be dropped.
- C. Time Limitation on Application:**
- ☐ The Applicant shall complete and return the application forms within six (6) months of the date sent or the application will be dropped.
  - ☐ The anesthesia evaluation must be completed within twenty-four (24) months from the date the application was sent to the applicant or the application will be dropped.
  
  - ☐ The Applicant will be given the dates when the application will be dropped at the time that the application is sent. Extension may be granted due to extenuating circumstances at the discretion of the Membership Chairman and/or Executive Board.
- D. Office Anesthesia & Emergency Evaluation:**
- ☐ While the Office Anesthesia & Emergency Evaluation is not a test, completion of the Evaluation and compliance with all Florida Dental Anesthesia Regulations are mandatory prerequisites for Membership in the FSOMS. Successful completion of the Evaluation in no way constitutes an endorsement on the part of the FSOMS of the ability of an Applicant or Member to administer anesthesia or emergency care with perfection under all circumstances. The Evaluation does place the FSOMS in compliance with all recommendations of the AAOMS and regulations of the State of Florida Board of Dentistry

and presents the Applicant with an opportunity to have the Evaluator offer constructive insights concerning management of various forms of anesthesiology and emergencies in the office setting.

- All Applicants requesting an Office Emergency Evaluation shall be in compliance with Florida State Laws governing anesthesia licensure.
- Applicants who are out of compliance with State Anesthesia Regulations shall not qualify for Membership in the Society.
- All Anesthesia & Emergency Preparedness Evaluations, also known as the “General Anesthesia Evaluation” shall be conducted by the State of Florida Board of Dentistry in strict compliance with the most recent guidelines of the “Office Anesthesia Evaluation manual” of the American Association of Oral and Maxillofacial Surgeons. Concerns over the appointment should be addressed directly with the State of Florida (11/10).
- Applicants must pass the State of Florida Board of Dentistry Deep Sedation/General Anesthesia Permit Evaluation in order to be considered for membership. If the Applicant fails he/she shall not be considered for Membership into the Florida Society of Oral and Maxillofacial Surgeons until all deficiencies of the practice are corrected and evaluation passed. (11/10).
- FSOMS Applicants shall be responsible for the education and competence of their staff. The staff must be certified in Basic Cardiac Life Support (BLS), have had the opportunity to participate in emergency drills and provided the opportunity to view the videotape and/or CD on Management of Office Emergencies, produced by the American Association of Oral and Maxillofacial Surgeons.

**E. After the application and the anesthesia evaluation have been completed and returned, the Chairman of the Membership Committee will check that the application is complete and the Applicant will:**

- Be notified by the Chairman of the Committee on Membership of his/her successful completion of membership requirements prior to a meeting of the general membership.
- Have his/her application examined by the members of the Executive Board who will then vote on acceptability of his/her application.
- Present him/herself to one of the Executive Board Meetings for introduction and interview by the general membership prior to being voted into the Society’s Membership within the timeline to complete the application process.

## Section II: Committees

### Awards:

CA-07 Each year, prior to the annual meeting, the President and Chairman of the Membership and Awards Committee shall identify recipients of the various awards presented by the society. The awards are only to be given if a qualified recipient can be identified. The following are the awards to be considered each year:

### Voluntary:

Presidential: This award confers the highest honor to be presented by the society. While not exclusively required, this award typically recognizes an individual who has given extraordinary service to organized dentistry, the specialty of Oral and Maxillofacial Surgery, his/her patients and community, over an extended period of time.

Minuteman: The recipient of this award is an individual that has demonstrated exemplary service in the political/legislative arena.

Committeeman of the Year: This award recognizes an individual that is either a committee chair or a committee member who the President of the Society wishes to recognize for his/her services to the society that are far above and beyond the routine responsibilities of that respective committee, or services given with exceptional diligence over an extended period of time.

Young Eagle:

This award is presented to a member of the society within their first five years of membership that shows a level of interest and early commitment to service within the organization. The purpose of this award is to encourage further involvement in potential service and leadership of the society.

Dental Student of the Year: The recipient of this award is selected by the OMS Chairman of the University of Florida from the graduating class of the dental school. The award is presented to this exceptional student in the spring of the year, prior to graduation. The FSOMS Awards Chair prepares a suitable plaque to be presented at a U of F awards ceremony, and the chairman also prepares an introduction of the recipient to the society by means of the Newsletter and/or the web site.

**Mandatory:**

Presidential Gavel: At a business meeting or social gathering of the society at the end of the presidential year of service, the outgoing president shall transfer presidential responsibility to the incoming president by confirming a gavel bearing the name of the incoming president, and the anticipated dates of his service.

Presidential Plaque: At the successful completion of a presidential term, the incoming president shall confer upon the outgoing president, a Presidential Plaque at an appropriate business or social gathering of the Society. This plaque is given in honor of the long standing service of the outgoing president, to the society.

**Section III: Financial**

- F1-07 Signature Limit: The signature limit for the Executive Director is \$2,500.
- F2-07 Board of Dentistry Travel: Official FSOMS representatives attending meetings of the Board of Dentistry and Board of Medicine will be reimbursed for their travel expenses.
- F3-11 Legislative Weekend Expenses: The Society will cover travel expenses and one night's lodging for Board members and applicants attending Board meeting and the Day on the Hill activities. This does not include reimbursement for other activities such as the hunting activities and ACLS course. Expenses for legislative weekend guests will be reimbursed at the discretion of the Executive Director.
- F4-07 President's Expenses: The President shall be reimbursed for expenses when traveling on society business. The President will not be reimbursed for expenses relating to the attendance of regularly scheduled meetings of the organization but the registration fee will be waived. All hotel contracts will include a complimentary room for the President, if possible.
- F5-07 District III Caucus: Delegates & Alternates & others attending the caucus will be reimbursed for expenses and registration fees.
- F6-07 Board Expenses: Food and beverage for group Board functions shall be covered by the society.
- F7-07 Trustee Expenses: District III Trustee's registration fee will be waived for all meetings.
- F8-07 Review Process for Reserves: The elected Treasurer and Executive Director will conduct a quarterly review of the society's reserves. This will include a discussion with the money manager regarding the funds under their control as well as the other funds being managed by the finance committee. Semi-annually, the President shall join in this review.

- F9-08      Death of a Member: FSOMS will donate \$100 to the OMS Foundation upon the death of a member.
- F10-11     Complimentary Registration Fee for Residents: Registration fees will be waived for residents attending FSOMS meetings. The residents will be responsible for travel and housing unless they are presenting at the meeting.

#### **Section IV: Governance**

- G1-07      Newsletter Editor: The newsletter editor will serve as an Ex-officio member of the Board of Directors.
- G2-10      Nominating Committee: It shall be the responsibility of the Nominating Committee to identify qualified candidates for all open positions. Prior to placing the candidate into nomination, the committee shall educate each nominee regarding their expected responsibilities for that position and confirm their willingness to serve. Nominees shall also be asked to familiarize themselves with the Constitution & Bylaws and plan to attend all of the Society's functions.

#### **Section VI: Meetings**

- M1-07      Board Expenses: The Society will cover travel expenses including: Food and beverage for Board members attending the annual legislative weekend.
- M2-07      Trustee Expenses: District III Trustee's registration fee will be waived for all meetings.
- M3-07      Retired Member Registration Fee: Meeting registration fees for retired members will be reduced to the actual cost of the meeting excluding the honorarium. The Executive Director will be given the authority to determine this amount.
- M4-07      Speaker Contracts: Clinicians at all meetings shall have signed agreement or other written agreement stipulating the financial arrangements and any other considerations for the presentation.

#### **Section VII: Executive Board**

- EB1-07     Review Process for Reserves: The elected Treasurer and Executive Director will conduct a quarterly review of the society's reserves. This will include a discussion with the money manager regarding the funds under their control as well as the other funds being managed by the finance committee. Semi-annually, the President shall join in this review.

#### **Section VIII: Position Statements**

- PS1-07     Botox: Botox is a pharmaceutical, the use of which should be based on appropriate education, training, experience and current competence, and not limited to any specific group of providers.
- PS2-07     Specialty Licensure: The candidate must have graduated from an approved United States dental school, completed training from an approved United States residency program, had an existing dental license in another state, be Board Certified, have no disciplinary actions against him for at least five years and limit the practice to the specialty of oral and maxillofacial surgery.