

POLICY MANUAL

Subject: Delegation of Authority

Effective Date: 5/1/95

Initiated By: C Stewart Freeman
PI Coordinator

Approved By: Jim Moore
Executive Director

Review Dates: 1/99 CSF; 2/01 CSF; 03/13 CSF; 02/14 CSF **Revision Dates:** 1/03 CSF; 12/08 CSF; 07/12 CSF
11/15 JC

POLICY:

Provisions are made for the delegation of authority of the CEO in his/her absence to ensure smooth facility operation.

PROCEDURE:

1. In the absence of the CEO, the Chief Clinical Officer (CCO) is in charge.
2. In the absence of both the CEO and the CCO, staff should follow these guidelines:
 - A. Matters concerning patient care should be referred to the Chief Clinical Officer; in the absence of the Chief Clinical Officer, clinical matters may be directed to the Associate Clinical Officer (ACO) on call; in the absence of these staff, the specific program director should be consulted.
 - B. Matters concerning finances should be referred to the Controller/Chief Financial Officer. In the absence of executive level staff, another member of the Leadership Team may be consulted.
 - C. Matters concerning admissions, business development outreach, or support service areas should be referred to the Chief Operations Officer (COO). In his absence, the specific program director or department manager should be consulted.
3. The exceptions to the above are as follows:
 - A. The Safety Director has the authority to take such immediate action as s/he deems necessary to prevent or manage a hazardous situation.
 - B. The Director of Nursing, consulting with the Chief Medical Officer or physician designee, if possible, has the authority to take such immediate action as s/he deems necessary to prevent or manage a medical emergency, including the control of infectious diseases.
4. In the event of such emergencies as are specified in item #3, the appropriate executive administrator should be notified as soon as feasible.