

WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)

ADMINISTRATIVE MANUAL

SUBJECT: ADMINISTRATOR

NO: AM 4.1

EFFECTIVE DATE: 12/2/97

PAGE 1 OF 2

REVIEWED / REVISED: 04/03; 05/04; 04/05; 04/06; 01/07; 01/08; 01/09; 1/10; 1/11; 1/12; 1/13; 1/14; 1/15; 1/16; 1/17; 1/18; 1/21; 1/24

TJC: LD.01.03.01

PURPOSE:

To ensure the delegation of a person responsible for operating the hospital according to the authority conferred by governance.

POLICY:

It is the policy of this hospital that a qualified Administrator be responsible for the day-to-day functions of the hospital. The Administrator or his or her designee will be available to the hospital at all times.

PROCEDURE:

1. The Governing Body of this hospital has appointed the Administrator. Responsibilities include, but are not limited to the following:
 - a. Managing the day-to-day functions of the hospital. This shall include delegating authority to responsible individuals to organize and operate the respective departments within WCRH.
 - b. Assuring that public information describing the hospital's services is accurate, fully descriptive, and is readily available upon request;
 - c. Ensuring that each patient's rights to fair and equitable treatment, self-determination, individuality, privacy, property, and civil rights including the right to lodge a complaint, are strictly enforced;
 - d. Developing, implementing and enforcing established patient care policies, personnel policies, and other operational policies and procedures necessary to remain in compliance with required laws, regulations, and guidelines;
 - e. Serving as liaison to the Governing Body, Medical Staff, other professional and supervisory staff, patients, family and visitors
 - f. Participating in the Performance Improvement and Safety Programs to ensure quality outcomes and a safe environment for patients and employees,

- g. Ensuring that an adequate number of personnel are employed to meet patient needs and have the appropriate orientation and education programs.
 - h. Ensuring that all personnel are assigned duties based on education, training, competencies and job descriptions.
 - i. Planning and providing for physical and financial assets and accountability of same..
 - j. Establishing and maintaining liaison relationships, communication, and integration with hospital staff and services and with patient's and their families.
 - k. Participate in identifying appropriate Healthcare Failure Modes Effects Analysis (HFMEA) projects for the hospital and ensure Governing Board involvement in the process.
 - l. Accountable for the safety and quality of care, treatment and services and shall provide the resources needed to maintain safe, quality care, treatment and services.
 - m. Provides for information and support systems; recruitment and retention of staff.
- 2. In the absence of the Administrator, the designated member of the leadership team who is authorized to act on the Administrator's behalf is the Chief Executive Officer.
 - 3. A complete outline of the Administrator's duties and responsibilities is contained in the job description.

Administrator