

**WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)
ADMINISTRATIVE MANUAL**

SUBJECT: ADMINISTRATOR ON CALL

NO: AM 4.9

EFFECTIVE DATE: 12/2/97

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**REVIEWED / REVISED: 05/04; 05/05; 04/06; 01/07; 02/08; 02/09; 7/10; 7/11; 5/12;
1/13; 1/14; 1/18, 1/21; 1/24**

TJC: LD.01.04.01

PURPOSE:

To ensure administrative support for the hospital during off hours through the appointment of an administrative representative who will serve in the role of Administrator-on-Call.

POLICY:

Evening, night, weekend and holiday operations will be under the supervision of the Charge Nurse with back-up provided by other members of management who serve in the role of Administrator-on-Call.

PROCEDURE:

1. During the hours that leadership is absent from the Hospital, i.e, evening and night shifts, weekends and holidays, the Charge Nurse will be responsible for supervising all patient care activities.
2. Should any problem occur that is beyond the authority of the Charge Nurse or should a problem occur that cannot be resolved, the Charge Nurse must notify the Administrator or designee.

Administrator