

**SECTION - ADMINISTRATION  
ADMINISTRATIVE DIRECTIVE NO. 106  
(Replaces AD 106 dated 11/10/2005)**

Effective Date: October 5, 2006

**SUBJECT: ADMINISTRATIVE DIRECTIVES: READING AND FILING PROCEDURES**

**I. PURPOSE**

This directive establishes the proper procedures for employee access and filing of Administrative Directives (ADs).

**II. AUTHORITY**

Hospital Executive Director  
California Code of Regulations Title 22, Section: 73519 & 73521

**III. POLICY**

It is Coalinga State Hospital's practice to ensure that all employees possess an understanding of how to access Administrative Directives at their worksites.

**IV. METHOD**

All ADs shall be reviewed and updated on an annual basis. Upon the AD being signed by the Executive Director, the AD shall be scanned and made available electronically by computer under: I:\AllUser\APPROVED ADMINISTRATIVE DIRECTIVES.

Management is responsible for ensuring that each of their employees has access to the ADS. Management will maintain an AD binder containing hardcopies of all ADs at each worksite. These binders shall be accessible to all employees who do not have access to the computer. Management shall also be responsible for ensuring the binders are continually up-to-date and that the content of their department policies accurately reflect and or correlate with the ADs.

**V. PROCEDURE**

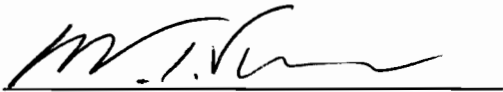
Filing of directives shall be implemented as follows:

- A. Upon notification or receipt of a new or revised AD, it shall be read by all staff and then filed in the appropriate section of the Administrative Directive Binder according to assigned number.

- B. Any new or revised AD shall replace the copy currently in the AD Binder and "I" - Drive. A new effective date and cancellation notice will appear on the new copy to be filed. All deleted copies should be removed and destroyed.

Employees are responsible for reading and adhering to all ADs. When a question arises, it is the employees' responsibility to seek out their immediate supervisor for clarification. When management identifies that the employee is not adhering to a policy, it is the manager's or supervisor's responsibility to immediately address the issue with the employee. Managers and Supervisors are responsible for ensuring employee conformance with the ADs at their worksites.

It is management's responsibility to ensure that their employees are provided access to the ADs. It is the employees' responsibility to read and understand the ADs. In cases of a prolonged absence by an employee, the AD may be filed; however, an adequate process shall be in place to ensure that the employee, upon return, reads and understands the ADs.



W. T. VOSS  
Executive Director

Cross Reference(s):

A.D. No. 101 – Administrative Directives  
A.D. No. 218 – Patient Care Policy Committee