

**SECTION -- ADMINISTRATION  
ADMINISTRATIVE DIRECTIVE NO. 114  
(Replaced AD 114 dated 11/10/05)**

Effective Date: October 5, 2006

**SUBJECT: EXECUTIVE DIRECTOR**

**I. PURPOSE**

This directive establishes the role and responsibilities of the Executive Director.

**II. AUTHORITY**

Under the general direction of the Deputy Director, Division of Long Term Care Services, and subject to the rules and regulations established by the Department of Mental Health, the Executive Director is responsible for the development, organization, direction, and management of Coalinga State Hospital. The Executive Director is a member of the Governing Body, and, as its local representative, is authorized to act on behalf of the Governing Body at the hospital during meeting intervals.

**II. POLICY**

The Executive Director is responsible for policy formation and decision making to ensure the effective operation of Coalinga State Hospital. The Executive Director provides management and communication interface between the Division of Long Term Care Services and the hospital staff. The Executive Director is responsible for organizing and coordinating clinical and administrative services in a manner that ensures the effective delivery of services in an environment conducive to the quality care and treatment of the Individuals.

The Executive Director directly supervises the Medical Director, Clinical Administrator, Hospital Administrator, Coordinator of Nursing Services, Director of Standards Compliance, Litigation Coordinator, Public Relations Officer, Senior Special Investigator, Equal Employment Opportunity Officer, Patients' Rights Contract Advocate, and Executive Assistant. The Executive Director designates an Acting Executive Director in his or her absence.

**III. METHOD**

**A. Compliance with Legal Mandates that Govern Hospital Operation:**

Consistent with the hospital's mission, the Executive Director is responsible for policy formulation and utilization relevant to state and federal laws, regulatory

agency requirements, contractual agreements with external customers, Department Special Orders, and policies.

B. Compliance with Licensing Regulations and Accreditation Standards:

The Executive Director is responsible to maintain Department of Health Services licensing, and the highest achievable level of compliance with Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) standards.

C. Strategic Planning and Performance Improvement:

The Executive Director is responsible for the development and implementation of the hospital's annual Performance Improvement Plan, and its annual evaluation. The Plan shall be responsive to the goals and objectives established in the Long Care Services Strategic Plan, and the needs and expectations of internal and external customers.

The Executive Director is a member of the Division of Long Term Care Services' Executive Team, which has system-wide responsibilities for State Hospital and Forensic Services' performance improvement. The Executive Director is responsible for the provision of services and evaluation of systems and programs in compliance with applicable law, regulations, and standards, as well as the needs of the Individual population.

The Executive Director is responsible to ensure service delivery meets the needs of external customers, and that the outcome measurement systems are developed and applied in order to monitor and evaluate the effectiveness of treatment programs.

D. Resource Management:

The Executive Director is responsible to allocate all resources (human, physical, financial and information) made available to the facility in accordance with the hospital's Strategic Plan. The Executive Director approves facility budget requests, manages all hospital operations within the budget allocation, and participates in fiscal and program support planning at the Department level.

E. Public Relations and Education:

The Executive Director provides direction for the hospital's public relations program, which fosters positive relationships between the hospital and the community, and maximizes opportunities to increase public awareness of mental illness.



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W. T. VOSS  
Executive Director