

**SECTION - ADMINISTRATION  
ADMINISTRATIVE DIRECTIVE NO. 122  
(Replaces A.D. No. 122 dated 6/15/06)**

Effective Date: June 14, 2007

**SUBJECT: HOSPITAL ADMINISTRATOR**

**I. PURPOSE**

This directive establishes the role and responsibilities of the Hospital Administrator.

**II. AUTHORITY**

California Welfare and Institutions Code, Sections: 4301, 4306, 4308, and 4311.

**III. POLICY**

Under the general direction of the Executive Director and subject to the rules and regulations established by the Department of Mental Health (DMH), the Hospital Administrator is responsible for the planning, organization, direction and management of Administrative Services.

**IV. METHOD**

**A. Administration and Supervision:**

1. The Hospital Administrator reports to and is accountable to the Executive Director. The Hospital Administrator is responsible for the effective and efficient operation of administrative services and develops policies and procedures for such services. The Hospital Administrator is responsible for development of contracts and hospital budget requests that are submitted to the Executive Director for approval. The Hospital Administrator participates in fiscal and physical plant planning at the DMH level.
2. The Hospital Administrator is the facility's chief law enforcement officer, is responsible for the management and security of hospital buildings and grounds, provides direction of the hospital's support services and provides oversight of the canteen operation.
3. The Hospital Administrator provides management leadership and direction to insure a workplace free from discrimination and sexual harassment.
4. The Hospital Administrator directly supervises the Assistant Hospital Administrator, Hospital Administrative Resident II, Pharmacy Manager, Chief of Protective Services, and the Accounting Administrator.

**B. Recruitment and Allocation of Personnel:**

The Hospital Administrator, under the direction of the Executive Director and through consultation with the Executive Team (i.e. Executive Director, Medical Director, Clinical Administrator, Chief of Psychology and Coordinator of Nursing Services) provides direction for personnel recruitment. The responsibility for implementation of the hospital recruitment program is delegated to the Personnel Officer. The Hospital Administrator establishes recommended staffing allocation levels for approval by the Executive Director. The Hospital Administrator is responsible for review and approval of all administrative and support services appointments.

**C. Fiscal and Physical Plant Planning:**

The Hospital Administrator is responsible for the development of plans to provide for the present and future fiscal and physical plant needs of the hospital. The Hospital Administrator consults with the Executive Team on long/short-term plans and objectives to identify operational needs and assure that the facility's goals and objectives are met.

**D. Resource Distribution:**

The Hospital Administrator is responsible for securing the various resources required to meet the hospitals needs by negotiation with the DMH and/or through the various support services department heads' procurement efforts. The Hospital Administrator consults with the Executive Team to ensure that adequate resources are available and efficiently distributed, to ensure meeting the goals and objectives of the hospital.

**E. Police Services:**

The Hospital Administrator is responsible for preserving the peace within the hospital buildings and grounds. Rules and regulations are established consistent with the law, DMH regulations, and/or policies established by the Executive Director. When and as directed by the Hospital Administrator, Hospital Police Officers shall enforce said rules and regulations of the facility and remove any violator from the premises. They may arrest or cause the arrest and appearance before the nearest magistrate for examination of all persons who attempt to commit or have committed a public offense on hospital premises.

**F. Coordination:**

The Hospital Administrator provides leadership direction for support services to ensure that the treatment programs receive adequate support. The Hospital Administrator coordinates with other facilities to ensure efficient and effective use of available resources.

G. Consultation:

The Hospital Administrator provides consultation to the Executive Team, Department Heads, and Program Directors on administrative matters.

H. Training:

The Hospital Administrator consults with the Executive Team to identify the training needs for facility personnel. The Hospital Administrator is responsible for effecting training programs related to hospital management and to identify and approve career development plans for administrative staff with a direct reporting relationship. The Hospital Administrator provides management direction to the Office of Human Resources Director/Training Officer who has responsibility for the facility wide training program.



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BEN MCLAIN  
Executive Director (Acting)

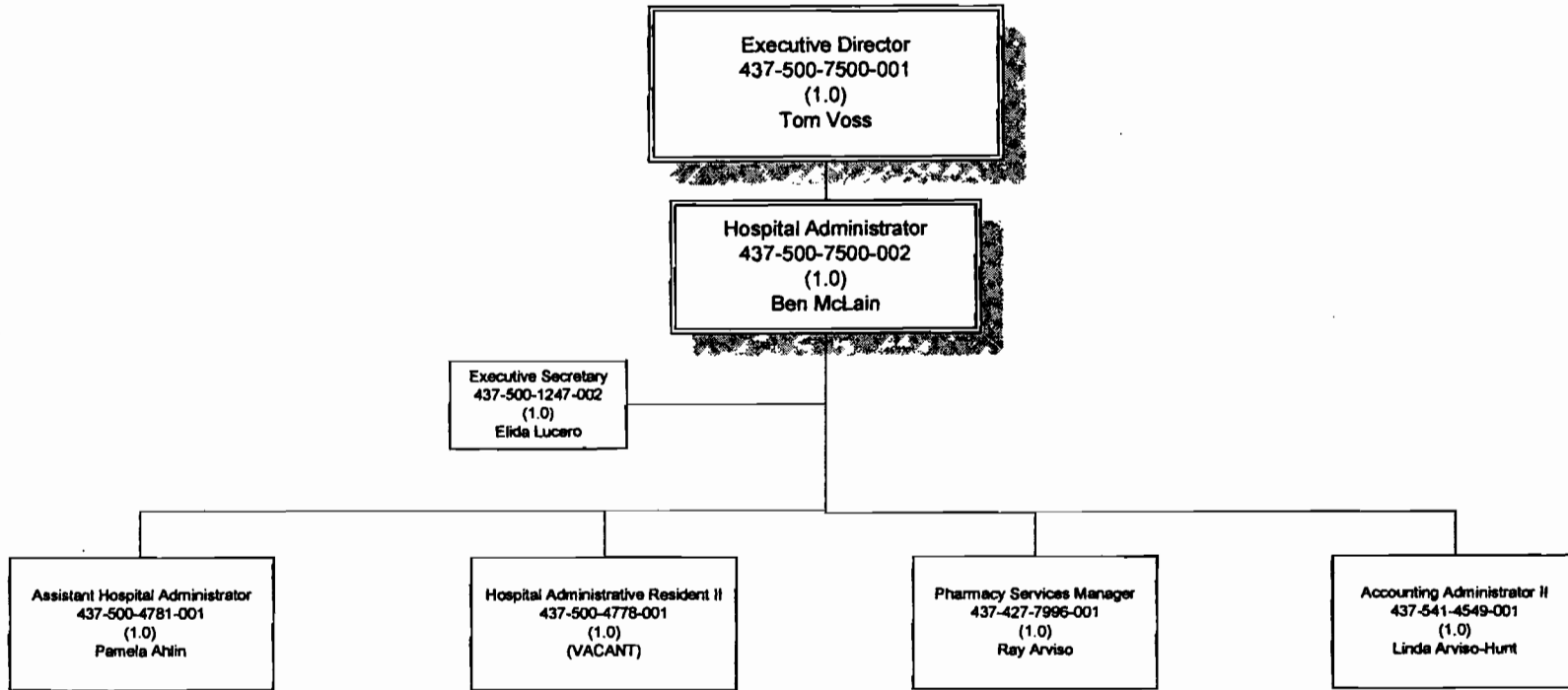
Cross Reference(s):


Attachment – Hospital Administrator Organization chart

Attachment – Hospital Administrator-Police Services Organization chart

DEPARTMENT OF MENTAL HEALTH  
COALINGA STATE HOSPITAL

HOSPITAL ADMINISTRATOR



  
BEN MCLAIN  
Hospital Administrator

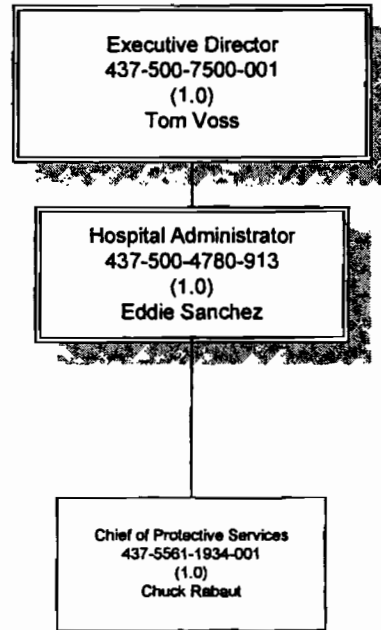
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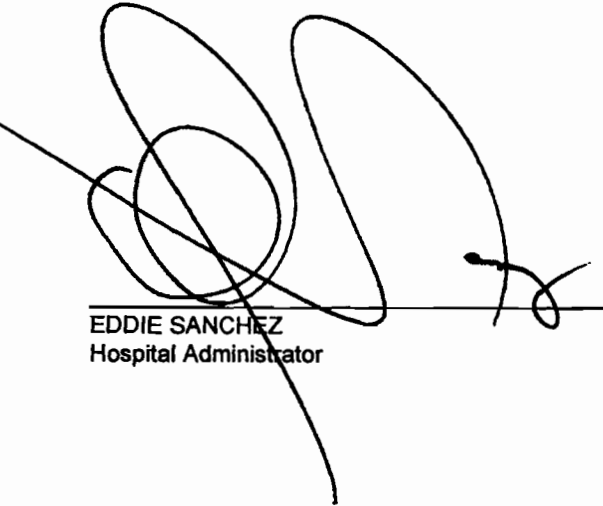
  
TOM VOSS  
Executive Director

2/21/07  
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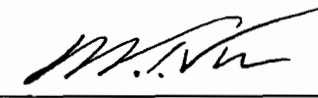
DEPARTMENT OF MENTAL HEALTH  
COALINGA STATE HOSPITAL

HOSPITAL ADMINISTRATOR -POLICE SERVICES



  
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EDDIE SANCHEZ  
Hospital Administrator

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DATE

  
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TOM VOSS  
Executive Director

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