

**SECTION - ADMINISTRATION
ADMINISTRATIVE DIRECTIVE NO. 126
(Replaces AD 126 dated 12/15/2005)**

Effective Date: November 9, 2006

SUBJECT: CLINICAL ADMINISTRATOR

I. PURPOSE

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

II. AUTHORITY

The Clinical Administrator reports to and is accountable to the Hospital Executive Director.

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 Clinical Administrator provides leadership to the Programs and related services by organizing, directing and maintaining the clinical programming and clinical support functions at Coalinga State Hospital (CSH).

IV. METHOD

A. Administration and Supervision:

The Clinical Administrator is responsible for well-designed, timely, and efficient delivery of clinical services to persons placed at CSH.

The Clinical Administrator is responsible for the development, evaluation, and implementation of treatment programs that will ensure the provision of appropriate clinical services and meet the requirements of Federal and State laws, as well as the California Department of Mental Health policies. The direct development, evaluation, and implementation responsibilities are delegated to the Program Directors, Senior Psychologists, Program Consultant-Rehabilitation, Program Consultant-Social Work, and Chief of Central Program Services by the Clinical Administrator.

The Clinical Administrator is responsible for developing systems to monitor outcomes in order to improve effectiveness and efficiency of services. The Clinical Administrator provides direct supervision of Program Directors, Senior Psychologists, Program Consultant-Rehabilitation, Program Consultant-Social Work, and Chief of Central Program Services and Executive Secretary.

B. Recruitment and Allocation of Personnel

The Clinical Administrator is responsible for the allocation of clinical staff to the treatment programs of the facility to ensure that equitable and suitable staffing across programs is available to meet the goals and objectives of the hospital. The Clinical Administrator reviews, recommends, and approves recruitment, hiring, and assignment of clinical staff within the treatment programs and services, and is responsible for the recruitment, appointment, and placement of managers and supervisors at the program and service management levels.

C. Coordination

The Clinical Administrator is responsible for the quality of the overall clinical programming of the hospital while the Medical Director is responsible for the quality of care provided by individual clinical practitioners. Therefore, the Clinical Administrator and Medical Director work collaboratively to resolve problems in the provision of clinical services. They will jointly assure that these services are provided within the context of an overall planned effort, with explicit goals and objectives that are consistent with the mission and goals of CSH and the California Department of Mental Health.

The Clinical Administrator ensures a well-integrated matrix system by which Program Managers and clinical disciplines effectively plan and use clinical resources to ensure quality rehabilitation and recovery services.

In collaboration with the Medical Director, the Clinical Administrator maintains liaison with referring agencies and other interested groups regarding provision of services to persons who are in the Hospital or for whom Hospitalization is being considered.

The Clinical Administrator serves as a member of the Executive Director's policy setting Executive Staff.

D. Fiscal Planning

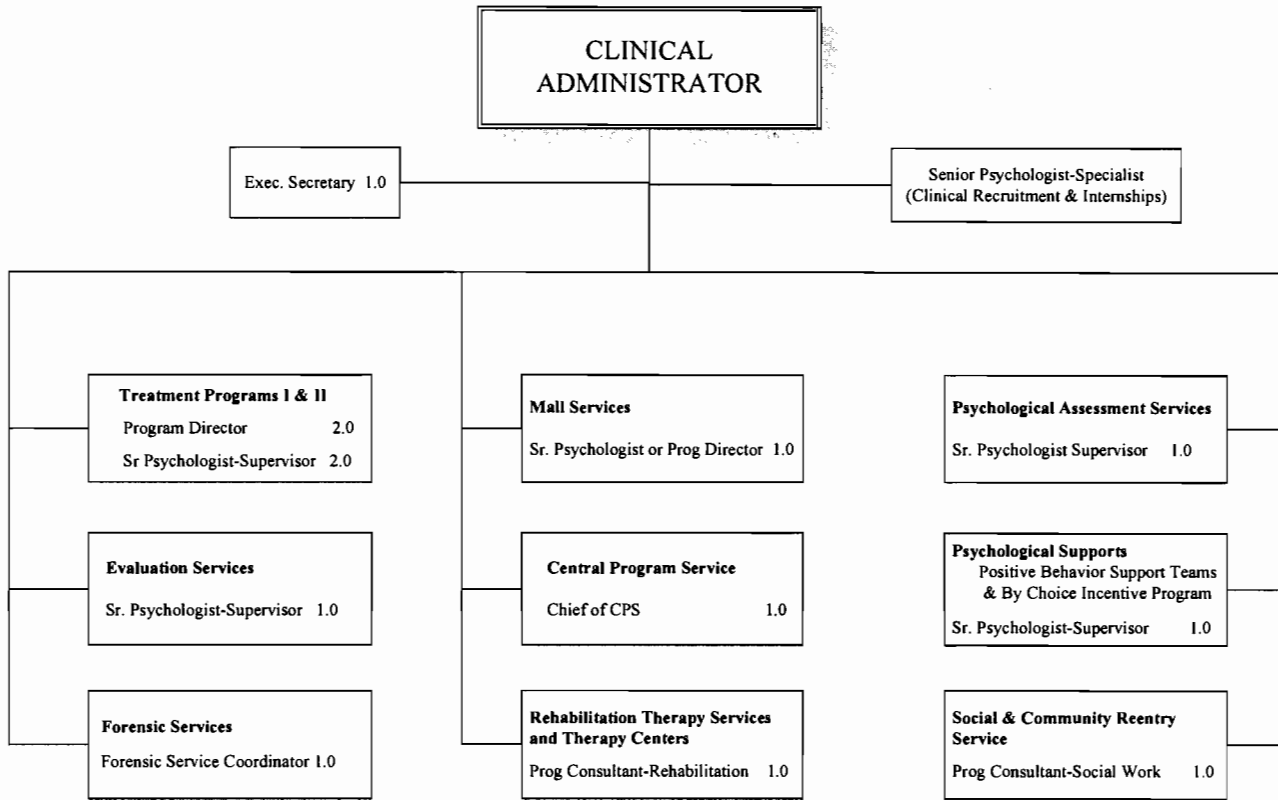
The Clinical Administrator is responsible for the monitoring of clinical services in conjunction with the Hospital Administrator to ensure that expenditures remain within the hospital budget projections while maintaining appropriate patient services.



W. T. VOSS
Executive Director

Attachment: Organization Chart

CLINICAL ADMINISTRATOR ORGANIZATIONAL CHART



GARY RENZAGLIA, PHD _____ Date
Clinical Administrator

W. TOM VOSS _____ Date
Executive Director

Total Positions: 14.0

CA
2/28/05