

SECTION - ADMINISTRATION
ADMINISTRATIVE DIRECTIVE NO. 162
(Replaces A.D. No. 162 dated 5/19/06)

Effective Date: March 22, 2007

SUBJECT: EXECUTIVE OFFICER OF THE DAY (EOD)

I. PURPOSE

- A. To ensure that a responsible manager is available to perform the administrative functions of the hospital 24 hours a day, seven days a week, the hospital shall have a designated Executive Officer at all times.
- B. During the normal workweek (8:00 a.m. to 5:00 p.m., Monday through Friday, non-holidays) this hospital-wide administrative function is the responsibility of the official Executive Staff: Executive Director, Hospital Administrator, Medical Director, Clinical Administrator, and Coordinator of Nursing Services.
- C. During hours other than the above, this administrative function is the responsibility of a designated Executive Officer of the Day (EOD). The major function of the EOD is to make decisions regarding the overall operation of the hospital. It is expected that program managers and department heads will resolve issues that are within their jurisdiction, and the EOD, acting for and on behalf of the Executive Director, will resolve those issues that are beyond the authority of the individual program manager or department head. The individual delegated EOD duty has authority to contact the Executive Director for final resolution, if necessary.
- D. Examples of EOD functions would include, but not be limited to:
 - 1. Notification of liaison with headquarters staff.
 - 2. Mobilization of resources in emergency situations.
 - 3. Notification of other executive staff when required.
 - 4. Ensure compliance with hospital policy.

II. AUTHORITY

By Order of the Hospital Executive Director.

III. POLICY

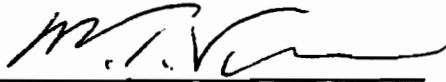
- A. It is the responsibility of the Executive Director to establish and maintain a duty roster of the Executive Officer of the Day assignment. A copy of the duty roster for at least a six (6) month period will be forwarded to the Nurse of the Day (NOD), Standards Compliance Department (SCD), Police Services Dispatch, and the Public Relations Officer. Any change in the duty roster is the responsibility of the EOD making the change, and is to be forwarded to NOD, SCD, Police Services Dispatch, and the External Affairs Manager.
- B. The EOD functions as the acting Executive Director of the hospital for after hours operations, during the EOD tour of duty.
- C. In the event of after hour visits by surveyors/inspectors from other agencies/ departments (Licensing, JCAHO, Environmental Health, Public Health, etc.), it is the responsibility of the EOD to authorize entrance, notify the Executive Director and the Director of Standards Compliance, and to return to the facility to meet with the surveyor/inspector prior to their departure to review pertinent findings.
- D. As part of the hospital's Emergency Preparedness Plan, the EOD shall be responsible for contacting off-duty members of the Emergency Operations Center. These members are: Executive Director, Medical Director, Hospital Administrator, Clinical Administrator, Coordinator of Nursing Services, Director of Standards Compliance, External Affairs Manager, Chief of Protective Services and the Health and Safety Officer.
- E. Significant events that occur during the EOD tour of duty will be reported to the Executive Director and the Department of Mental Health as soon as possible, and posted in the EOD Log which is located in the EOD reference binder.

IV. METHOD

The tour of duty shall be seven (7) consecutive days, beginning on Thursday at 5:00 p.m. and ending on Thursday at 8:00 a.m. The EOD binder and pager shall be picked up from the Executive Suite at the beginning of the tour of duty. The EOD will be available by telephone and/or beeper.

V. COMPOSITION

The EOD is comprised of the following; Accounting Administrator, Assistant Hospital Administrator, Assistant Medical Director, Chief of Central Program Services, Chief Dentist, Chief Physician and Surgeon, Chief of Plant Operations, Chief of Psychology, Chief of Rehabilitation Therapy, Chief of Social Work, Clinical Administrator, Coordinator of Nursing Services, Director of Standards Compliance, Hospital Administrative Resident II, Hospital Administrator, Human Resources Officer, IT Manager, Medical Director, and Program Directors.



W. T. VOSS
Executive Director

Cross Reference(s):

A.D. No. 338 Organization of Emergency Response Levels and Personnel

A.D. No. 810 Security Sallyports

A.D. No. 830 Special Incident Reports