

SECTION - ADMINISTRATION
ADMINISTRATIVE DIRECTIVE NO. 170
(Replaces AD 170 dated 10/5/2006)

Effective Date: November 9, 2006

SUBJECT: PROGRAM ADMINISTRATION

I. PURPOSE

To define the responsibilities and lines of accountability of program managers and supervisors.

II. AUTHORITY

By Order of the Hospital Executive Director.

III. POLICY

The program management structure provides for specific management staff for each designated program. The staff will be responsible for the planning, development, and implementation of the treatment programs, utilizing the guidelines and policies of the Department of Mental Health (DMH) and Coalinga State Hospital (CSH).

IV. METHOD

A. PROGRAM DIRECTOR

1. Organizational Relationship:

The Program Director reports directly to the Clinical Administrator or the Medical Director.

2. Administration:

The Program Director functions as the chief administrative officer for the program 24 hours a day. In this capacity, the Program Director is responsible for the implementation of state laws, (DMH) policies and hospital policies within the program. It is the responsibility of the Program Director to assure that the program operates and functions as designed within the context of a program scope of services. The scope of service shall be consistent with the hospital mission, identifying program goals, types of Individuals served, methods used to assess and meet Individuals' needs, and the availability of necessary staff. The Program Director will assure clinical supervision is provided by the appropriate discipline organizations. The Program Director is responsible for managing all resources allocated to the program.

3. Management and Supervision:

The Program Director is responsible for the overall management and supervision of all resources assigned to the program. It is the Program Director's responsibility to designate the person who will provide direction of the program in the absence of the Program Director. The selection of the Nursing Coordinator and Unit Supervisor will be made in consultation with the Clinical Administrator, with final approval by the Executive Director. The Program Director and the appropriate service chief will consult together on the selection of social workers and rehabilitation therapists, and the placement of psychologists subject to the approval of the Clinical Administrator. Psychiatrists and Psychiatric Nurse Practitioners will be assigned to cover treatment units and programs by the Medical Director, after consultation with the Clinical Administrator and the affected Program Director(s).

B. NURSING COORDINATOR

1. Function and Responsibility:

The Nursing Coordinator reports to the Program Director. As delegated by the Program Director, and with the Program Director's authority, the Nursing Coordinator participates in program management functions. As authorized by the Program Director, the Nursing Coordinator coordinates the assignment of nursing staff, ensures that training and competency requirements for nursing staff are met, and provides consultation on all nursing matters. The Nursing Coordinator will be knowledgeable in all facets of program operations with particular emphasis upon nursing activities. The Program Nursing Coordinator consults regularly with the Coordinator of Central Nursing Services regarding compliance with nursing procedures and standards of practice.

2. Administration:

The Nursing Coordinator performs administrative functions that are specifically delegated by the Program Director. The Nursing Coordinator provides assistance to the Program Director in developing and maintaining nursing standards, policies and procedures within the program.

3. Management and Supervision:

The Nursing Coordinator provides assistance in such functions as hiring nursing staff, liaison with the administrative support services and resolving problems related to nursing staff and the services they provide within the program.

C. UNIT SUPERVISOR

1. Function and Responsibility:

Employees in this class are responsible for the continuous management and supervision of a unit 24 hours a day. The Unit Supervisor is directly supervised by the Nursing Coordinator, and may receive direction, instruction, and assignments from the Program Director.

2. Typical Tasks and Supervision:

Directs assigned unit nursing staff providing a basic level of general and psychiatric nursing care to mentally ill, emotionally disturbed, and developmentally disabled Individuals; works with other disciplines as part of the treatment team to plan and carry out an overall treatment program for the Individuals. The Unit Supervisor provides supervision to all three shifts to establish and maintain optimum and uniform standards of nursing care in the unit. The Unit Supervisor resolves problems of communication between shift supervisors on the unit; directs unit personnel performing nursing procedures and directs or coordinates other unit activities.

The Unit Supervisor is responsible to provide a safe and therapeutic environment for Individuals and staff, assuring a uniform administration of policies and procedures at all times. This is accomplished through the proper training and supervision of the staff. The Unit Supervisor directs and coordinates preparation of records and reports and evaluates and makes recommendations or implements changes regarding unit procedures.

D. SHIFT LEAD

1. Function and Responsibility:

The Shift Lead is the first level of nursing supervision and reports to the Unit Supervisor. As shift supervisors, employees in this class provide administrative supervision of one unit during one shift.

2. Typical Tasks and Supervision:

In consultation with the Unit Supervisor, supervises, trains, and evaluates assigned nursing shift staff; works with other disciplines as part of the treatment team to plan and carry out an overall treatment program for the Individuals on an assigned unit.

The Shift Lead is responsible to provide a safe and healthy environment for Individuals and staff during their assigned shift, and this is accomplished by carrying through with the directives of the Unit Supervisor and assuring that individual treatment plans for each Individual are followed.

E. RRU/MIP LIEUTENANT

1. Function and Responsibility

The Police Services Lieutenant assigned to the RRU and the MIP (PC 2684) Units reports to the Program Director on issues related to the Programs and to the Chief of Police on issues related to Policing. As requested by the Program Director, the RRU/MIP Lieutenant participates in program management functions along with the Nursing Coordinator. The RRU/MIP Lieutenant helps to coordinate the assignment of police officers, ensures training and competency requirements for police staff are met, and provides consultation on all police matters. The RRU/MIP Lieutenant will be knowledgeable in all facets of program operations with particular emphasis upon police activities.

2. Administration:

The RRU/MIP Lieutenant may perform administrative functions related to both Programs that are specifically requested by the Program Director. The RRU/MIP Lieutenant provides assistance to the Program Director in developing and maintaining policies and procedures within the program.

3. Management and Supervision:

The RRU/MIP Lieutenant ensures HPO staffing is maintained, trained and supervised. The RRU/MIP Lieutenant will be a liaison with the administrative support services and in concert with the Nursing Coordinator to resolve problems related to unit staff and the services they provide within the RRU/MIP Program.

F. RRU/MIP SERGEANT

4. Function and Responsibility:

Employees in this class are responsible for the continuous management and supervision of unit/units during their watch along with the Unit Supervisor. The RRU/MIP Sergeant is directly supervised by the RRU/MIP Lieutenant, and may receive program information from the Program Director.

5. Typical Tasks and Supervision:

In consultation with the RRU/MIP Lieutenant, supervises, trains, and evaluates assigned police staff; works with other disciplines as part of the unit team to carry out unit assignments and ensure program and Police Services policies and procedures are followed.

The RRU/MIP Sergeant along with the Unit Supervisor are responsible to provide a safe and therapeutic environment for Individuals and staff, assuring a uniform administration of policies and procedures at all times. This is accomplished through the proper training and supervision of the staff. The RRU/MIP Sergeant directs and coordinates preparation of program and police records, reports and evaluates and makes recommendations or implements changes regarding unit procedures.

A handwritten signature in black ink, appearing to read 'W. T. Voss', written over a horizontal line.

W. T. VOSS
Executive Director