

**SECTION - COMMITTEES  
ADMINISTRATIVE DIRECTIVE NO. 214  
(Replaces AD 214 dated 2/15/06)**

Effective Date: January 19, 2007

**SUBJECT: ADMINISTRATIVE DIRECTIVE REVIEW PROCESS**

I. PURPOSE

The purpose of the Administrative Directive Review Process (ADRP) is to establish a mechanism that will assist the Patient Care Policy Committee (PCPC) in identifying, formulating and reviewing policies that govern the daily operations of the hospital.

II. AUTHORITY

California Code of Regulations: Title 22; Section 73521.

III. POLICY

Coalinga State Hospital shall review all Administrative Directives (ADs) annually or sooner, pending new or revised statute regulation, or requirements established by the local, state or federal legislation.

IV. METHOD

- A. All ADs shall be designated a responsible Manager or Supervisor. The Manager or Supervisor shall serve as the representative of the AD during its review process and presentation to the PCPC. All Managers or Supervisors responsible for an AD shall be responsible for ensuring the AD is reviewed/revised in a timely manner.
- B. The AD needs to accurately reflect current hospital operations and adhere to the universal format which is identified in AD 101: Administrative Directives. All ADs available for review by the ADRP shall be located on the I Drive at:  
Ops\_Man (procedures)\ADMINISTRATIVE DIRECTIVES\Working folder for...
- C. Any AD revisions identified shall be brought to the attention of the AD's designated Manager or Supervisor. All AD revisions shall be made by the designated Manager or Supervisor located on the I Drive at:  
Ops\_Man(procedures)\ADMINISTRATIVE DIRECTIVES\Working folder for...  
The Manager or Supervisor shall ensure that the "Track Changes" is utilized when revising the AD.

D. Once all revisions have been completed, the Standards Compliance Department shall be notified a minimum of two days prior to the PCPC to determine whether the AD will be placed as a "Consent Item" or "Review Item" on the PCPC Agenda. The Standards Compliance Department shall provide over site of the ADRP process. Inquiries pertaining to AD access, content, consultation and AD scheduling will be the responsibility of the Director of Standards Compliance.

V. MEMEBERSHIP

The Executive Director appoints members of the ADRP. The membership shall be as follows:

Members:

- Accounting Administrator
- Assistant Coordinator of Nursing Services
- Assistant Hospital Administrator
- Chief of Central Program Services
- Chief of Plant Operations III
- Data Processing Manager II
- Director of Dietetics
- Equal Employment Officer
- Fire Chief
- Health & Safety Officer
- Health Information Management Director
- Hospital General Services Administrator II
- Hospital Police Chief
- Personnel Manager
- Pharmacy Services Manager
- Program Director
- Training Officer

VI. MEETINGS

The ADRP is an ongoing activity. Although all revisions to an AD must be completed electronically, the ADRP may be achieved by meeting formally in-person or informally by electronic review, on a monthly basis.



W. T. Voss  
Executive Director

Cross Reference(s):

- A.D. No. 101 - Administrative Directives
- A.D. No. 202 - Hospital Committees
- A.D. No. 218 - Patient Care Policy Review Committee