



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: DEPARTMENTAL ORGANIZATIONAL
CHARTS**

Policy No.: A106.1
Supersedes: November 10, 2015
Reviewed: October 15, 2021
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PURPOSE

To ensure that the medical center is managed effectively and efficiently.

To establish clear lines of responsibility and accountability within the departments and services in the medical center and between department heads and service chiefs and the administrative staff.

PROCEDURES

Organizational charts will be prepared by each department and will depict the function and staffing within the unit. Charts will show the number and title of each position as well as the dated approval of the Chief Executive Officer.

Department Heads and Service Chiefs are responsible for having current and accurate charts of their areas/units. Organizational charts are reviewed and updated annually for functional and position correctness.

ORGANIZATIONAL CHANGES

Department Heads/Program Chiefs who wish to make organizational changes affecting staffing and program assignments shall follow the following procedures:

Proposed changes are submitted by the Department Head/Program Chief to Executive Council representatives. The proposed change should include a current organizational chart and a copy of proposed chart.

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EFFECTIVE DATE: January 1982

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY: