

HARBOR-UCLA MEDICAL CENTER

SUBJECT: DEPARTMENTAL ORGANIZATIONAL CHARTS

POLICY NO. 104

**PURPOSE:**

To establish the process by which departmental organizational charts are prepared, modified and approved.

**POLICY:**

Harbor-UCLA Medical Center’s departmental organizational charts will be grouped to the fullest extent around the central purposes of the organization to provide maximum service to the patients.

**I. Responsibilities**

Department Chair and Service Directors will be responsible for having current and accurate charts of their organizations. Organizational and functional charts will be reviewed and updated annually for functional and position correctness. Once updated, the charts are to be forwarded to the Chief Executive Officer for approval.

**II. Preparation**

Organizational charts will be prepared by each department and functional unit within the department, and will depict a minimum identification of each unit, section, or group if appropriate. Charts will depict at least the following information:

1. Illustrate the relationship between different units/services within the Department/Service Unit, the managers/staff assigned to these units/service and the relationship to the Chair or Service Director by depicting reporting relationships and names of managers/supervisors. This should accurately depict the chain of command of management/supervisors.
2. Illustrate the relationship between the Department/Service Unit to Administration and/or Medical Administration.
3. Approval by the Chief Executive Officer or designee, and date.

**III. Organizational Change**

When a Department Chair/Service Director wishes to make an organizational change affecting staffing, program assignment, establishment, abolishment or change in supervisory positions, s/he must get approval through the following procedures:

1. Submit the proposed changes to Human Resources for review and verification of position, classification and title data.

**EFFECTIVE DATE:** 1/01/83

**SUPERSEDES:**

**REVISED:** 9/83, 9/89, 10/92, 2/96, 2/99, 9/04, 8/10, 5/14, 8/17

**REVIEWED:** 2/96, 1/02, 9/04, 8/07, 8/10, 5/14, 8/17

**REVIEWED COMMITTEE:** N/A

**APPROVED BY:**

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**Kim McKenzie, RN, MSN, CPHQ**  
**Chief Executive Officer**

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**Anish Mahajan, MD**  
**Chief Medical Officer**

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**Patricia Soltero Sanchez, RN, BSN, MAOM**  
**Chief Nursing Officer**

Signature(s) on File.

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2. Submit the proposed changes to the Chief Executive Officer. The proposed change should include a copy of the current organizational chart and a copy of the proposed chart.
3. Submit a brief summary of the proposed changes including justification.