

ADMINISTRATIVE POLICY AND PROCEDURE

Page 1 of 2

Subject: COMMUNICATION MECHANISMS

Policy No.: A110.1

Supersedes: May 18, 2016

Review Date: May 15, 2023

Origin Date: January 1, 1994

Revision Date: May 15, 2023

PURPOSE:

To ensure the proper internal control of Rancho Los Amigos National Rehabilitation Center's (RLANRC) operations through ongoing systems of communication and coordination.

POLICY:

Regularly scheduled meetings among the administrative staff and various key department managers will be conducted.

See attached reporting structure of meetings.

Executive Council (Weekly)

Chief Executive Officer

Chief Clinical Officer

Chief Operating Officer

Chief Strategic Development Officer

Chief Financial Officer

Chief Medical Officer

Chief Nursing Officer

Others, as selected by CEO

Chief Rehabilitation Therapy Division

Medical Executive Committee (Monthly)

Chief Executive Officer

Chair, Dentistry

Chief Medical Officer

Chair, Pathology

Chief Nursing Officer

Chair, Pediatrics

Immediate-Past President, PSA

Chair, Medical Imaging

President, PSA

Chair, Medicine

President-Elect, PSA

Chair, Neurology

Secretary/Treasurer, PSA

Chair, Physical Medicine and Rehabilitation

Members At Large, PSA

Chief, Psychology

Chair, Anesthesiology

Chair, Surgery

Management Staff Meeting (Monthly)

Executive Council

Case Management

Administrators

CARO

Department Heads

Clinical Nursing Directors

Line managers

Human Resources

Program Chiefs

Nurse Managers

Supervisors

Patient Advocate

Others, as needed

Revised: 7/00, 9/04, 5/16, 5/23

Reviewed: 7/00, 9/04, 5/16, 5/23

Approved By:

Subject: COMMUNICATION MECHANISMS**Policy No.:** A110.1**Accreditation & Survey Readiness Committee (Monthly)**

Line Staff Managers Representatives from:

Ambulatory Care	Medical Staff	Case Management
Finance	Human Resources	CARO
Pharmacy	Laboratory	Dietary
Nursing	Area Administrators	Medical Imaging
Rehabilitation Therapies	Patient Advocate	Facilities Management
Quality Resources & Risk Management	Information Management Services	Health Information Management
Others, as needed		

Nursing Executive Council (Monthly)

Assistant Nursing Director, Education
 Assistant Nursing Director, Admin.
 Chairperson, Management Council
 Chairperson, Practice Council
 Chief Nursing Officer
 Clinical Nursing Directors
 Nurse Recruiter
 Nursing Director, Administration (Resource Management)

Service Councils/Committee

Ambulatory Care Committee	(Monthly)
Neuro-Rehab Council	(Monthly)
Med-Surg Council	(Monthly)

Rehabilitation Therapy Div. (RTD) Directors Meeting (Weekly)

Director, Rehabilitation Therapy Division	Director, Psychology
Director, Communication Disorders	Director, Social Work
Director, Occupational/Recreation Therapy	Director, Physical Therapy

Governing Body (Quarterly)

Director, Department of Health Services
 (Governing Body Representative)
 Full Medical Executive Committee