



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: ADMINISTRATIVE SUPERVISION –
RESPONSIBILITIES OUTSIDE OF REGULAR
BUSINESS HOURS**

**Policy No.: A109
Supersedes: March 8, 2010
Revised: August 6, 2013
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POLICY

The Administrative Nursing Supervisor (ANS) assumes operational management for the medical center during non-business hours. This is accomplished through consultation with the Administrative Officer of the Day in the case of unusual/non-routine incidents or situations.

PROCEDURE

For purposes of providing administrative coverage, a designated Administrative Nursing Supervisor is in charge from 5:00 p.m. to 8:00 a.m., Monday through Friday and 24-hours a day on weekends and holidays. The schedule for coverage is maintained by Nursing Administration.

The Administrative Nursing Supervisor may be reached through the telephone operator by dialing "O" or 401-7111.

The Administrative Nursing Supervisor:

- C Is responsible for making administrative and clinical decisions in dealing with emergent and non-emergent situations.
- C May redirect human and material resources as needed including but limited to staffing and safety issues.
- C May act in the absence of a departmental head / manager on personnel / employee related problems as the need arises and communicates the outcomes of decisions and interventions.
- C Triage and records incoming patient calls to the Rehabilitation Center in accordance with Policy No. B843.
- C Ensures adherence to hospital policies.
- C Expedites actions of all departments in emergencies or when patient care needs dictate.
- C Provides direction to hospital support staff when services and supplies are needed for patient care.
- C Contacts appropriate staff to resolve physical plant problems.

EFFECTIVE DATE: January 1, 1982

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.

- C Intervenes as needed, including providing direction, education and advise to clinical staff and other facility personnel, regarding various clinical and administrative situations.
- C Collaborates with line staff to develop solutions in the presence of day to day challenges, such as staffing- and resource-related issues, patient and employee safety, and work environment.
- C Communicates significant events, decisions, actions taken, and the outcomes of these, to managers and department heads as appropriate

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