

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 97
VERSION: 2**

SUBJECT/TITLE: PROGRAM/PROJECT PLANNING

POLICY: Olive View-UCLA Medical Center will develop and provide the necessary programs in order to ensure the provision of quality, safe, and efficient patient and family centered care. The hospital's strategic initiatives and corresponding operating and financial plans shall reflect the steps needed to support such programs and services.

PURPOSE: To ensure a standardized process is in place to promote and support program planning and strategic initiatives.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE: On an annual basis and as needed, the Olive View-UCLA Medical Center Executive Officers (CEO, COO, CMO, CNO, CFO, or designees) shall establish specific strategic objectives, tactics and action plans support its mission.

All new programs and services shall incorporate procedures that address the following areas:

1. Population/Service Needs Assessment
2. Financial Feasibility/Budget Forecasts/Capital Planning
3. Space
4. Physical Plant Accommodation
5. Information Systems
6. Equipment
7. Human Resources / Personnel
8. Policies and Procedures
9. Education and Training
10. Licensing/Certification/Accreditation
11. Other areas identified by the Olive View UCLA Executive Officers and approved by the Chief Executive Officer.

The Chief Financial Officer shall develop forecasts as appropriate to correspond with Department of Health Services' fiscal forecasts and priorities.

Program implementation steps shall be established that include realistic time schedule for achieving specific objectives.

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References: DHS Policy No. 501 "Development Of Operating Budget"	
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