

*VALLEYCARE*  
**OLIVE VIEW-UCLA MEDICAL CENTER/HEALTH CENTERS  
POLICY & PROCEDURE**

**NUMBER: 146  
VERSION: 2**

**SUBJECT/TITLE:** ADMINISTRATIVE OFFICER OF THE DAY (AOD)

**POLICY:** ValleyCare shall assign Administrative Officers of the Day (AOD) to provide administrative direction for the hospitals and health centers on evening, nights, weekends, and holidays.

**PURPOSE:** To provide coverage and direction to the Nurse Administrator on Duty on evenings, nights, weekends, and holidays. To respond to notification of security breaches by County Police or alarm monitoring services at the health centers as well as other facility problems.

**DEPARTMENTS:** All

**DEFINITIONS:**

**PROCEDURE:** The AOD shall act for the CEO of ValleyCare. The AOD shall provide administrative direction in conjunction with the Nurse Administrator on Duty to solve problems that may arise during his/her tour of duty.

The CEO shall establish specific hours of duty for the AOD and assign specific personnel to act as AOD.

The AOD shall be available at all times by mobile radio, telephone, or pager. He/she shall keep the telephone operator on duty informed as to his/her whereabouts.

An AOD schedule shall be developed and published every three months. If a change is necessary, it shall be the duty of the individual requesting the change to inform those normally calling on the AOD of the change in schedule.

The CEO shall develop procedures necessary to carry out the AOD function in the form of an AOD Manual.

Compensation for duties performed as an AOD shall be in accordance with any applicable provision of the County Code. Overtime may not be claimed for this assignment unless it meets the definition of overtime in the County Code.

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References: DHS Policy No. 350, "Administrator on Duty"	
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