

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

NUMBER: 147
VERSION: 2

SUBJECT/TITLE: STATEMENT OF RESPONSIBILITIES AND AUTHORITY OF THE NURSE ADMINISTRATOR

POLICY: In the absence of the Hospital Executive Staff, the Nurse Administrator has the authority to issue administrative directions to all ValleyCare personnel for routine daily activities or special circumstances. The Nurse Administrator contacts the Administrator on Duty (AOD) for authorization referenced to an extraordinary expenditure of hospital funds or unusual inquiry of policy.

The Nurse Administrator contacts the AOD in advance when possible, for closure of service due to staffing, bio-terrorism issues, emergency situations, other problems, or administrative decisions requiring collaboration.

Non-nursing staff conflicts that cannot be resolved by the Nurse Administrator may require AOD contact for consultation, then deferred for follow-up through regular supervisorial/administrative channels during regular working hours.

During an emergency involving direct patient care, the Nurse Administrator may make an urgent decision then inform the AOD, as soon as possible.

The Nurse Administrator is responsible to input pertinent information of operational occurrences for the shift, into the Communication Log for the daily Automated CEO Report. Hospital Executive Staff receives the CEO Report through the Information Systems-ANO Executive Reporting System.

PURPOSE: To define the role and responsibilities of the Nurse Administrator in the absence of the Hospital Executive and Administrative Staff during evenings, nights, weekends and holidays.

DEPARTMENTS: All

DEFINITIONS: **Hospital Executive**- includes Chief Executive Officer (CEO), Chief Operating Officer (COO), Chief Financial Officer (CFO), Chief Medical Officer, Chief Nursing Officer (CNO), Compliance Officer and Human Resource Manager.

ANO- Administrative Nursing Office.

AOD- Administrative Officer of the Day (Varies)

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References:	
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