



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

**SUBJECT: CHIEF NURSING OFFICER, ABSENCE
COVERAGE**

Policy No.: A180
Effective Date: 04/1997
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PURPOSE: To provide for Nursing Administrative coverage during the absence of the Chief Nursing Officer (CNO).

POLICY STATEMENT:

A qualified Nursing Administrator will be assigned to cover the absence of the Chief Nursing Officer at all times.

PROCEDURE:

1. The CNO will appoint a designee to assume administrative responsibilities in his/her absence.
2. A Nursing Director/Nurse Manager will fulfill this function depending on the needs of the department and the availability of personnel.
3. The CNO will be responsible for notifying the designee and communicating to other departments.
4. In the event that the appointed Nursing Administrator is unable to fulfill administrative responsibilities due to a medical or personal emergency, an Assistant Nurse Manager on duty will assume administrative functions until another Nurse Manager reports to duty.
5. The Assistant Nurse Manager is expected to do the following:
 - a. Instruct operator to contact CNO and Nurse Manager in the emergency phone list.
 - b. Keep the hospital beeper and keys.
 - c. Cover the Nursing Resources Office.

Reviewed by: Michelle Sterling, DNP, RN, ACNS-BC, Leala Cabuay, MN, RN, CRRN

04/97 – New
02/02 – Reviewed
09/04 – Reviewed
09/07 – Revised
03/08 – Reviewed
10/10 – Reviewed
06/16 – Reviewed
04/20 - Reviewed

SUBJECT: MISSION STATEMENT

Policy No.: A101

Supersedes: ALL

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