


Name of Policy: <u>Designation of Authority During the Absence of the Chief Nursing Officer</u>		
Policy Number:	3364-110-06-10	
Department:	Nursing Service	
Approving Officer:	AVP Patient Care Services/Chief Nursing Officer (CNO)	
Responsible Agent:	AVP Patient Care Services/CNO	
Scope:	The University of Toledo Medical Center (UTMC)	Effective Date: .15.2021 Initial Effective Date: 6/1991
<input type="checkbox"/> New policy proposal		<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy		<input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

During the absence of the Chief Nursing Officer (CNO) for meetings, conventions, vacation, or otherwise, the CNO will designate a person to assume authority of the Nursing Service Department. This person will collaborate with nursing managers and the hospital administrative staff as appropriate.

(B) Purpose of Policy

To assure continued maintenance of the chain of command and to facilitate problem resolution during the absence of the CNO.

(C) Procedure

The name of the designated person on call is available from the Nursing Service Office at all times.

1. If the CNO is unavailable, the designated person should be contacted.
2. The Chief Executive Officer (CEO) of the hospital is the primary resource person for the designated nurse manager in charge.
3. If the CEO of the hospital is unavailable, the most appropriate Hospital Administrator following established chain of command should be contacted.
4. During the evening, at night, and on weekends or holidays, the House Supervisor (HS), when necessary, should contact the Administrator on-call by calling the hospital switchboard. Typical issues for the Administrator on-call include:
 - a. Emergency Department bypass situations.
 - b. Interpretation of Hospital Policy and Procedure.
 - c. Decision-making in situations, which are not addressed by established policy and procedure.
 - d. Relating, as needed, to other Administrative Staff, Medical Staff, or employees to resolve or avert problems.
 - e. Approval of expenditures within the guidelines of established financial policy.

Approved by: _____ /s/ Monecca Smith, MSN, RN AVP Patient Care Services/Chief Nursing Officer Review: Policy & Standard Committee, 6/12, 4/15, 4/18, 3/21 Revision Completed By: Andrew Fox, BS, BSN, RN	Review/Revision Date: 1/1993 6/2012 1995 4.24.2015 12/1998 4/2018 11/2000 3/2021 2/2003 7/2005 7/8/2008 3/2009 Next Review Date: 3/2024
Date	

Policies Superseded by This Policy: 6-10

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.