


<b>Name of Policy:</b> Designation of Authority During Absence of the Chief Executive Officer  <b>Policy Number:</b> 3364-100-35-01  <b>Approving Officer:</b> President of the University of Toledo, Chief Executive Officer, Chief of Staff  <b>Responsible Agent:</b> Chief Executive Officer  <b>Scope:</b> University of Toledo Medical Center		  <b>Effective date:</b>  <b>Original effective date:</b> 7/1/1977	
Key words: Designation, Authority, Absence, Chief Executive Officer, Chain of Command			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

**(A) Policy Statement**

During the absence of the University of Toledo Medical Center (UTMC) Chief Executive Officer, the Chief Operating Officer will be designated as the person in authority of the University of Toledo Medical Center and its Ambulatory Services. If the Chief Executive Officer and the Chief Operating Officer are both absent, the Chief Medical Officer will be designated as the person in authority at UTMC.

**(B) Purpose of Policy**

To ensure continued maintenance of the chain of command and to facilitate problem resolution during the absence of the Chief Executive Officer.

**(C) Procedure**

The hospital operator maintains a copy of the on-call list.

1. If the Chief Executive Officer is unavailable, the Chief Operating Officer should be contacted.
2. If the Chief Executive Officer and Chief Operating Officer are both absent, the Chief Medical Officer should be contacted.
3. During the evening, weekends or holidays, the Chief Executive Officer or the Administrator on Call should be contacted by calling the hospital operator. The scope of authority for the Administrator as follows:
  - a. Interpretation of Hospital Policies and Procedures.
  - b. Decision making in situations which are not addressed by established policy and procedure.
  - c. Works with Administrative Staff, Medical Staff, and Employees to resolve or avert problems.
  - d. Approval of expenditures within the guidelines of established financial policy.

Approved by:	<b>Policies Superseded by This Policy:</b> • 7-35-01
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<hr/> <b>Dr. James Holloway</b> President of the University of Toledo	Initial effective date: 7/1/1977
<hr/> Date	Review/Revision Date:
<hr/> <b>Puneet Sindhvani, MD</b> Chief of Staff	5/30/81
<hr/> Date	6/18/84
<hr/> <b>Daniel Barbee</b> Chief Executive Officer	6/14/85
<hr/> Date	2/28/86
<hr/> <b>Daniel Barbee</b> Chief Executive Officer	6/26/87
<hr/> Date	6/26/88
<hr/> <b>Daniel Barbee</b> Chief Executive Officer	2/17/89
<hr/> Date	3/5/90
<hr/> <b>Daniel Barbee</b> Chief Executive Officer	4/9/91
<hr/> Date	5/7/93
<hr/> <b>Daniel Barbee</b> Chief Executive Officer	7/31/96
<hr/> Date	1/25/99
<hr/> <b>Daniel Barbee</b> Chief Executive Officer	1/31/02
<hr/> Date	2/28/05
<hr/> <b>Daniel Barbee</b> Chief Executive Officer	3/13/2008
<hr/> Date	3/24/2011
<hr/> <b>Daniel Barbee</b> Chief Executive Officer	10/29/2012
<hr/> Date	3/1/2014
<hr/> <b>Daniel Barbee</b> Chief Executive Officer	2/1/2017
<hr/> Date	5/1/2020
<i>Review/Revision Completed by:</i> <i>Hospital Administration</i>	Next review date: