

Name of Policy:	<u>Designation of Authority During Absence of the Chief Executive Officer</u>	
Policy Number:	3364-100-35-01	
Department:	Hospital Administration	
Approving Officer:	President of the University of Toledo	
Responsible Agent:	Chief Executive Officer, UTMC	
Scope:	The University of Toledo Medical Center	Effective Date: 6/1/2020 Initial Effective Date: July 1, 1977
<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 Chief Executive Officer - UTMC for meetings, vacation, or otherwise, the Chief Nursing 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 – UTMC and the Chief Nursing Officer are both absent, the Chief Medical Officer will be designated as the person in authority of the University of Toledo Medical Center and its ambulatory services.

(B) Purpose of Policy

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

(C) Procedure

The Hospital PA telephone switchboard has available at all times the name of the designated person on call.

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

Approved by: <u>/s/ Sharon L. Gaber, PHD.</u> President of the University of Toledo <i>Review/Revision Completed By:</i> RPS	<u>6-18-20</u> Date	Review/Revision Date: 5/30/81 1/25/99 6/18/84 1/31/02 6/14/85 2/28/05 2/28/86 3/13/2008 6/26/87 3/24/2011 6/26/88 10/29/2012 2/17/89 3/1/2014 3/5/90 2/1/2017 4/9/91 5/1/2020 5/7/93 7/31/96
	Next Review Date: 5/1/2023	
Policies Superseded by This Policy: 7-35-01 - Designation of Authority During Absence of the Vice President/Executive Director		