Name of Policy: Designation of Authority During the Absence of the Chief Nursing Officer

Policy Number: 3364-110-06-10

Department: Nursing Service

Approving Officer: Director of Nursing/Chief Nursing Officer (CNO)

Responsible Agent: Director of Nursing/CNO

Scope: The University of Toledo Medical Center (UTMC)

Effective Date: 4.24.2015

Initial Effective Date: 6/1991

(A) Policy Statement

During the absence of the 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 Vice President and Executive Director of the hospital is the primary resource person for the designated nurse manager in charge.
3. If the Vice President and Executive Director 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:

Monneca Smith, MSN, RN
Director of Nursing/CNO

Review/Revision Date:
1/1993  6/2012
1995  4.24.2015
12/1998
11/2000
2/2003
7/2005
7/8/2008
3/2009

Next Review Date: 4/2018

Policies Superseded by This Policy: 6-10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.