

NUMBER: 017

SECTION: BRD

SUBJECT: ORGANIZATIONAL CHARTS - ST. ANNE CENTRE DEPARTMENTS	
MOTION#: 17-10-11	DATE:
CHAIRPERSON: Margaret Queelett	DATE: Oct. 17/11
EFFECTIVE DATE: June 26-2000	REVISED: October 12, 2011
REVIEWED:	

PURPOSE: The purpose of this policy is to establish a template of the organization of St. Anne Centre and its departments.

CONTENT:

Organizational Charts must be developed for all Departments of St. Anne Community and Nursing Care Centre. (SAC By-Law Article VIII (i))

ORGANIZATIONAL CHART DESCRIPTION

The Organizational Charts must include the following lines of communication. The Administrator is responsible for all day-to-day operation of the Centre. All Departments' personnel report to the Department Supervisor and in turn to Administrator.

Organizational chart must be posted in clearly visible locations.

All staff shall observe the lines of communication on the Organizational chart.

Note: In the absence of the Administrator, the Nurse in Charge assumes this position with full authority and responsibility.