


**GUAM MEMORIAL HOSPITAL AUTHORITY
ADMINISTRATIVE MANUAL**

APPROVED BY:  Peter John D. Camacho, MPH Hospital Administrator/CEO	RESPONSIBILITY: Administration	EFFECTIVE DATE: October 2, 2017	POLICY NO. A-400	PAGE 1 of 2
TITLE: AUTHORITY AFTER HOURS AND IN ABSENCE OF THE HOSPITAL ADMINISTRATOR				
LAST REVIEWED/REVISED: 08/2017				
ENDORSED: EMC 09/2017				

PURPOSE:

To outline the policy and procedure for delegation of administrative responsibility after normal working hours (0800 – 1700, Monday through Friday, except Government of Guam approved holidays) or in the absence of the Hospital Administrator at other times.

POLICY:

It is the policy of the Guam Memorial Hospital Authority to have continuous administrative coverage. After the close of the administrative offices, there shall be a Hospital Nurse Supervisor who shall serve as the administrative representative for all hospital services. The Hospital Administrator shall be available through the Communications Center for problems which are referred by the Hospital Nurse Supervisor.

PROCEDURE:

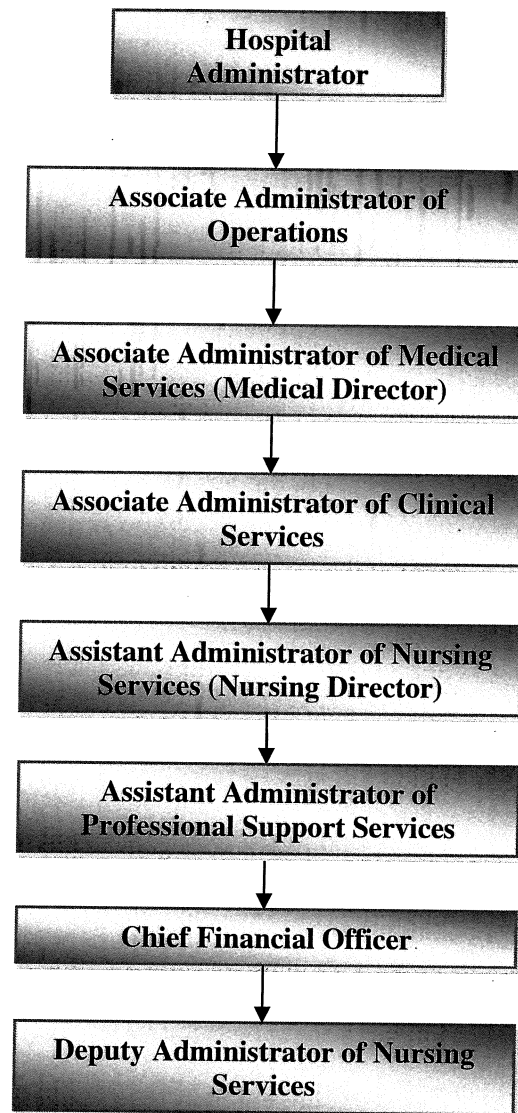
I. AFTER HOURS

The Hospital Administrator shall keep the Communications Center informed of current telephone numbers, pager numbers, and any changes.

- A. Immediate notification of the Hospital Administrator is required for:
1. Activation of Disaster or Fire Code;
 2. Any major breach of security;
 3. Disruption of service(s)

II. AUTHORITY IN ABSENCE OF THE HOSPITAL ADMINISTRATOR

- A. In the absence of the Hospital Administrator, authority is delegated to the Associate Administrator of Operations and then the Associate Administrator of Medical Services. In the absence of both those individuals, the authority for the operation of the facility is transferred to the Associate Administrator of Clinical Services, followed by the Associate Administrator of Nursing Services, then the Associate Administrator of Professional Support Services and then the Chief Financial Officer (CFO). Following the CFO, the Deputy Assistant of Nursing Services assumes overall control.



- B. If all administrative persons are out of the facility, the party in charge is the designated Hospital Nurse Supervisor who is delegated to house supervision for that day.
- C. The lines of authority expressed in this policy may be amended at any time through a memorandum addressing a particular period of time.

RESCISSION(S):

POLICY A-400, *Authority after Hours and in Absence of the Hospital Administrator* of the GMHA Administrative Manual made effective January 2014.

