

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
ADMINISTRATIVE POLICIES**

**ADMINISTRATIVE SUPERVISOR**

<b>Effective Date:</b> 06/93	<b>Policy No:</b> AD005
<b>Cross Referenced:</b>	<b>Origin:</b> Department of Nursing
<b>Reviewed Date:</b> 7/97, 02/00, 05/05, 02/10	<b>Authority:</b> Chief Nursing Officer
<b>Revised Date:</b> 8/13	<b>Page:</b> 1 of 1

**SCOPE**

Medical Staff and Nursing Departments of Hackettstown Regional Medical Center (HRMC).

**PURPOSE**

To clarify the role of the Administrative Supervisor within the organization.

**POLICY**

The Administrative Supervisors are assigned to work all shifts throughout the year (24/7/365).

The Administrative Supervisors, during their work hours, are responsible for the effective operation of the entire hospital. He/she has the authority to provide direction to each department in the absence of the immediate manager and the administrative director over the area.

An Administrative Director is on call for consultation as necessary.