

**HACKETTSTOWN REGIONAL MEDICAL CENTER
ADMINISTRATIVE POLICY MANUAL**

ADMINISTRATIVE COMMITTEES

Effective Date:	06/93	Policy No:	AD28
Cross Referenced:		Origin:	Administration
Reviewed Date:	05/05, 03/09, 05/13	Authority:	President
Revised Date:	05/13	Page:	1 of 2

SCOPE

To provide leadership support for Hackettstown Regional Medical Center.

PURPOSE

To establish two councils:

- President's Council – The main purpose of this group will be to provide strategic direction and planning for the future growth and development of health care services in our area and review goals and objectives set by the Council such as financial budgets, safety and quality indicators, productivity measures, policies and procedures, Joint Commission and State standard compliance, etc.
- Leadership Council – The main purpose of this council is to provide a reliable and informative communication channel between administration, leadership and staff within the hospital.

POLICY

1. PRESIDENT'S COUNCIL

This council will be chaired by the President and will include all of his/her senior direct reports such as Chief Operating Officer, Chief Nursing Officer, Chief Financial Officer, Chief Medical Officer, Executive Director, Administrative Director of Quality & Safety and the Director of Human Resources. The main purpose of this group will be to provide strategic direction and planning for the future growth and development of health care services in our area. This will include current and future medical services as well as growing and strengthening the Medical Staff to meet the needs of our expanding communities. It will also be the responsibility of this committee to establish quality and safety standards that will exceed state and federal established guidelines for superior outcomes. Each member will be responsible for leading out in their specific areas of responsibility to meet established goals and objectives and this council will be used to support and assist each member but not to take the responsibility from them.

2. LEADERSHIP COUNCIL

This council will be chaired by the President and CEO or in his/her absence the Chief Operating Officer. Membership will consist of all executive, directors and managers. The main purpose of this council is to provide a reliable and informative communication channel between administration, leadership and staff within the hospital. Updates and important issues will be presented to this group

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on regular bases so this information may be shared with all staff within the hospital. Any items of interest or concern may be submitted to the President and will be covered at a future scheduled meeting.

PROCEDURE

1. President’s Council meets every Monday from 3:00 – 5:00 PM or as needed by the council and agenda items must be submitted and approved by the President. Minutes will be maintained.
2. Leadership Council meets every other Wednesday of each month from 11:00 AM to 12:00 PM or as needed by the council. The agenda will be prepared by the President with input from President’s Council and staff at all levels. Minutes will be recorded and given to each member to share with their staff.

REFERENCES – None