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NARRATIVE FOR ED ORGANIZATIONAL CHART

The Administrative Director/Special Care Services has overall responsibility for the management of the Emergency Department.

The ED Nurse Manager is responsible for the 24-hours operation of the unit and for coordination and collaboration with the medical staff through the Medical Director, other department heads and Administrative Director/CNE. His/Her authority is both informal with peer groups and formal through interaction with the Administrative Director/CNE. He/She works collaboratively with the Administrative Coordinators. He/She is accountable to the Administrative Director/CNE. In his/her absence, the Unit Coordinator/Charge Nurse acts in his/her stead.

The Administrative Coordinator (evening, nights, weekends and holidays) function in a line position with ED Nurse Manager. Her responsibilities are to represent administration as a coordinator of all departments within the hospital. She also focuses on problem identification and is an active participant in the problem resolution.

The Unit Coordinator/Charge Nurse is responsible for the eight (8) or twelve (12) hour operation of the unit in the absence of the ED Nurse Manager. He/She is accountable to the ED Nurse Manager or the Administrative Coordinator (evenings, nights, weekends and holidays).

The professional nursing staff is accountable to the ED Nurse Manager or the Unit Coordinator/Charge Nurse. They are responsible for implementing the standards of the Emergency Department.

The ED Secretary is responsible for keeping the records of the Emergency Department. She is accountable to the ED Nurse Manager.