

#### **POLICY:**

The Board of Directors appoints a qualified individual with appropriate education and experience to serve as the Executive Director of Lifesong Hospice and Palliative Care and assume responsibility for the day-to-day administration of the hospice program.

#### **PROCEDURE:**

1. The Board of Directors conducts a search to find the most qualified, experienced and competent individual to serve as the Executive Director of the hospice program.
2. The education, experience and references of potential candidates are verified.
3. When interviews with the finalists are complete, the Board of Directors votes for the candidate most suitable to assume the position of Executive Director.
4. The Executive Director
  - a. Is the chief administrator of the hospice program,
  - b. Is employed by the hospice,
  - c. Reports to the Board of Directors, and
  - d. Fulfills the responsibilities outlined in the job description for this position, including but not limited to:
    - i. Implementing financial policies and practices;
    - ii. Implementing, monitoring and reporting on the hospice's services;
    - iii. Assuring the quality of patient care;
    - iv. Assuring the implementation of the QAPI program; and
    - v. Assuring open and timely communication.
5. In the absence of the Executive Director, the authority and responsibility for the daily operations of the hospice program are delegated to the Director of Clinical Operations.
6. The Board of Directors is responsible for evaluating the performance of the Executive Director annually.
7. The Executive Director and the Board of Directors ensures that all care, treatment, and services provided by the hospice are in accordance with Federal, State and local laws and regulations, and are consistent with accepted standards of practice.

Created:	Reviewed:	Revised:	Effective:
06/2018	09/2018		4/2019