

### ORGANIZATION AND ADMINISTRATION OF SERVICES AD.O10

#### POLICY:

Lifesong Hospice and Palliative Care organizes, manages and administers its resources to provide the hospice care and services to patients and their families necessary for the palliation and management of terminal illness.

#### PROCEDURE:

1. The administrative organization of Lifesong Hospice and Palliative Care is clearly delineated in an organizational chart and is communicated in a manner that is understood by all hospice co-workers.
2. The organizational chart delineates lines of authority and accountability of all hospice co-workers.
3. The organizational chart is reviewed at least annually and updated as needed.
4. The organizational chart summarizes the relationships between Lifesong Hospice and Palliative Care's governing body, management and staff as follows:
  - a. The Board of Directors is the hospice's governing body that assumes full legal authority and responsibility for the management of the hospice, its fiscal operations, and the quality of care, treatment and services provided;
  - b. The Board of Directors appoints a qualified individual with appropriate education and experience to function as Lifesong Hospice and Palliative Care's Executive Director;
  - c. The Executive Director reports to the Board of Directors and is responsible for organizing and directing the hospice's ongoing functions, employing qualified personnel, implementing an effective budgeting and accounting system, and enforcing written policies and procedures;
  - d. 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;
  - e. The Medical Director assumes overall responsibility for the medical component of the hospice's patient care program;
  - f. The Director of Clinical Operations manages the IDG and oversees patient care and services; and
  - g. The IDG provides coordinated care and services to patients and their caregivers.

Created:	Reviewed:	Revised:	Effective:
05/2018	09/2018		4/2019