

CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.18:	Organization Charts and Staffing Analysis
REVISED:	11/97; 03/23/07, 04/13; 07/25/16; Reviewed 06/06/18
Governing Body Approval:	05/09/13; 07/28/16; 07/02/18(<i>electronic vote</i>)

PURPOSE: To implement a uniform policy which outlines the placement of Divisions, Departments, services, programs, units, job classes, and incumbents within the hospital's organizational structure; while delineating structural and functional lines of authority and responsibility.

SCOPE: CVH Human Resources and staff

Definitions:

1. *Unit:* An administrative entity such as a ward/group of wards or direct/support service function within a single program or service. For example, the Geriatric Service is three Units, the Infection Prevention Unit is within a service (Ambulatory Care Services).
2. *Service:* A grouping of units with multiple functions or disciplines administered by a Program Manager or Service Chief.

TYPE

EXAMPLE

Multiple Disciplines or Functions

Ambulatory Care Services
Patient Central Services

3. *Program:* A particular range of treatment components available to assigned patients which have been integrated to produce mutually expected outcomes or purposes.
4. *Professional Discipline:* Any one of the four professional groups recognized by the Medical Staff as providing treatment services according to an approved credentialing plan. Nursing, Psychology, Rehabilitation Therapies, and Social Work each credentials members, develops Standards of Practice and monitor, through peer review and professional supervision, as appropriate, the treatment delivered by individual members.
5. *Division:* Any one of three direct care organizational entities formed to plan, organize, manage, coordinate, evaluate, and improve the functions of integral services, programs and units.
6. *Department:* Any one of four organizational entities organized to provide clinical operational or administrative support through affinity relationships with Divisions.
7. *Organization Charts:* Depict locations and lines of authority for units, programs, services, Divisions and Departments.

8. Staffing Analysis: Variety of reports which identify staffing needs, action plans for recruitment and placement; and assessing staffing variances by unit level.

PROCEDURE:

A. Organization Charts

1. Structural Organization Charts are updated if required by any staffing changes.
2. Functional Organization Chart is updated with any change in number(s) or titles of unit(s) and/or program(s).
3. The Facility Director of Human Resources/designee updates Organization Charts with respective Department/Division Director or designee and saves them on the CVH shared drive.

B. Staffing Analysis

Staffing Analysis are produced periodically on an as needed basis, to assess staffing variances and develop respective action plans to respond to identified staffing deficiencies; job relationship conflicts, and/or classification alignments.

1. A staffing analysis is required during period of major adjustments in staffing levels (e.g. early retirement incentive; restriction in position refill authority, budgetary deficit, other high turnover situations, etc.).
2. Staffing analysis is required for submission with monthly Personal Services (PS) budgetary reports (i.e. Comprehensive Financial Services Report).