

WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL

SECTION II:	ORGANIZATION FOCUSED FUNCTIONS
CHAPTER 8:	Management of Human Resources
PROCEDURE 8.18:	Organization Charts and Staffing Analysis
Governing Body Approval:	April 29, 2018
REVISED:	

PURPOSE: To implement a uniform policy which outlines the placement of 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: WFH Human Resources and staff

Definitions:

1. *Unit:* The organizational entity in which direct care is provided. There are 11 units in the WFH; 5 in Whiting and 6 in Dutcher.
2. *Service:* A grouping of units with similar functions. For example, the competence restoration service is comprised of Whiting Units 1, 2, and 3 and Dutcher 2 South.
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.
6. *Department:* A reference to the individuals who comprise a given discipline in the hospital, under the supervision of a discipline head.
7. *Organization Charts:* Depict positions and lines of authority/supervision.
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.
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3. The Facility Director of Human Resources/designee updates Organization Charts with the CEO or designee and saves them on the WFH shared drive.

B. Staffing Analysis

Staffing Analyses 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).