



Policy Name DELEGATION OF RESPONSIBILITY		Policy Number: 0950
		Effective Date: April 24, 2007
Approved By: Resources Management Committee	Drafted By:	Date Revised: October 17, 2012
Classification: Administration		Page No: Page 1 of 1

POLICY

To ensure that policies, procedures and service delivery are appropriate and effective for the administrative leadership of The Salvation Army Agapé Hospice (Agapé Hospice).

DEFINITIONS

Administrative leadership is in several categories:

1. Executive Director is responsible to The Salvation Army Divisional Headquarters, Alberta and Northern Territories, and Alberta Health Services, for the day to day operations of Agapé Hospice.
2. Resource Management Group is made up of the Directors of Resident Care, Finance, and Human Resources and the Medical Director reporting to the Executive Director.
3. Management Group is made up of the Clinical Care Coordinator, Volunteer Resources Manager, Spiritual Care Coordinator, Social Worker, Food Services Coordinator, Administrative Assistant / HR and Benefits Analyst and reports to the Resource Management Committee.

DELEGATION

1. During the planned absence of the Executive Director one of the Directors will be named as the Acting Executive Director. This responsibility is usually on a rotation basis depending on the availability of each Director. In the event of a significant matter arising affecting the operation of the Agapé Hospice including matters affecting the Community Council, the Media and/or the Calgary Health Region the Executive Director will be consulted before significant action is taken.
2. During an unplanned absence of the Executive Director, the Director of Resident Care will be Acting Executive Director.
3. Manager on Call - A roster of Directors and Managers is prepared by the Director of Human Resources so that a Manger On Call is available on weekdays from 1600 hours (4pm) to 0800 hours (8am) and on weekends from 1600 hours (4pm) on Friday to 0800 hours (8am) on Monday including statutory holidays.

An up to date outline of responsibilities is maintained by Human Resources. Depending on the nature of a concern the Manager on Call will consult with the appropriate Director. In the event of a significant concern affecting the safety and/or security of the Agapé Hospice the Executive Director will be informed.