

OREGON STATE HOSPITAL

POLICY ATTACHMENT

PROCEDURES A OSH Executive Delegated Responsibility **POLICY NUMBER: 1.016**

POINT PERSON: Superintendent

APPROVED: Superintendent **DATE: APRIL 13, 2023**

SELECT ONE:

New policy attachment proposal

Minor/technical revision of existing policy attachment

Reaffirmation of existing policy attachment

Major revision of existing policy attachment

I. EXECUTIVE DELEGATED RESPONSIBILITY – SUPERINTENDENT ORDER OF SUCCESSION

A. This order of succession sets forth who is responsible for operation of the Oregon State Hospital (OSH) when the Superintendent is absent for limited or extended periods of time.

B. With exceptions noted in these procedures, during limited absences of the Superintendent, the following persons shall act for and have day-to-day operational authority (i.e., signing non-policy documents, etc.) of the Superintendent in the order named:

1. Deputy Superintendent
2. Chief Medical Officer (CMO)
3. Chief Nursing Officer (CNO)
4. Chief Financial Officer/Chief Operating Officer (CFO/COO)
5. Junction City Campus Administrator
6. If all five of these executive officers are absent, an Acting Superintendent will be designated to serve in the Superintendent's absence.

NOTE: Day-to-day operational authority does not include human resources functions related to performance reviews or discipline.

C. With exceptions noted in these procedures, during extended absences of the Superintendent, persons in the order named above shall act for and have authority of the Superintendent for urgent matters only. Non-urgent matters shall be addressed by the Superintendent when the Superintendent returns from absence.

II. EXECUTIVE DELEGATED RESPONSIBILITY - EXECUTIVE SUB-DELEGATION

- A. The listed executive sub-delegations set forth who is responsible for duties of the named position when executive leaders other than the Superintendent are absent for limited or extended periods of time.
- B. The following sub-delegations are effective to cover duties of the named position only and do not apply to Superintendent absences.
- C. During absences of the Deputy Superintendent, a Program Director shall be designated to act for and have day-to-day operational authority of the Deputy Superintendent.
- D. During absences of the CMO, the Chief of Psychiatry or other designee shall act for and have day-to-day operational authority of the CMO.
- E. During absences of the CNO, the Deputy Chief Nursing Officer or other designee shall act for and have day-to-day operational authority of the CNO.
- F. During absences of the CFO/COO, the Deputy Chief Financial Officer/ Chief Operating Officer or other designee shall act for and have day-to-day operational authority of the CFO/COO.
- G. During absences of the Junction City Campus Administrator, another executive leader or other designee shall act for and have day-to-day operational authority of the Junction City Campus Administrator.
- H. During extended absences (absences of more than a few days, including planned and unplanned/emergency absences), the absent Executive Team member shall appoint in writing the person who will act with authority in their place. At minimum, such appointments must be communicated via an "out of office" function for both internal and external email. Communication noting the absence period, or estimated absence period, and designated appointee must be provided to the reception center and necessary parties.
- I. Day-to-day operational authority does not include human resources functions related to performance reviews or discipline.

III. EXCEPTIONS TO EXECUTIVE DELEGATED RESPONSIBILITY ORDER OF SUCCESSION

- A. In case of Superintendent absence, full financial and budgetary authority shall be delegated directly to the Chief Financial Officer.
- B. The Superintendent and the Chief Financial Officer/Chief Operating Officer are authorized by the Secretary of State to approve rules. This authority may not be

delegated per the order of succession as stated in these procedures. Staff must work with OSH Rules to obtain Secretary of State authorization to approve rules.