POLICY:

High Peaks Hospice (HPH) will have an appropriately qualified individual designated to perform the duties of Executive Director and Patient Care Coordinator in the case of any extended absence; staff members are appropriately informed of such designation.

PROCEDURE:

1. For extended absences (exceeding 24 hours), the following designations will apply unless a written alternative is put in place by the Executive Director or President of the Board of Directors.
   A. Absence of Executive Director - as specified by the Executive Director or the President of the Board of Directors.
   B. Absence of Patient Care Coordinator - A nurse case manager, as specified by the Patient Care Coordinator or Executive Director

2. Designations shall be put in writing using the “Coverage During Absence” sheet, prior to or at the beginning of the period of absence. The designation shall include:
   A. The name and title of the person designated;
   B. The time period of the designation;
   C. The location and access numbers to reach the designated individual 24 hours per day.
   D. Sheet will be distributed and posted for all staff in each HPH office.

LAST REVIEW DATE: IDT 10/04/17, Clinical Comm 2/13/18, BOD 03/26/18

LAST UPDATED: Comp Coor 08/04/17, 10/06/17, 09/01/18

BOARD APPROVAL: May 8, 2018