

CDPH POLICY AND PROCEDURE SAMPLE FORMAT

SCHOOL NAME

Policy Title: Organizational Chart Policy		Approved Date: 1/15/15
Applicable Standard: CCR, Title 22, 71828	Prepared by: RN Program Director	Effective Date: 3/15/15
	Approved by: Administrator	Revision Date: 5/17/15

Policy: The Nurse Assistant Training Program (NATP) will develop and maintain an organizational chart to include all personnel who perform NATP related duties.

Purpose: The purpose of the organization chart is to identify NATP personnel, their job titles and lines of authority.

Scope: All NATP personnel

Responsibility: The NATP Administrator is responsible for the content development and distribution of the organizational chart and Policy.

Procedure:

1.0 The organizational chart will include the following elements:

1.1 Information blocks including titles and names of personnel showing lines of authority and communication for all personnel associated with the training.

1.2 Each block of information will include the job title and name of the individual currently assigned to that job and lines of authority.

2.0 The organizational chart will be reviewed and up-dated annually each July, or as necessary due to

personnel changes, job title changes or lines of authority.

3.0 Each time there is a change in personnel, job titles or lines of authority, the NATP administrator will update

the document and re-distribute to staff.

4.0 A copy of the organizational chart will be placed in the Policy and Procedure manual with this policy.