***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Organization and Responsibilities **CODE: A-5**

SUBJECT: Standing Sub-Committee Policy **EFFECTIVE:**

**COORDINATOR: Chief Executive Officer**

There are certain sub-committees that should be established to meet at least monthly or as designated by the Administrative Committee (ADCOM). These committees and the membership should be established by ADCOM (see policy A-4).

Recommended Sub-Committees, membership, and their duties are outlined below (note these can be modified if necessary to your situation):

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| --- | --- | --- | --- |
| **Committee** | **Membership** | **Major Duties** | **Meeting Times** |
| Clinical | -CEO- **Ex-officio**  -CMO-  **Chairperson**  -All HoDs or Reps from:  Clinical Officers, Surgery, Nursing, Pharmacy, Lab, Quality Assurance | -To act as an advisory subcommittee to the AdCom on general clinical issues. | Minimum once a month (2 hrs maximum) |
| Financial & Procurement Committee (See policy B-12) | -CEO- **Ex-officio**  -CFO or BM-  **Chairperson** Senior Accountant COO, CMO and HRM | -To examine the financial status of the institution in order to minimize expenses and maximize income.  -Review capital purchases and the procurement process   * To scrutinize annual budget and make recommendations to AdCom * To review auditors’ recommendations and ensure they are implemented. | Minimum twice a month (2 hrs maximum) |
| Operational | | -CEO- **Ex- officio**  -BM/CFO or COO-  **Chairperson**  **-**All HoDs or Reps from: Logistics, HK and Grounds, IT, Security, Maintenance, Accounts, HR & VS | -To look closely into operational issues in order to develop integrated solutions across departments.  - To foster team work across departments | Minimum once a month ( 2hrs maximum) |
| Housing | -CEO- **Ex- officio**  - HR & VS, **Chairperson**  **-** BM/CFO or COO  -All HoDs or Reps from: Logistics, Security, Maintenance, Accounts, | -Review all housing arrangements and assignments as employees come or go  Oversee regular maintenance and repairs  -Maintain records of all work conducted and tenets of each house/apartment | Once per month (2 hrs maximum) |
| Social Events | -CEO- **Ex- officio**  - HR & VS, **Chairperson**  **-** BM/CFO or COO  -Head of department or staff representative from each area | - Plan social events for employees  - Coordinate support for funerals or other disasters  - Other activities as needed | Once per month |

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_