SCHOOL NAME

Policy Title: Policy	Organizational Chart	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.