

**Component 2: The Culture of Health
Care**

**3.1: Unit 3: Health Care Settings-
Where Care is Delivered**

3.1 c: Hospital Structure

Hospital Structure- Overview

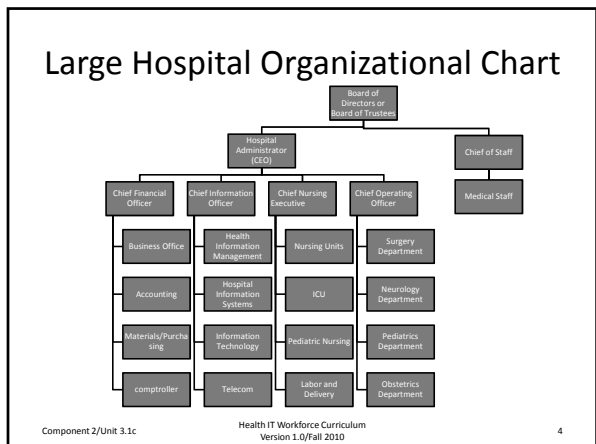
- Describe the basic structure of a hospital
- Describe the function of individuals associated with a hospital
 - Board of Trustees
 - Hospital Administrator (CEO)
 - Chief Financial Officer
 - Chief Information Officer
 - Chief Nursing Executive

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Hospital Structure- Overview (cont'd)

- Chief Operating Officer
- Chief of Medical Staff
- Medical Staff
- Medical Director

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Board of Directors/Board of Trustees

- Governing Board as “Owner”
 - Determining the mission
 - Setting Policy and Goals
 - Ensuring Financial Security
 - Maintaining an open relationship with community
- Board-CEO Partnership
- Board, Physicians, and the Hospital Medical Staff

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Hospital Administrator (CEO)

- Responsible for all functions, including the medical staff functions, nursing services, technical activities, and the general service activities.
- Marketing and public relations
- Planning
- Local and federal regulation compliance
- Financial measurement and performance

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Hospital Administrator (CEO) (cont'd)

- Personnel recruiting and development
- Medical/staff relations
- Walking the hospital floor

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Chief Financial Officer

- Personnel overview- Senior level manager that reports to the CEO. Usually has much experience in the business areas of a hospital
- Education- bachelor's degree and/or MBA usually preferred
- Manages the business office, accounting, materials/purchasing office, and the comptroller
- Responsible for all business functions of the hospital.

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Chief Information Officer

- Overview- manages much of the nonclinical technology used in hospitals. Usually has an information technology department and a health information management department
- Education- minimum- bachelor's degree, master's or Ph.D. preferred
- Health information management- security, accuracy and completeness of health records
- Information technology- operates the health information system computers and usually responsible for computers and phones

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Chief Information Officer-

- Information Technology Department
Personnel- Director, Data Resource Administrator, Information Security manager, Network Engineer, Hardware Engineer, Integration Architect, IT Project Manager
- Health Information Management Personnel- Director, Clerical Supervisor, Transcription Supervisor, Coding Supervisor

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Chief Nursing Executive

- Overview- oversees the practice of nursing throughout the entire hospital
- Education- minimum- bachelor's, preferred master's or doctorate
- Senior level management nurse
- Functions- provide leadership roles in the designing of care, the planning and developing of procedures and policies, and administration of budgets

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Chief Operating Officer

- Overview- bears the ultimate responsibility for making sure the day-to-day business functions run smoothly.
- Education- minimum bachelor's, master's preferred; at least 10 years experience in business functions
- Functions- enforces the hospital's policies and procedures, to ensure patient and doctor satisfaction, high employee morale, and hospital profitability

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Chief of Medical Staff

- Overview- liaison between the medical staff, the CEO, and Board of Trustees/Directors of the hospital
- Education- MD
- Functions-utilization review and QA, medical education, physician recruitment and working with regulatory agencies.

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Medical Staff

- Overview- are not employees of the hospital. Instead, appointed by the Board of Trustees to admit patients and use hospital facilities and services. A single organized staff that has overall responsibility for the quality of the professional services provided by individuals with clinical privileges
- Education- MD
- Function- provide quality care and participate in specified hospital activities (i.e. quality improvement)

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Medical Director

- Overview- liaison between medical staff and hospital administration. Usually a hospital employee.
- Education- MD
- Functions-utilization review and QA, medical education, physician recruitment and working with regulatory agencies. Basically the same as the Chief of Medical Staff

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