**PURPOSE**

To outline the authority and responsibility for overall administration and management of Ohio Living Home Health and Hospice.

**POLICY**

Qualifications for administrative positions will be clearly defined in Ohio Living Home Health and Hospice job descriptions and will meet the needs of the organization in terms of position responsibility, scope of services, and complexity of the organization. Administrative and management personnel will have a combination of education and experience necessary to be successful in their assigned role.

**PROCEDURE**

1. Ohio Living Home Health and Hospice will maintain administrative and supervisory responsibility for all care provided through contracted individuals or vendors. This responsibility will be clearly stated in all relevant written agreements and contracts.
2. Ohio Living Home Health and Hospice will obtain documented verification of Administrator’s qualifications including:
   1. Resumes
   2. Two (2) references reflecting performance and experiential qualification
3. Ohio Living Home Health and Hospice job descriptions will clearly define specific responsibilities of each job/role within the organization.