**PURPOSE**

To define the qualifications and selection process of the Executive Director/Administrator of the organization.

**POLICY**

The Chief Operations Officer will appoint the Executive Director/Administrator. The Executive Director/Administrator will:

1. Be responsible for the day-to-day operations of the organization.
2. Have the necessary authority to implement his/her responsibilities for the operations.
3. Have at least two (2) years health related experience and the education, knowledge, and ability to fulfill his/her responsibilities.
4. Be knowledgeable of applicable law and regulation including Medicare Conditions of Participation as applicable, state regulations, licensure requirements, and any other applicable local/state/ or federal regulations.
5. Take reasonable steps to assure that:

A. The organization complies with applicable law and regulation.

B. Action is taken on reports and recommendations of any authorized planning or regulatory inspection organization.

**PROCEDURE**

1. The Executive Director/Administrator will be appointed through the standard recruitment and selection process including, but not limited to:

1. Interviews with human resource personnel and various members of staff and senior management.