

# Partners in Recovery

POLICY AND  
STANDARDS

*Applicable Arizona Department of Health Services Behavioral Health Licensing Rule(s):  
R9-20-201.A.4, 5 and 6.*

**Policy Name: Administrator Responsibilities**

**Policy Number: ADM - 0003**

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H.M. Gilbert Jr., Executive Director, PIR

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Date

***Cross Reference(s)***

*None*

***Policy Statement***

Partners in Recovery has in place a structure whereby an administrator has the authority and responsibility to operate an agency.

***Purpose***

To delineate the executive and clinical lines of authority to ensure full access to all areas within the company related to consumer care, records, supplies and safety.

***Scope***

Partners in Recovery Direct Care Clinics.

***Key Terms***

Should the reader need to inquire as to the definition of a term used in this policy, the Partners in Recovery Key Term Glossary can be found in the back of the Policy and Procedure Manual.

***Standards***

- I. The Partners in Recovery Chief of Clinic Operations, who is a Behavioral Health Professional, shall be fully authorized and empowered to carry out the management and business affairs of the company, including supervision of the performance of all other Officers and clinic staff and have full access to all areas within the company that are related to consumer care, records, supplies and safety.
- II. In the absence of the Chief of Clinic Operations or his/her inability to act, the Medical Director for Direct Services shall be vested with all of the powers and charged with all of the duties of the Chief of Clinic Operations and have full access to all areas within the company that are related to consumer care, records, supplies and safety.
- III. In the absence of the Chief of Clinic Operations or Medical Director for Direct Services, a Regional Administrator shall be temporarily appointed to act for the Chief of Clinic Operations with full access to all areas within the company that are related to consumer care, records, supplies and safety.
- IV. In the event of a permanent staff change in the Chief of Clinic Operations or Medical Director of Direct Services, the Manager of Regulatory Compliance shall provide written notification to the Arizona Department of Health Services, Office of Behavioral Health Licensing within 30 days after the effective date of change.

- V. At all times, administrative responsibility for an individual case management site lies with the Site Administrator. If the Site Administrator is not available, responsibility shifts to the Clinical Director, who is a Behavioral Health Professional.
  
- VI. At all times, clinical responsibility for an individual case managed at a Direct Services site lies with the Consumer's Behavioral Health Medical Practitioner (BHMP). If the BHMP is not available, responsibility shifts to the Area Medical Director.

***Associated Partners in Recovery Direct Care Clinics Forms & Attachments:***

*None*

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