



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Leadership		
<b>Document:</b>	Administrative Policy and Procedure		
<b>Title:</b>	Delegation of Authority		
<b>Applies To:</b>	All MCH Employees		
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## 1. PURPOSE:

- 1.1 To describe the framework within which delegation of authority is exercised.

## 2. DEFINITIONS:

- 2.1 **Delegation** – is the assignment of any responsibility or authority to another person (normally from a manager to a subordinate) to carry out specific activities. It is one of the core concepts of management leadership. However, the person who delegated the work remains accountable for the outcome of the delegated work. Delegation empowers a subordinate to make decisions, i.e. it is a shifting of decision-making authority from one organizational level to a lower one.
- 2.2 **Authority** – is the power or right to give orders, make decisions, and enforce obedience.

## 3. POLICY:

- 3.1 The hospital governing board is the ultimate accountable entity for Maternity and Children Hospital, Hafer Al Batin.
- 3.2 In order to have smooth hospital operation and ensure that management is done based on system processes and to address the needs for healthcare provider vacation and time of work for external education and professional development activities as well as to ensure continuity of services, the hospital approves the following delegation of authorities and responsibilities.
- 3.3 The delegated authority is responsible to fulfill the role he/she is covering as stated in the job description.
  - 3.3.1 Delegating authority is accountable to request a written report for activities and decisions made during the delegated period.
- 3.4 The following is approved hierarchy of delegation for Maternity and Children Hospital.
  - 3.4.1 Role of Governing Board:
    - 3.4.1.1 The Government Board shall delegate to the Hospital Director the following:
      - 3.4.1.1.1 Approval of policies and procedures.
      - 3.4.1.1.2 Approval of plans.
      - 3.4.1.1.3 Hiring and termination of employees.
      - 3.4.1.1.4 Communicating with the Ministry of Health and other government authorities.
      - 3.4.1.1.5 Ensuring adherence to Saudi Arabia laws and regulations.
      - 3.4.1.1.6 Responsibility of Hospital Director
        - 3.4.1.1.6.1 The delegation of authority shall be approved by the hospital director. An official circular shall be distributed to all department heads and will have the following details:
          - 3.4.1.1.6.1.1 Name of Appointee.
          - 3.4.1.1.6.1.2 Duration of Delegated Authority.
          - 3.4.1.1.6.1.3 Scope of delegated Authority.

- 3.4.1.2 Role of the Assistant for Administrative and Operation Services Officer and Medical Director during the Hospital Director's absences:
  - 3.4.1.2.1 Conducting committee meetings chaired by the Hospital Director.
  - 3.4.1.2.2 Finalizing any pending processes as advised by Hospital Director prior to his absences.
  - 3.4.1.2.3 Approving hospital policies and procedures.
  - 3.4.1.2.4 Employee suspension.
- 3.4.1.3 Role of Medical Director and Assistant for Administrative and Operation Services Officer:
  - 3.4.1.3.1 Head of the department must obtain hospital director approval prior to appointing the healthcare provider covering for their role during their absence.
- 3.4.1.4 Role of the heads of the departments:
  - 3.4.1.4.1 Heads of departments must obtain the approval of hospital director and medical director for the healthcare provider designated to cover for his duties prior to his absence.
- 3.4.1.5 Role of unit heads:
  - 3.4.1.5.1 Unit heads that have full knowledge will cover the daily operations of the department.
- 3.4.1.6 Horizontal and technical delegation of tasks.
  - 3.4.1.6.1 Heads of departments approve the technical coverage for healthcare provider covering for colleagues during their absence.
  - 3.4.1.6.2 Tasks will be covered only by healthcare provider equally competent to handle them.
  - 3.4.1.6.3 In the absence of competent healthcare provider, the service will be suspended during the absence of the employee.
- 3.4.1.7 Clinical services affected by the absence of an employee, patients will be informed and appropriately directed accordingly to ensure continuity of care.

3.5 The following will not be delegated and responsibilities always remain with the formally appointed authorities:

- 3.5.1 Termination of employee.
- 3.5.2 Hiring / promotion of head of departments and senior staff.
- 3.5.3 Financial signatory.

#### 4. PROCEDURE:

- 4.1 Planned Absence (vacation/ leave etc.)
  - 4.1.1 One month (for medical staff) prior to the date of intended absence, delegating authorities/ healthcare provider must submit written request/ notification to the approving authority.
  - 4.1.2 Written request includes the following: (for delegation of authority section)
    - 4.1.2.1 Dates of the intended absence.
    - 4.1.2.2 Name and designation of the appointed covering healthcare provider (or locum).
    - 4.1.2.3 Signature of both delegating and delegated healthcare provider.
  - 4.1.3 Delegation of authority form will be completed upon approval.
  - 4.1.4 Delegating staff must provide the covering healthcare provider with a written list of tasks that need his/her action.
  - 4.1.5 Covering healthcare provider may review the job description of the delegating staff for reference.
  - 4.1.6 Upon return of the delegating staff of his/her absence written report of the activities occurred and the decisions made must be submitted by the covering healthcare provider. This report must be discussed and noted.
  - 4.1.7 Authorities and healthcare provider who are members in teams or committees shall notify the concerned entities prior to their absence. Covering healthcare provider should attend these team meetings unless a specific assignment for committee participation was done.
- 4.2 Emergency and unplanned absences

- 4.2.1 The employee having an emergency must contact the immediate supervisor informing him/her on the urgency of their absence.
- 4.2.2 The head of department will arrange coverage by assigning healthcare provider matching the requirements listed in this policy.
- 4.2.3 Delegation of authority form will be distributed to all departments via hospital domain one week prior to the delegation period.

## 5. MATERIALS AND EQUIPMENT:

- 5.1 Leave Request Form
- 5.2 Delegation of Authority Template

## 6. RESPONSIBILITIES:

- 6.1 Human Resources Director
- 6.2 Director of Nursing
- 6.3 Medical Director
- 6.4 Hospital Director

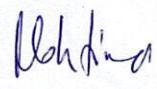
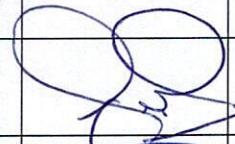
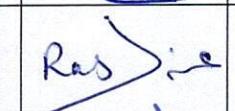
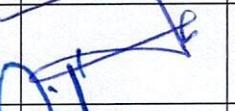
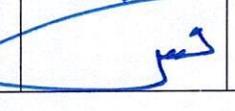
## 7. APPENDICES:

NA

## 8. REFERENCES:

- 8.1 Ministry of Health Rules and Regulations.
- 8.2 Prince Mutaib Bin Abdulaziz – Al Jouf – (October 2017).

## 9. APPROVALS:

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