

- LD.2.11 The hospital director ensures all physical properties are kept in a good state of repair and operating conditions.
- LD.2.12 The hospital director ensures the efficient utilization of all resources.

### **LD.3 Hospital leaders ensure the hospital is in compliance with relevant laws and regulations.**

- LD.3.1 Hospital leaders identify all relevant laws and regulations.
- LD.3.2 Hospital leaders ensure compliance with all relevant laws and regulations (e.g., laws and regulations related to recruitment, professional staff licensure and registration, waste management, food management, infection control, medications management, patient rights, radiation safety, and physical environment).

### **LD.4 Hospital leaders work collaboratively to develop the hospital's scope of services.**

- LD.4.1 Hospital leaders identify the scope of services provided by the hospital.
- LD.4.2 The scope of services includes the range of services offered by the hospital (e.g., children hospital, maternity hospital, or general hospital).
- LD.4.3 The scope of services includes the targeted age groups.
- LD.4.4 The scope of services includes the number of patients seen annually.
- LD.4.5 The scope of services includes the principal diagnostics and therapeutic modalities used in the hospital.
- LD.4.6 The scope of services is approved by the governing body.

### **LD.5 A structure is in place for the hospital leaders to communicate and collaborate in order to fulfill the hospital's mission and plans.**

- LD.5.1 Hospital leaders form an executive management body (e.g., an executive management committee), led by the hospital director and includes the medical director, the nursing director, the quality director, selected heads of the departments, and other senior staff members as required.
- LD.5.2 Hospital leaders are qualified in healthcare management by education, training, or experience.
- LD.5.3 Hospital leaders have specific responsibilities as outlined in a current job description.
- LD.5.4 Functions and meetings of the hospital leaders are outlined in specific terms of reference.
- LD.5.5 Hospital leaders meet regularly (at least ten times per year) to evaluate the progress of the overall strategic plan, the quality and safety of care provided to patients, and all other clinical and non-clinical issues related to the hospital work.
- LD.5.6 Discussions, decisions and actions taken by the hospital leaders are documented in a formal meeting minutes.

### **LD.6 The hospital administrative work and day to day operations are consistent and organized.**

- LD.6.1 The hospital work is guided by a manual that contains all important hospital-wide guiding administrative policies and principles.
- LD.6.2 The contents of the manual are communicated with and made accessible to the hospital staff.
- LD.6.3 Contents of this manual reflect the general organization of the hospital work and include, but are not limited to, the following: