

The Leamington United Mennonite Home and Apartments

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Administration	<b>SUBJECT:</b> Administration & Organization of LMH	<b>SECTION:</b> A <b>POLICY:</b> 2
<b>DATE:</b> September, 2004	<b>Signature:</b> _____ ADMINISTRATOR	

**ADMINISTRATION AND ORGANIZATION OF LMH**

**POLICY:**

- The Leamington Mennonite Home shall provide a framework for the effective administration and organization of the Home and its mandate to provide care to residents.
- Current Policies and Procedures, consistent with MOH policies and directives shall be in place to guide the management and service delivery of each program and service provided by the Home.

**PROCEDURE:**

- The Home shall be guided in its administration and management of services by its Mission Statement. The LMH organizational chart shall clearly outline the administrative structure and reporting relationships within the Home. The organizational chart shall be revised as required.
- The Home shall support its Mission Statement and operational framework through the development of long term goals and short term objectives with the participation of Board, staff, residents and resident families.
- Written goals and objectives for each program and service area, consistent with the Home's goals and objectives and which support the LMH Mission Statement, shall be formulated and reviewed at least once every three years.
- Policies and Procedures shall be kept current and available to all staff.
- Opportunities for interdisciplinary and interdepartmental communication and co-ordination shall be in place and regularly evaluated through the following:
  - Monthly Homewide Staff Meetings
  - Monthly Leadership Team Meetings
  - Homewide Staff Education/Information Workshops & In-services