

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Human Resources	HR		523.2
Subject Title	Adopted	Last Revised	Reviewed
<b>Competency &amp; Privileging – Corrective Action/Appeal</b>	4/12/02	2/13/14	3/15/05
		1/13/15	5/19/10
		3/22/16	2/13/14
			1/13/15
			3/22/16

**PROCEDURE**

**Application**

This procedure shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

**1.0 Corrective Action/Appeal**

- 1.1 The supervisor shall document and evaluate any competency, performance or ethical issues.
- 1.2 The supervisor shall meet with said staff and other parties involved in the competency, performance or ethical issue.
- 1.3 If a corrective action plan is necessary, it will be created by the supervisor and their immediate superior or HR Director.
  - 1.3.1 The HR Director will authorize and sign the corrective action plan.
  - 1.3.2 The Immediate supervisor reviews the corrective action plan with the staff.
  - 1.3.3 Once all parties have signed the approved corrective action plan, the original plan is submitted to the HR Director.
  - 1.3.4 The plan is put into personnel file.
- 1.4 The supervisor shall arrange appropriate consumer care by an alternate The Right Door for Hope, Recovery and Wellness staff member if necessary.
- 1.5 A staff person who has been given a corrective action plan may appeal to the CEO.

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Robert S. Lathers, Chief Executive Officer	Date		