**Mission Leader Orientation**

*Checklist | Facility*

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Leader** | **Contact Info** | **Scheduled** |
| *Example:* *Vice President of Mission* | *Jacob Green* | *Ext 4452* | √ *2-15-18* |
| **President and CEO** |  |  |  |
| **CFO** Finance Director/Administrator |  |  |  |
| **SVP or VP Mission Services** |  |  |  |
| **Director of Spiritual/Pastoral Care**Chaplaincy Leader |  |  |  |
| **Director of Operations**Operations Manager |  |  |  |
| **HR Director**HR Manager, Administrator |  |  |  |
| **Community Outreach Director**Community Services |  |  |  |
| **Community Benefit Director**Foundation Director |  |  |  |
| **VP Organizational Excellence** |  |  |  |
| **VP Strategic Planning** |  |  |  |
| **CNO | Director of Nursing** |  |  |  |
| **Community Relations Director**Marketing Director |  |  |  |
| **Philanthropy and Foundation** |  |  |  |
| **CMO**VP/Director Physician PracticesVP/Director Clinical ServicesMedical Services Administrator |  |  |  |

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| **Behavioral Health Services**Administrator | Director |  |  |  |
| **Emergency Department Director**Trauma Coordinator |  |  |  |
| **Inpatient Services Director** |  |  |  |
| **Home Health Services** Director | Administrator |  |  |  |
| **Pharmacy Director** |  |  |  |
| **Laboratory Director** |  |  |  |
| **Physical Therapy**Director | Administrator |  |  |  |
| **Labor and Delivery** Director | Manager |  |  |  |
| **Environmental Services Director** |  |  |  |
| **Dietary Services**Director | Administrator |  |  |  |
| **Surgery**Director | Administrator |  |  |  |
| **Head of ED/ Nursing/ Contracted Medical Specialties** |  |  |  |
| **Local Clergy**  |  |  |  |
| **Head of Catholic Charities**  |  |  |  |
| **Head of Local Social Service Agencies** |  |  |  |
| **Other**  |  |  |  |