

The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Human Resources	HR		523.2
Subject Title	Adopted	Last Revised	Reviewed
Competency & Privileging – Corrective Action/Appeal	4/12/02	3/22/16	3/15/05; 5/19/10; 2/13/14; 1/13/15; 3/22/16; 12/12/18; 1/17/20; 1/20/21; 1/14/22; 1/26/23; 1/19/24; 1/3/25

PROCEDURE

Application

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

1. 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 care of person served by an alternate staff member of The Right Door for Hope, Recovery and Wellness if necessary.

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1.5. A staff person who has been given a corrective action plan may appeal to the CEO.

Kerry L Possehn, Chief Executive Officer	Date		