

PLANNING AND DEVELOPMENT 6.0

Appointment of Section and Regional Planners -- 6.1

Date December 31, 1998

Issued:

Date Last March 23, 2011

Revised:

Signature:



By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

An individual is to be identified as the Planning Coordinator in each Regional Office and Section of the Bureau of Health Services to assist in statewide planning activities.

APPLICABILITY

This policy applies to Section Chiefs and Regional Directors.

PURPOSE

To ensure a coordinated statewide planning effort to identify and address the health care and service needs of Tennesseans, as well as to guarantee a focal point in each Region and Section for preparation of grants and other planning documents.

PROCEDURE

Each Regional Director is responsible for selecting a planner for his/her Region, and each Section Chief is responsible for selecting a planner for his/her Section. The person should be selected based upon the following qualifications:

1. Knowledge of the basic methods and techniques of health planning and an appreciation of the potential impact of such planning.

2. An understanding of the evaluation process as a means of assessing the effectiveness of ongoing programs in achieving stated objectives.
3. An ability to synthesize information and communicate orally and in writing.
4. A broad knowledge of health issues and services available through Regional and Local Health Departments.

The Bureau Office should be notified when an employee is selected for this position or when a personnel change occurs.

OFFICE OF PRIMARY RESPONSIBILITY

Office of the Director, Bureau of Health Services, (615)741-7305