

# **MANUAL DE ORGANIZACIÓN Y FUNCIONES, HOSPITAL NACIONAL DE SALUD MENTAL NOGUCHI-LIMA MARTIN DE PORRES**

## **CAPITULO I**

### **OBJETIVO Y ALCANCE DE MANUAL DE ORGANIZACIÓN Y FUNCIONES**

El Manual de Organización y Funciones del Departamento de Enfermería del Instituto Especializado de Salud Mental "Honorio Delgado –Hideyo Noguchi", es un documento técnico normativo de gestión, que tiene los siguientes objetivos:

Definir y establecer las responsabilidades, atribuciones, funciones, relaciones internas y externas y los requisitos de los cargos establecidos en el Cuadro para Asignación de Personal y contribuir al cumplimiento de los objetivos funcionales establecidos en el Reglamento de Organización y Funciones del Instituto Especializado de Salud Mental "Honorio Delgado –Hideyo Noguchi".

Facilitar el desarrollo de las funciones operativas y administrativas, así como la coordinación y la comunicación de todos sus integrantes, eliminando la duplicidad de esfuerzos, confusión e incertidumbre para el cumplimiento de las funciones asignadas a los cargos o puestos de trabajo.

Servir como instrumento de comunicación y medio de capacitación e información para entrenar, capacitar y orientar permanentemente al personal.

Establecer las bases para mantener un efectivo sistema de control interno y facilitar el control de las tareas delegadas.

## **CAPITULO II**

### **BASE LEGAL**

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# Manual De Organizaci N

**Rachel Sandford**



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