

**10A NCAC 14D .0302 ADMINISTRATOR**

(a) An administrator shall be responsible for the total operations of the adult day care program offering overnight respite care services.

(b) At all times, there shall be one administrator or supervisor-in-charge who is directly responsible for assuring that all required duties are carried out and for assuring that at no time is a resident left alone without a staff member.

(c) The administrator must:

- (1) be at least 18 years old;
- (2) be at least a high school graduate or certified under the General Educational Development (GED) Program;
- (3) work with bona fide inspectors and DHSR consultants;
- (4) be free of tuberculosis disease that poses a direct threat to the health or safety of others;
- (5) have no substantiated findings listed on the North Carolina Health Care Personnel Registry;
- (6) have documented evidence of managing or supervising personal care to others, for at least 6 months, from a previous employer; and
- (7) be able to apply all accident, fire safety and emergency procedures for the protection of the recipients of the respite care services.

*History Note: Authority S.L. 2011-104;  
Temporary Adoption Eff. January 1, 2012.*