

1 10A NCAC 13E .0401 is proposed for adoption as follows:  
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3 **SECTION .0400 – STAFF QUALIFICATIONS AND STAFFING**  
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5 **10A NCAC 13E .0401 ADMINISTRATOR**

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

7 (b) At all times, there shall be one administrator or supervisor-in-charge who is responsible for assuring that all  
8 required duties are carried out and for assuring that a staff member is present on-site and available to the program  
9 participants.

10 (c) The administrator shall:

11 (1) be at least 21 years old;

12 (2) be at least a high school graduate or certified under the General Educational Development (GED)  
13 Program;

14 (3) cooperate with inspectors and DHSR employees in assuring compliance with G.S. 131D-6.1 and the  
15 Rules of this Subchapter;

16 (4) have a tuberculin skin test within 12 months prior to hire date and annually thereafter;

17 (5) have no substantiated findings listed on the North Carolina Health Care Personnel Registry pursuant  
18 to G.S. 131E-256;

19 (6) have documented evidence of managing or supervising personal care to others for at least six months  
20 from a current or previous employer; and

21 (7) be able to implement all accident, fire safety, and emergency procedures for the protection of the  
22 participants of the overnight respite services program.

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24 *History Note: Authority G.S. 131D-6.1;*

25 *Eff. April 1, 2017.*