

## SECTION .0400 – STAFF QUALIFICATIONS AND STAFFING

### 10A NCAC 13E .0401 ADMINISTRATOR

- (a) An administrator shall be responsible for the operations of the program offering overnight respite care services.
- (b) At all times there shall be one administrator or supervisor-in-charge who is responsible for assuring that all required duties are carried out and for assuring that a staff member is present on-site and available to the program participants.
- (c) The administrator shall:
  - (1) be at least 21 years old;
  - (2) be a high school graduate or certified under the General Educational Development (GED) Program;
  - (3) cooperate with inspectors and DHSR employees in assuring compliance with G.S. 131D-6.1 and the rules of this Subchapter;
  - (4) have a tuberculin skin test within 12 months prior to hire date and annually thereafter;
  - (5) have no substantiated findings listed on the North Carolina Health Care Personnel Registry pursuant to G.S. 131E-256;
  - (6) have documented evidence of managing or supervising personal care to others for at least six months from a current or previous employer; and
  - (7) be able to implement all accident, fire safety, and emergency procedures for the protection of the participants of the overnight respite services program.

*History Note:* Authority G.S. 131D-6.1;  
Eff. April 1, 2017.