

4658.0060 RESPONSIBILITIES OF ADMINISTRATOR.

The administrator is responsible for the:

- A. maintenance, completion, and submission of reports and records as required by the department;
- B. formulation of written policies, procedures, and programs for operation, management, and maintenance of the nursing home;
- C. current personnel records for each employee according to part 4658.0130;
- D. written job descriptions for all positions which define responsibilities, duties, and qualifications that are readily available for all employees;
- E. work assignments consistent with qualifications and the work load;
- F. maintenance of a weekly time schedule which shows each employee's name, job title, hours of work, and days off for each day of the week. The schedule must be dated and communicated to employees. The schedules and time cards, payroll records, or other written documentation of actual time worked and paid for must be kept on file in the home for three years;
- G. orientation for new employees and volunteers and provision of a continuing in-service education program for all employees and volunteers to give assurance that they understand the proper method of carrying out all procedures;
- H. establishment of a recognized accounting system; and
- I. the development and maintenance of channels of communications with employees, including:
 - (1) distribution of written personnel policies to employees;
 - (2) regularly scheduled meetings of supervisory personnel;
 - (3) an employee suggestion system; and
 - (4) employee evaluation.

Statutory Authority: *MS s 144A.04; 144A.08; 256B.431*

History: *20 SR 303*

Published Electronically: *October 11, 2007*