

12VAC5-371-130 Administrator

A.

The governing body shall appoint an individual, on a full-time basis, to serve as its on-site agent, responsible for the day-to-day administration and management.

B.

The governing body shall provide the OLC with evidence that the individual appointed as administrator is: 1. Currently licensed by the Virginia Board of Long-Term Care Administrators; or 2. Holds a current administrator's license in another state and has filed an application for license with the Virginia Board of Long-Term Care Administrators.

1.

Currently licensed by the Virginia Board of Long-Term Care Administrators; or

2.

Holds a current administrator's license in another state and has filed an application for license with the Virginia Board of Long-Term Care Administrators.

C.

Within five working days of the effective date of termination of the administrator's employment, the governing body shall notify the OLC, in writing, of the name and qualifications of the replacement administrator or the acting administrator.

D.

The governing body shall appoint a qualified administrator within 90 days of the

effective date of the termination of the previously qualified administrator, and shall provide the OLC with written notification of the administrator's name, license number, and effective date of employment. An additional 30-day extension may be granted if a written request provides documentation that the individual designated as administrator is awaiting the final licensing decision of the Virginia Board of Long-Term Care Administrators.

E.

The governing body shall assure that administrative direction is provided at all times. The governing body, the administrator, or the chief executive officer shall designate, in writing, a qualified individual to act as the alternate nursing home administrator in the absence of the administrator.