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Title 22@ Social Security

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Division 5@ Licensing and Certification of Health Facilities, Home Health Agencies, Clinics, and Referral Agencies

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Chapter 12@ Correctional Treatment Centers

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Article 5@ Administration

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Section 79777@ Administrator

## **79777 Administrator**

### **(a)**

The governing body shall appoint an administrator. The administrator's responsibilities include, but are not limited to, the following: (1) Establishing written administrative, management and personnel policies and procedures. (2) Maintaining policies and procedures for each basic and optional service provided by the correctional treatment center. These policies and procedures shall be reviewed annually. (3) Informing appropriate staff of applicable additions, deletions and changes to correctional treatment center regulations. (4) Maintaining and monitoring contracts for professional consultant staff and health service support agencies. (5) Reviewing employee accident and incident reports and taking appropriate corrective action. (6) Assuring that current copies of the California Code of Regulations, Title 22 regulations pertaining to correctional treatment centers are available to all personnel. (7) Assuring that the correctional treatment center provides only those services for which it is organized, staffed and equipped. (8) Informing the Department within 24 hours of any unusual occurrences, as specified in these regulations.

### **(1)**

Establishing written administrative, management and personnel policies and procedures.

### **(2)**

Maintaining policies and procedures for each basic and optional service provided by the correctional treatment center. These policies and procedures shall be reviewed annually.

**(3)**

Informing appropriate staff of applicable additions, deletions and changes to correctional treatment center regulations.

**(4)**

Maintaining and monitoring contracts for professional consultant staff and health service support agencies.

**(5)**

Reviewing employee accident and incident reports and taking appropriate corrective action.

**(6)**

Assuring that current copies of the California Code of Regulations, Title 22 regulations pertaining to correctional treatment centers are available to all personnel.

**(7)**

Assuring that the correctional treatment center provides only those services for which it is organized, staffed and equipped.

**(8)**

Informing the Department within 24 hours of any unusual occurrences, as specified in these regulations.

**(b)**

The medical director may perform the duties of the administrator.

**(c)**

The administrator shall be in the correctional treatment center for a sufficient number of hours to permit adequate attention to the management and

administration of the center.

**(d)**

The administrator shall possess one of the following qualifications; (1) A master's degree in health services administration and one year of experience in hospital administration in either a licensed skilled nursing facility or a general acute care hospital; or (2) A master's degree in a health related field and two years of administrative experience in a state or local correctional health care setting; or (3) A bachelor's degree in a health related field and four years of health related administrative experience. (4) State civil service appointment as a correctional health services administrator.

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