**Section 330.510 Administrator**

a) There shall be a responsible and qualified administrator full-time for each licensed facility. The administrator shall be a high school graduate or equivalent and at least 18 years of age. The licensee will report any change in administrator to the Department, within five days.

b) The administrator shall delegate in writing adequate authority to a person at least 18 years of age who is capable of acting in an emergency during his absence. Such administrative assignment shall not interfere with resident care and supervision. The administrator or the person designated by the administrator to be in charge of the facility in the administrator's absence, shall be deemed by the Department to be the agent of the licensee for the purposes of Section 3-212 of the Act, which requires Department staff to provide the licensee with a copy of their report before leaving the facility. (B)

c) The licensee and administrator shall be familiar with this Part. They shall be responsible for seeing that the applicable regulations are met in the facility and that employees are familiar with those regulations according to the level of their responsibilities. (A, B)

d) The administrator shall arrange for facility supervisory personnel to annually attend appropriate educational programs on supervision, nutrition, and other pertinent subjects.

e) The administrator shall appoint in writing a member of the facility staff to coordinate the establishment of, and render assistance to, the resident's advisory council.

f) If the facility has an assistant administrator, the Department shall be informed of the name and dates of employment and termination of this person.

(Source: Amended at 13 Ill. Reg. 6562, effective April 17, 1989)