**Section 380.430 Executive Director**

a) Each facility shall employ an executive director to be responsible for the *general administration and supervision of* the *facility* (Section 1-102 of the Act), who is:

1) An LPHA or QMHP with a minimum of at least two years of supervisory or management experience and at least one year of relevant experience, e.g., working directly with persons with serious mental illness; or

2) An administrator licensed under the Nursing Home Administrators Licensing and Disciplinary Act, with a minimum of at least two years of supervisory or management experience and at least one year of experience working directly with persons with serious mental illness.

A) At the end of the three-year provisional license period, nursing home administrators who were acting as executive directors of a specialized mental health rehabilitation facility as of July 22, 2013, and who had a minimum of at least two years of supervisory or management experience and at least one year of experience working directly with persons with serious mental illness may serve as executive director of a facility licensed under the Act.

B) After the provisional licensing period has ended, all newly hired executive directors of specialized mental health rehabilitation facilities shall meet the requirements listed in subsection (a)(1).

b) The licensee shall report any change in the executive director to the Department within five days following the change.

c) The executive director shall delegate, in writing, authority to a qualified subordinate to act during the executive director's absence. This administrative assignment shall not interfere with consumer care and supervision. The Department will consider the executive director, or the person designated by the executive director to be in charge of the facility in the executive director's absence, to be the agent of the licensee for the purpose of the Act and this Part. At the conclusion of any visit by Department surveyors, the surveyors will provide the licensee with a copy of the report before leaving the facility.

d) The executive director shall arrange for facility supervisory personnel to annually attend appropriate educational programs.

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

f) The licensee and the executive director shall be familiar with the Act and this Part and shall be responsible for ensuring that the applicable requirements are met in the facility, and that employees are familiar with the requirements of the Act and this Part relevant to their job duties.