**Section 350.510 Administrator**

a) An administrator licensed under the Nursing Home Administrators Licensing and Disciplinary Act shall be employed full-time for each facility. The licensee shall report any change in administrator to the Department within five days after any change.

b) The Department will consider the administrator, or the licensed or certified person designated in writing by the administrator to be in charge of the facility in the administrator's absence.

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

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

e) The licensee and the administrator shall be familiar with this Part. They shall be responsible for seeing that the requirements of this Part are met in the facility and that employees are familiar with those requirements according to the level of their responsibilities.

f) If the facility has an assistant administrator, the facility shall inform the Department of the name and dates of employment and termination of this person. This will provide documentation of service to qualify for a license under the Nursing Home Administrators Licensing and Disciplinary Act.

(Source: Amended at 46 Ill. Reg. 10519, effective June 2, 2022)