3201 ADMINISTRATIVE MANAGEMENT

3201.1 An Administrator shall be present forty (40) hours per week during regular business hours, and shall be responsible for the operation of the facility twenty-four (24) hours per day, seven (7) days per week.

3201.2 The Administrator shall be:

(a) Licensed or otherwise approved as a nursing home administrator in the District of Columbia; and

(b) Certified annually by a licensed physician as having no physical or mental disabilities that would interfere with carrying out the Administrator’s responsibilities.

3201.3 The Administrator shall appoint the Director of Nursing, the Medical Director, the Assistant Administrator, a licensed registered nurse and a department head or another licensed or approved Administrator to act as Administrator in his or her absence. The Acting Administrator shall have the necessary authority to act in any absence of the Administrator so that each facility has an authorized Administrator on duty during regular business hours.

3201.4 If the Administrator is absent for more than six (6) consecutive weeks the facility shall designate an acting administrator who is qualified to be an administrator and shall notify the licensing agency.

3201.5 Each facility shall have written guidelines on the authority and responsibilities of the Administrator and the Acting Administrator.

3202 PERSONNEL POLICIES

3202.1 Personnel policies shall be in writing and maintained in an employee manual that is given to each employee during orientation and shall be made available to the licensing agency.

3202.2 Each facility shall develop and maintain personnel policies which shall include methods used to document the presence or absence of communicable disease.

3202.3 A person whose name appears on the nurse aide abuse registry or who has been convicted of a crime involving one of the following with regard to a resident or an individual within that person’s care shall not provide services in the facility:

(a) Physical or sexual abuse or mistreatment;

(b) Financial exploitation or misappropriation of property; or

(c) Neglect.
3202.4 Each employee or person hired under contract who requires licensure, registration or certification in order to provide resident care shall be licensed, registered or certified under the laws and regulations of the District.

3203 LICENSES AND ADMINISTRATIVE RECORDS

3203.1 No facility shall operate without a license issued pursuant to the Act.

3203.2 A list of all employees, with the appropriate current license or certification numbers, shall be on file at the facility and available to the Director.

3203.3 Each facility license, permit, and documents of certification to operate the facility, if any, shall be posted in a conspicuous location in the room or hallway immediately inside the main or front door.

3203.4 Each facility shall comply with the number of authorized beds as indicated on each license.

3203.5 Each facility shall maintain the following administrative records:

(a) Payroll records;
(b) Reports of fire inspections;
(c) Compliance reports required to be maintained pursuant to the 1996 BOCA National Building Code, construction and permit regulations;
(d) Reports of inspections of the fire alarm system and fire drills;
(e) Reports of elevator inspections;
(f) Disaster plan and procedures;
(g) Certification of flame spread ratings of carpets, curtains and wall coverings;
(h) Each contract for professional and facility services;
(i) Radiation survey reports of x-ray equipment, if applicable;
(j) Summaries and analyses of each incident involving residents, staff, and visitors; and
(k) Policies and procedures governing the operations of the facility.

3203.6 A qualified employee shall be assigned the responsibility for ensuring that records are maintained, completed, and preserved.

3203.7 Each administrative record shall be retained for at least five (5) years from the date of creation.

3206 RESIDENT CARE POLICIES

3206.1 There shall be written policies to govern nursing care and related medical and other services provided.

3206.2 These policies shall be developed with the advice of a committee of professional personnel, including the Medical Director, the Director of Nursing and appropriate department heads as deemed necessary by the facility.

3206.3 Policies shall be reviewed by the committee at least annually with written notations, signatures, and dates of review.

3206.4 The Administrator shall be responsible for the execution of these policies.
3207. PHYSICIAN SERVICES AND MEDICAL SUPERVISION OF RESIDENTS

3207.2 The Medical Director shall:

(h) Ensure that attending medical professionals who treat residents in the facility have current District of Columbia licenses, U.S. Drug Enforcement Agency and D.C. Controlled Substances registrations on file in the facility, along with initial and annual certifications of their freedom from communicable disease.

3208. NURSING SERVICES

3208.3 Each Director of Nursing hired after the effective date of these regulations shall have, at a minimum, a District of Columbia license as a registered nurse...

3209. NURSING SERVICES SUPERVISION

3209.2 Each Nursing Services Supervisor shall:

(a) Be qualified by education or experience in geriatric, rehabilitation or psychiatric nursing or other appropriate nursing discipline, with appropriate documentation; and

(b) Be currently licensed as a registered nurse in the District of Columbia.

3229. SOCIAL SERVICES

3229.2 A nursing facility with more than 120 beds shall employ a full-time social worker who is licensed in the District of Columbia pursuant to the District of Columbia Health Occupations Revision Act of 1985, effective March 25, 1986, D.C. Law 6-99, D.C. Code § 2-3301 et seq.