R432-1-4. Identification Badges.

(1) Health care facilities and agencies shall ensure that the following persons, shall wear an identification badge:

(a) professional and non-professional employees who provide direct care to patients; and
(b) volunteers.

(2) The identification badge shall include the following:

(a) the person’s first or last name; however, the badge does not have to reveal the persons full name; and
(b) the person’s title or position, in terms generally understood by the public.


The facility must have a governing body, or designated persons functioning as a governing body.

(1) The governing body must establish and implement policies regarding the management and operation of the facility.

(2) The governing body shall institute bylaws, policies and procedures relative to the general operation of all facility services including the health care of the residents and the protection of resident rights.

(3) The governing body must appoint the administrator in writing.


(1) The administrator must comply with the following requirements.

(a) The administrator must be licensed as a health facility administrator by the Utah Department of Commerce pursuant to Title 58, Chapter 15.
(b) The administrator’s license shall be posted in a place readily visible to the public.
(c) The administrator may supervise no more than one nursing care facility.
(d) The administrator shall have sufficient freedom from other responsibilities to permit attention to the management and administration of the facility.
(e) The administrator shall designate, in writing, the name and title of the person who shall act as administrator in any temporary absence of the administrator. This person shall have the authority and freedom to act in the best interests of resident safety and wellbeing. It is not the intent of this paragraph to permit an unlicensed de facto administrator to supplant or replace the designated, licensed administrator.

(2) The administrator’s responsibilities must be defined in a written job description on file in the facility. The job description shall include at least the following responsibilities:
(a) complete, submit, and file all records and reports required by the Department;
(b) act as a liaison between the licensee, medical and nursing staffs, and other supervisory staff of the facility;
(c) respond to recommendations made by the quality assurance committee;
(d) implement policies and procedures governing the operation of all functions of the facility; and
(e) review all incident and accident reports and document the action taken or reason for no action.

(3) The administrator shall ensure that facility policies and procedures reflect current facility practice, and are revised and updated as needed.

(4) The administrator shall secure and update contracts for required professional services not provided directly by the facility.

(a) Contracts shall document the following:

(i) the effective and expiration date of contract;
(ii) a description of goods or services provided by the contractor to the facility;
(iii) a statement that the contractor shall conform to the standards required by Utah law or rules;
(iv) a provision to terminate the contract with advance notice;
(v) the financial terms of the contract;
(vi) a copy of the business or professional license of the contractor; and
(vii) a provision to report findings, observations, and recommendations to the administrator on a regular basis.

(b) Contracts shall be signed, dated and maintained for review by the Department.

R432-150-10. Staff and Personnel.

(1)...(a) The administrator, director of nursing or health services supervisor, and department supervisors shall develop job descriptions for each position including job title, job summary, responsibilities, qualifications, required skills and licenses, and physical requirements.

(b) All personnel must have access to facility policy and procedure manuals and other information necessary to effectively perform duties and carry out responsibilities.

...(2) The facility shall maintain staffing records, including employee performance evaluations, for the preceding 12 months.

...(7) The facility may utilize volunteers in the daily activities of the facility provided that volunteers are not included in the facility's staffing plan in lieu of facility employees.

(a) Volunteers shall be supervised and familiar with resident's rights and the facility's policies and procedures.

(b) Volunteers who provide personal care to residents shall be screened according to facility policy and under the direct supervision of a qualified employee.

(8) An employee who reports suspected abuse, neglect, or exploitation shall not be subject to retaliation, disciplinary action, or termination by the facility for making the report.

R432-200-3. Compliance. [small health care facilities]
All small health care facilities shall be in full compliance at the time of licensure. All Medicare and Medicaid certified facilities must comply with Title XVIII and Title XIX regulations.

R432-200-7. Administration and Organization. [small health care facilities]

(1) Organization. Each facility shall be operated by a licensee.

(2) Duties and Responsibilities. The licensee shall be responsible for compliance with Utah law and licensure requirements and for the organization, management, operation, and control of the facility. Responsibilities shall include at least the following:

(a) Comply with all federal, state and local laws, rules, and regulations;
(b) Adopt and institute by-laws, policies and procedures relative to the general operation of the facility including the health care of the residents and the protection of their rights;
(c) Adopt a policy that states the facility will not discriminate on the basis of race, color, sex, religion, ancestry or national origin in accordance with Section 13-7-1;
(d) Appoint, in writing, a qualified administrator to be responsible for the implementation of facility by-laws and policies and procedures, and for the overall management of the facility;
(e) Secure and update contracts for professional and other services;
(f) Receive and respond, as appropriate, to the annual licensure inspection report by the Department;
(g) Notify the Department, in writing, at least 30 days prior to, but not later than five days after, a change of administrator. The notice shall include the name of the new administrator and the effective date of the change.

(3) Administrator.

(a) Administrator’s Appointment. Each facility shall appoint, in writing, an administrator professionally licensed by the Utah Department of Commerce in a health care field.

(b) A copy of the administrator’s license or credentials shall be posted alongside the facility’s license in a place readily visible to the public.

(c) The administrator shall act as the administrator of no more than four small health care facilities (or a maximum of 60 beds) at any one time.

(d) The administrator shall have sufficient freedom from other responsibilities and shall be on the premises of the facility a sufficient number of hours in the business day (at least four hours per week for each six residents) and as necessary to properly manage the facility and respond to appropriate requests by the Department.

(e) The administrator shall designate, in writing, the name and title of the person who shall act as administrator in his absence. This person shall have sufficient power, authority, and freedom to act in the best interests of resident safety and well-being. It is not the intent of this paragraph to permit an unlicensed de facto administrator to supplant or replace the designated, licensed administrator.

(4) Administrator Responsibilities. The administrator shall have the following responsibilities:

(a) Complete, submit and file all records and reports required by the Department;
(b) Act as a liaison among the licensee, medical and nursing staff, and other supervisory staff of the facility, as appropriate, and respond to recommendations of the quality assurance committee;
(c) Assure that employees are oriented to their job functions and receive appropriate in-service training;
(d) Implement policies and procedures for the operation of the facility;
(e) Hire and maintain the required number of licensed and non-licensed staff as specified in these rules to meet the needs of residents;
(f) Maintain facility staffing records for 12 months;
(g) Secure and update contracts required for professional and other services not provided directly by the facility;
(h) Verify all required licenses and permits of staff and consultants at the time of hire and effective date of contract;
(i) Review all incident and accident reports and take appropriate action.

(7) Staff and Personnel.[ small health care facilities]

...(b) Qualifications and Orientation.

(i) The administrator shall develop job descriptions including job title, job summary, responsibilities, qualifications, required skills and licenses, and physical requirements for each position or employee.

(ii) Periodic employee performance evaluations shall be documented.

(iii) All personnel shall have access to the facility's policies and procedures manuals, resident- care policies, therapeutic manuals, and other information necessary to effectively perform their duties and carry out their responsibilities.