

**RULES
OF
ALABAMA STATE BOARD OF HEALTH
ALABAMA DEPARTMENT OF PUBLIC HEALTH**

CHAPTER 420-5-10

NURSING FACILITIES



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**STATE OF ALABAMA
DEPARTMENT OF PUBLIC HEALTH
MONTGOMERY, ALABAMA**

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420-5-10-.01 Definitions.**(1) Definitions** - (a list of selected terms often used in connection with these rules):

- (a) "AAC Rule" - Alabama Administrative Code Rule.
- (b) "These Rules" - Rules 420-5-10-.01 through 420-5-10-.11, Chapter 420-5-10, Nursing Facilities, Alabama Administrative Code.
- (c) "Accredited Medical Record Technician (ART)" - A person trained in record maintenance and preservation, and accredited by the American Health Information Management Association.
- (d) "Administrator" - A person who holds a valid Alabama Nursing Home Administrator's license who is delegated the responsibility and authority for the interpretation, implementation, and proper application of policies and programs established by the governing authority. The Administrator is delegated responsibility for the establishment of safe and effective administrative management, control and operation of the services provided.
- (e) "Advisory Board" - See Section 22-21-27 of Appendix A.
- (f) "Applicant" - The person, partnership, corporation, association, city, county, or other organization legally responsible for operation of the facility.
- (g) "Assisted Living Facility" - means a facility as defined in the Rules of Alabama State Board of Health, Division of Licensure and Certification, Chapter 420-5-4.
- (h) "Board or State Board of Health" - The Alabama State Board of Health.
- (i) "Combination Facility" - A facility which provides more than one level of care and is licensed under one license, e.g., general hospital and skilled nursing facility, skilled nursing facility and assisted living facility.
- (j) "Communicable" - Conditions that are capable of being transmitted from one person to another. For reporting purposes, nursing facilities shall refer to the Notifiable Disease Case Report, Alabama Department of Public Health, Form ADPH-EPI-22/Rev. 1-88 (exception AIDS).
- (k) "Dentist" - A person currently licensed to practice dentistry in Alabama under the provisions of current state statutes.

- (l) "Director of Food Services/Dietary Manager" - Is one who is a full-time employee, and if not a qualified dietitian, is one who: (1) is a graduate of a dietary manager's training program, approved by the Dietary Manager's Association, or (2) is a graduate of a dietetic technician program approved by the American Dietetic Association, or (3) is a graduate from a college or university who has received a B.S. degree in the field of dietetics, food and nutrition or food service management which included course work in diet therapy and quantity food production.
- (m) "Duly Licensed and/or Registered" - The person to whom the term is applied is duly licensed and/or registered by the proper authority to follow his or her profession within the State of Alabama, and when applied to an institution, shall mean that the institution is duly licensed by the State Board of Health.
- (n) "Governing Authority" - Owner(s), hospital association, county hospital board, board of directors, board of trustees, or any other comparable designation of an individual or group of individuals who have the purpose of owning, acquiring, constructing, equipping, operating, and/or maintaining a nursing facility and exercising control over the affairs of said nursing facility.
- (o) "Hospital" - means a facility as defined in the Rules of Alabama State Board of Health, Division of Licensure and Certification, Chapter 420-5-7.
- (p) "Independent Clinical Laboratory" - means a facility as defined in the Rules of Alabama State Board of Health, Division of Licensure and Certification, Chapter 420-5-8.
- (q) "License" - The document issued by the State Board of Health and signed by the State Health Officer. The license shall constitute the authority to receive residents and perform the services included within the scope of the applicable rules. The license shall be posted in a conspicuous place on the premises.
- (r) "Licensed Practical Nurse" - A person currently licensed in the State of Alabama in accordance with the *Code of Alabama*.
- (s) "Licensee" - The individual owner, partnership, corporation, association, city, county or other organization to whom the license is issued and upon whom rests the responsibility for compliance with these rules.
- (t) "Long Term Care" - Prolonged care of residents in licensed institutions and/or organized departments within a licensed institution where the average length of resident stay is 25 days or longer.

- (u) "May" indicates permission.
- (v) "Medical Laboratory Technician" - A person who meets at least one of the following requirements:
 - (i) Successful completion of two years of academic study (a minimum of 60 semester hours or equivalent) in an accredited college or university with an associate degree in Medical Technology, or four years of academic study with a bachelor degree in Medical Technology; or
 - (ii) Graduation from high school and, subsequent to graduation, has had two years of documented experience as a technician trainee in a clinical laboratory of a hospital, a health department, a university, or a medical research institution or in a clinical laboratory providing equivalent training accepted by the State Board of Health as defined under "Independent Clinical Laboratory" (420-5-10-.01 (1)(p); or
 - (iii) Graduation from high school and successful completion of an official military laboratory procedures course of at least twelve calendar months of study and has had at least one year of experience as a technician trainee in a clinical laboratory of a hospital, a health department, a university, or a medical research institution or in a clinical laboratory providing equivalent training accepted by the State Board of Health.
 - (iv) Achieve a satisfactory grade on a proficiency examination for technologists approved by the United States Secretary of Health and Human Services.
- (w) "Medical Staff" - Licensed physicians, osteopaths and dentists who are privileged by agreement with the licensee to attend residents within the institution.
- (x) "Medication" - All substances having medicinal properties intended for external and/or internal use for the treatment, prevention, diagnosing or curing of any disease, illness, malady, etc., in humans. The term "medication" as defined in the Pharmacological Basis of Therapeutics and shall encompass all other synonymous terms such as drugs, biologicals, chemicals, potions, remedies, or poisons.

- (y) "Medicine or Drug Room" - A specific area, not subject to licensure by the Alabama State Board of Pharmacy, in a licensed nursing facility, used for the purpose of storing and/or preparing medications for administration and equipment necessary to administering medications to the residents of that facility.
- (z) "Nurse Aide" - means any individual providing nursing related services to residents in a facility who is not a licensed health professional, a registered dietitian, or someone who volunteers to provide such services without pay.
- (aa) "Nursing Facility" – A business entity that is engaged in providing housing, meals and care to sick or disabled individuals who require, on a daily basis or more frequently, medical care, nursing care, or rehabilitation services. This definition shall not include any business, operation, or facility that is exempt from licensure pursuant to Alabama law, nor shall it include any business, operation, or facility that is (1) licensed by the Alabama State Board of Health as another kind of facility, and (2) functioning within the scope of applicable law and administrative rules.
- (bb) "Owner" - The person, partnership, corporation, association, city, county, or other entity who through asset ownership, lease or sublease is entitled to responsibility for and control of operation of the facility.
- (cc) "Resident Activities Consultant" - A person who:
 - (i) Is registered or meets requirements for registration as a professional level Therapeutic Recreation Specialist by the National Recreation and Park Association; or
 - (ii) Is a qualified occupational therapist or occupational therapy assistant; or
 - (iii) Has two years of experience in a social or recreations program within the past five years, one year of which was full time in a resident activities program in a health care setting.
- (dd) "Resident Activities Coordinator" - A person who is registered or meets the requirements for a resident activities consultant or a person who serves under the supervision of a qualified resident activities consultant or has the equivalent of two years of full-time experience, under the supervision of a qualified resident activities consultant.
- (ee) "Pharmacist" - A person currently licensed to practice pharmacy in Alabama under the provisions contained in current state statutes and rules of the Alabama State Board of Pharmacy.

- (ff) "Pharmacist Consultant" - A person currently licensed and registered by the Alabama State Board of Pharmacy to provide consultative services as defined by current state statutes and rules of the Alabama State Board of Pharmacy.
- (gg) "Pharmacy" - A place licensed by the Alabama State Board of Pharmacy in which prescriptions, drugs, medicines, chemicals, and poisons are sold, offered for sale, compounded or dispensed, and shall include all places whose title may imply the sale, offering for sale, compounding or dispensing of prescription drugs, medicines, chemicals, or poisons or the storage of such items.
- (hh) "Physician" - A person currently licensed to practice medicine and/or surgery in Alabama under the provisions contained in current state statutes.
- (ii) "Qualified Dietetic Consultant" - A person who is eligible for registration by the Commission on Dietetic Registration (CDR), has at least one year of full-time experience in the dietetic service of a health care institution in a supervisory capacity, or has satisfactorily completed the test for registration administered by CDR and meets the annual requirements in continuing education required by CDR.
- (jj) "Qualified Dietitian" - Is one who is currently licensed in the State of Alabama in accordance with the provisions contained in current state statutes as governed by the Alabama Board of Examiners for Dietetic/Nutrition Practice.
- (kk) "Registered Nurse" - A person registered and currently licensed in the State of Alabama in accordance with the provisions contained in current state statutes.
- (ll) "Registered Records Administrator (RRA)" - A person skilled in record maintenance and preservation, and who is registered by the American Medical Record Association.
- (mm) "Rehabilitation" - An organized or well-defined program of therapeutics designed to help residents overcome physical, social, vocational or economic limitations as a result of a disability. Rehabilitation includes helping residents to reach the highest functional level of physical, psychological and socio-economic adjustment compatible with their disability.
- (nn) "Resident" - A person admitted to a nursing facility by and upon the order of a physician.

- (oo) "Shall" indicates mandatory requirements.
- (pp) "Skilled Nursing Facility" - A facility providing skilled nursing and other related services which meets the Alabama State Board of Health's Rules for Nursing Facilities.
- (qq) "Social Service Consultant" - An individual who meets the requirements of and is certified by the State of Alabama Board of Social Work Examiners.
- (rr) "Social Service Designee" - A person employed by a facility with less than 120 beds on a full-time basis to meet the Social Service needs of residents. These persons must have a minimum of a G.E.D. or High School Diploma and have experience in dealing with the public.
- (ss) "Social Worker" - A person who has either a Baccalaureate of Social Work or Masters of Social Work degree and is licensed in accordance with the *Code of Alabama*.
- (tt) "Therapist" - A professionally trained and/or duly licensed and/or registered person, when required by state statutes, (such as physical therapist, occupational therapist, speech therapist, respiratory therapist, audiologist, etc.) who is skilled in the application of treatment techniques and procedures to residents under the general direction of a physician.
- (uu) "Training and Abuse Registry"
 - (i) Abuse or Neglect or Misappropriation of Resident Property. The Department of Public Health shall establish and maintain such registry. The registry shall provide for the inclusion of specific documented findings by the Alabama Department of Public Health of resident neglect or abuse or misappropriation of resident property by any individual used by a nursing facility, as well as any brief statement of the individual disputing the findings. In the case of inquiries to the registry concerning an individual listed in the registry, any information disclosed concerning such a finding shall also include disclosure of any such statement in the registry relating to the finding or a clear and accurate summary of such a statement. Individuals must be notified in writing prior to the inclusion of findings in the registry and allowed the opportunity for a hearing in the event the individual disputes the findings.
 - (ii) Nurse Aide Training. The names and addresses of all nurse aides who attended an approved training program and who have successfully passed the approved competency evaluation will be included on the registry. The only exception of the requirement for

attendance at an approved training program is those nurses' aides who are hired by a nursing facility prior to July 1, 1989, and who successfully pass the approved competency evaluation prior to January 1, 1990.

Author: Rick Harris

Statutory Authority: *Code of Alabama, 1975, 22-21-20, et seq.*

History: Original rules filed July 19, 1996; effective August 23, 1996. **Amended:** Filed November 19, 1999; effective December 24, 1999. **Amended:** Filed September 18, 2003; effective October 23, 2003. **Amended:** Filed June 23, 2004; effective July 28, 2004.

420-5-10-.02 Licensing and Administrative Procedures.

- (1) **Legal Authority for Adoption of Regulations.** Pursuant to the authority granted by *Code of Alabama* §22-21-20 et seq. and in accordance with the Alabama Administrative Procedures Act, *Code of Alabama* §41-22-1 et seq., the State Board of Health does hereby adopt and promulgate rules governing all nursing facilities in Alabama except those exempt by law from licensure.
- (2) **Types of License.** All licenses are issued for the calendar year and shall expire December 31, unless renewed by the owner for the succeeding year.
 - (a) **Regular License.** A regular license shall be issued by the State Board of Health after the Board has determined that the nursing facility is in substantial compliance with the rules herein adopted.
 - (b) **Probational License.** The State Board of Health may, in its discretion and in lieu of license revocation, issue a probational license to a facility when inspection shows that the maintenance and operation of the facility are such that the facility no longer substantially complies with the rules adopted herein. However, the Board may issue a probational license only after determining that the health and safety of residents are adequately protected despite the non-compliance, and that the facility has submitted an adequate written plan to correct the non-compliance in a timely manner.
- (3) **Application and Fee.**
 - (a) Every facility shall be required to submit an application for license accompanied by the required statutory fee, in accordance with the provisions of Section 22-21-24 of the *Code of Alabama*. Every application must be submitted on a form supplied by the Board and must contain all the information requested on said form, along with the required fee, in order for the application to be processed and considered.

- (b) Name of Facility. Every facility shall be designated by a permanent and distinctive name, which shall be used in applying for a license and **shall** not be changed without prior written notice to the Board specifying the name to be discontinued as well as the new name.

(4) Licensing.

- (a) Issuance of License. The license document issued by the State Board of Health shall set forth the name and location of the facility, the type of facility, and the bed capacity for which the institution is licensed, and the type of license (regular or probational).
- (b) Separate License. A separate license shall be required for each nursing facility when more than one facility is operated under the same management; (separate licenses are not required for separate buildings on the same grounds used by the same facility). Facilities offering different types of health care services in one building or complex of buildings (e.g., a building housing a nursing facility and a hospital) shall also be separately licensed.
- (c) Basis for Denial of License.
 - 1. The State Board of Health may deny a license to any corporation, partnership or individual making application to own or operate any nursing facility if said corporation, partnership or individual:
 - (i) Falsified any information or record required by the application or license; or
 - (ii) Has been convicted of a felony, in this or any other state or federal jurisdiction, for physical, mental, or verbal abuse or neglect of an individual or misappropriation of property of a nursing facility resident or financial abuse of residents; or
 - (iii) Has been convicted of fraud in this or any other state or federal jurisdiction; or
 - (iv) Has previously been the subject of license revocation proceedings and does not demonstrate a recent ability and willingness to fully comply with State Board of Health rules; or
 - (v) Does not demonstrate adequate resources, ability, or intent, to fully comply with the State Board of Health rules.

- (d) **Basis for License Revocation.** The State Board of Health may revoke a license to operate a nursing facility if the owner and/or operator of said facility:
1. Violates any of the provisions of *Code of Alabama* §22-21-20 et seq., or the rules and regulations issued pursuant thereto;
 2. Permits, aids or abets the commission of any illegal act in such facility; or
 3. Engages in conduct or practices deemed by the State Board of Health to be detrimental to the welfare of the residents of such facility.
- (5) **Right of Review.** Whenever a license is denied or revoked, the applicant or licensee will be afforded an opportunity for a hearing in accordance with the requirements for contested case proceedings under the Alabama Administrative Procedures Act, *Code of Alabama* §41-22-1 et seq., and Chapter 420-1-3 of the Alabama Administrative Code.
- (a) In the case of a license revocation, prior notice of the grounds for proposed revocation and the date, time and place set for the hearing shall be given in accordance with the Alabama Administrative Procedures Act, *Code of Alabama* 41-22-1 et seq. and Chapter 420-1-3, of the Alabama Administrative Code (AAC).
 - (b) All due process and procedural protection granted to the licensee or applicant by the Alabama Administrative Procedures Act shall be provided.
 - (c) All appeals from adverse hearing proceedings shall be subject to the requirements of the Alabama Administrative Procedures Act.
- (6) **Re-issuance of License.**
- (a) The following changes in the status of the facility will require issuance of a new license, upon application and payment of license fee:
 1. Change in facility ownership.
 - (i) A change of ownership occurs whenever there is a change in the legal form under which the controlling entity is organized. Transactions constituting a change of ownership include, but are not limited to, the following:
 - (I) Sale or donation of the facility's legal title.

- (II) Lease of the entire facility's real and personal property.
 - (III) A sole proprietor becomes a member of a partnership or corporation, succeeding him as the new operator.
 - (IV) A partnership dissolves.
 - (V) One partnership is replaced by another through the removal, addition or substitution of a partner.
 - (VI) A general partnership becomes a limited partnership, or a limited partnership becomes general.
 - (VII) Two or more corporations merge and the originally licensed corporation does not survive.
 - (VIII) Corporation consolidates.
 - (IX) A non-profit corporation becomes a general corporation, or a for-profit corporation becomes non-profit.
 - (X) Transfers between levels of government.
2. Increase in bed capacity.
- (b) The following status changes require issuance of a new license without payment of licensure fee:
- 1. Change in type of care offered (e.g., nursing facility to skilled, distinct part SNF changes).
 - 2. Change of location.
 - 3. Change in name of the facility.
- (c) The governing authority shall file with the State Board of Health, an application for license 30 days before any proposed change requiring a new license, in order to permit processing of the application and issuance of the license prior to the desired effective date of the change.

- (7) **Compliance Exceptions.** At its discretion, the State Board of Health may grant an exception to or modify the application of, one or more provisions of these rules or referenced codes, for a period and under conditions, if any, determined by the Board. The exceptions or modification shall be based on hardship, impracticability, or economic infeasibility in complying with the rules. The facility's request shall be in writing, shall state the specific provisions for which the exception or modification is requested, and reasons for each requested exception or modification.
- (8) **Compliance with State and Local Laws.**
- (a) **Licensing of Staff.** Staff of the facility shall be currently licensed or registered in accordance with the applicable laws.
 - (b) **Compliance with Other Laws.** The facility shall be in compliance with laws relating to fire and safety, sanitation, communicable and reportable diseases, Certificate of Need, and other relevant health and safety requirements.
- (9) **Inspections.** Failure or refusal to submit to a survey will result in initiation of license revocation proceedings. Findings noted during a survey shall be corrected by execution of an acceptable plan of correction. The plan of correction shall be succinctly written to address identified problems in a timely manner and returned to Alabama Department of Public Health not later than 10 calendar days after receipt of Statement of Deficiencies.
- (10) A renewal application and an annual licensure fee must be submitted to arrive at the Alabama Department of Public Health, not later than December 15 each year to assure continued licensure status.

Author: Rick Harris

Statutory Authority: *Code of Alabama, 1975, 22-21-20, et seq.*

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420-5-10-.03 Administrative Management.

- (1) A facility must be administered in a manner that enables it to use its resources effectively and efficiently to attain or maintain the highest practicable physical, mental, and psychosocial well-being of each resident.
- (2) A facility must be licensed under applicable State and local law.

- (3) The facility must operate and provide services in compliance with all applicable Federal, State, and local laws, regulations, and codes, and with accepted professional standards and principles that apply to professionals providing services in such a facility.
- (4) Facilities must meet the applicable provisions of HHS regulations pertaining to nondiscrimination on the basis of race, color, or national origin; nondiscrimination on the basis of handicap; nondiscrimination on the basis of age; protection of human subjects of research and fraud and abuse. Although these regulations are not in themselves considered requirements under this part, their violation may result in the revocation of the facility license.
- (5) Governing body. The facility must have a governing body, or designated persons functioning as a governing body, that is legally responsible for establishing and implementing policies regarding the management and operation of the facility; and
- (6) The governing body appoints the administrator who is:
 - (a) Licensed by the State where licensing is required, and;
 - (b) Responsible for the management of the facility.
- (7) A current roster of the governing authority members shall be maintained in the nursing facility. At its discretion, the Alabama Department of Public Health may request that a copy of this roster be placed on file with the Division.
 - (a) The facility must supply full and complete information to the Alabama Department of Public Health as to the identity: (1) of each officer and director of the corporation where the nursing facility is organized as a corporation and (2) where a nursing facility is organized as a partnership.
 - (b) Of each person who has any direct or indirect ownership interest of 10 percent or more in such nursing facility or who is the owner (in whole or in part) of any mortgage, deed of trust, note, or other obligation secured (in whole or in part) by such nursing facility or any of the property or assets of such nursing facility, and
 - (c) In case a nursing facility is organized as a corporation, of each officer and director of the corporation, and
 - (d) In case a nursing facility is organized as a partnership, the name of each partner.
 - (e) The governing authority shall submit to the state agency within 15 days any changes in the information herein required.

- (f) There must be an individual authorized in writing to act for the administrator during absences.
 - (g) Written notification shall be made to the Alabama Department of Public Health, within 15 days of the Administrator's appointment.
 - (h) The accounting method and procedures shall be sufficient to permit an annual audit, accurate determination of the cost of operation, the cost per resident day, and accounting for resident's funds.
 - (i) Whenever there is found to be evidence of fraud or misrepresentation to secure money or property from residents, or applicants, or there is any evidence of misappropriation or conversion of money or property of residents or applicants, this must be reported to the proper authorities at the Alabama Department of Public Health.
 - (j) Unusual Occurrences. Occurrences such as catastrophes and unusual occurrences which threaten the welfare, safety or health of residents, personnel, or visitors shall be documented within 24 hours of the incident or occurrence. This documentation shall be retained in the facility for at least 2 years. All records required by this subsection shall be, upon request, made immediately available to surveyors employed by the Alabama Department of Public Health. Copies of such records shall be forwarded to the Alabama Department of Public Health promptly upon request. The term, "Unusual occurrences" includes life threatening burns, and deaths under unusual circumstances.
 - (k) Fires shall be reported within 24 hours of the occurrence to the Technical Services Unit of the Department of Public Health.
- (8) **Required training of nursing aides - Definition.** Licensed health professional means a physician; physician assistant; nurse practitioner; physical, speech, or occupational therapist; physical or occupational therapy assistant; registered professional nurse; licensed practical nurse; licensed or certified social worker, or dietitians.
- Nurse aide means any individual providing nursing related services to residents in a facility who is not a licensed health professional, a registered dietitian, or someone who volunteers to provide such services without pay.
- (9) **General rule.** A facility must not use any individual working in the facility as a nurse aide for more than four months, on a full-time basis, unless:
- (a) That individual is competent to provide nursing related services; and

- (b) That individual has completed a training and competency evaluation program; or
 - (c) That individual has been deemed or determined competent by the Alabama Nurse Aide Registry.
- (10) **Non-permanent employees.** A facility must not use on a temporary, per diem, leased, or any basis other than a permanent employee any individual who does not meet the requirements in paragraphs b & c above as a nurse aide.
- (11) **Competency.** A facility must not use any individual who has worked less than four months as a nurse aide in that facility unless the individual:
- (a) Is a full-time employee in a State-approved training and competency evaluation program.
 - (b) Has demonstrated competence through satisfactory participation in a State-approved nurse aide training and competency evaluation program; or
 - (c) Has been deemed or determined competent by the Alabama Nurse Aide Registry.
- (12) **Registry verification.** Before allowing an individual to serve as a nurse aide, a facility must receive registry verification that the individual has met competency evaluation requirements unless:
- (a) The individual is a full-time employee in a training and competency evaluation program approved by the State; or
 - (b) The individual can prove that he or she has recently successfully completed a training and competency evaluation program approved by the State and has not yet been included in the registry. Facilities must follow up to ensure that such an individual actually becomes registered.
- (13) **Multi-state registry verification.** Before allowing an individual to serve as a nurse aide, a facility must contact the Alabama Nurse Aide registry to seek information from every State registry the facility believes includes information on the individual.
- (14) **Required retraining.** If, since an individual's most recent completion of a training and competency evaluation program, there has been a continuous period of 24 consecutive months during none of which the individual provided nursing-related services for monetary compensation, the individual must complete a new training and competency evaluation program.

- (15) **Regular in-service education.** The facility must complete a performance review of every nurse aide at least once every 12 months, and must provide regular in-service education based on the outcome of these reviews. The in-service training must:
- (a) Be sufficient to ensure that continuing competence of nurse aides, but must be no less than 12 hours per year;
 - (b) Address areas of weakness as determined in nurse aides' performance reviews and may address the special needs of residents as determined by the facility staff; and
 - (c) For nurse aides providing services to individuals with cognitive impairments, also address the care of the cognitively impaired.
- (16) **Proficiency of Nurse Aides.** The facility must ensure that nurse aides are able to demonstrate competency in skills and techniques necessary to care for residents' needs, as identified through resident assessments, and described in the plan of care.
- (17) **Staff qualifications.** The facility must employ on a full-time, part-time or consultant basis those professionals necessary to carry out the provisions of these requirements.
- (18) Professional staff must be licensed, certified, or registered in accordance with applicable State laws.
- (19) **Use of outside resources.** If the facility does not employ a qualified professional person to furnish a specific service to be provided by the facility, the facility must have that service furnished to residents by a person or agency outside the facility under an arrangement described in section 1861(w) of the Social Security Act as amended or an agreement described in paragraph (20) of this section.
- (20) Arrangements as described in section 1861(w) of the Social Security Act as amended or agreements pertaining to services furnished by outside resources must specify in writing that the facility assumes responsibility for:
- (a) Obtaining services that meet professional standards and principles that apply to professionals providing services in such a facility; and
 - (b) The timeliness of the services.
- (21) **Medical director.** The facility must designate a physician to serve as medical director.

- (22) The medical director is responsible for:
- (a) Implementation of resident care policies; and
 - (b) The coordination of medical care in the facility.
- (23) The facility must provide or obtain laboratory services to meet the needs of its residents. The facility is responsible for the quality and timeliness of the services.
- (24) If the facility provides its own laboratory services, i.e., bedside testing including glucose or glucometer, the services must meet the applicable condition for coverage of the services furnished by laboratories specified in Part 493 of Title 42 *Code of Federal Regulations* revised 10/1/93.
- (25) If the facility does not provide laboratory services on site, it must have an agreement to obtain these services only from a laboratory that meets the requirements of Part 493 of Title 42 *Code of Federal Regulations* revised 10/1/93.
- (26) The facility must:
- (a) Provide or obtain laboratory services only when ordered by the attending physician;
 - (b) Promptly notify the attending physician of the findings;
 - (c) Assist the resident in making transportation arrangements to and from the source of service if the resident needs assistance; and
 - (d) File in the resident's clinical record laboratory reports that are dated and contain the name and address of the testing laboratory.
- (27) If the laboratory chooses to refer specimens for testing to another laboratory, the referral laboratory must be certified in the appropriate specialties and sub-specialties of services in accordance with the requirements of part 493 of Title 42 *Code of Federal Regulations* revised 10/1/93.
- (28) Radiology and other diagnostic services. The facility must provide or obtain radiology and other diagnostic services to meet the needs of its residents. The facility is responsible for the quality and timeliness of the services.
- (29) If the facility provides its own diagnostic services, the services must meet the applicable conditions of participation for hospitals contained in Section 482.26 of Title 42 *Code of Federal Regulations* revised 10/1/93.

- (30) If the facility does not provide its own diagnostic services, it must have an agreement to obtain these services from a provider or supplier that is approved to provide these services under Medicare.
- (31) The facility must:
- (a) Provide or obtain radiology and other diagnostic services only when ordered by the attending physician;
 - (b) Promptly notify the attending physician of the finding;
 - (c) Assist the resident in making transportation arrangements to and from the source of service, if the resident needs assistance; and
 - (d) File in the resident's clinical record signed and dated reports of x-ray and other diagnostic services.
- (32) **Clinical records.** The facility must maintain clinical records on each resident in accordance with accepted professional standards and practices that are:
- (a) Complete;
 - (b) Accurately documented;
 - (c) Readily accessible; and
 - (d) Systematically organized.
- (33) Clinical records must be retained for:
- (a) Five years from the date of discharge when there is no requirement in State law; or
 - (b) For a minor, three years after a resident reaches legal age under State law.
- (34) The facility must safeguard clinical record information against loss, destruction, or unauthorized use.
- (35) The facility must keep confidential all information contained in the resident's records, regardless of the form or storage method of the records, except when release is required by:
- (a) Transfer to another health care institution;
 - (b) Law;

- (c) Third party payment contract; or
 - (d) The resident.
- (36) The clinical record must contain:
- (a) Sufficient information to identify the resident;
 - (b) A record of the resident's assessments;
 - (c) The Plan of Care and services provided;
 - (d) The results of any pre-admission screening conducted by the State; and
 - (e) Progress notes.
- (37) **Disaster and emergency preparedness.** The facility must have detailed written plans and procedures to meet all potential emergencies and disasters, such as fire, severe weather, and missing residents.
- (a) The facility must train all employees in emergency procedures when they begin to work in the facility;
 - (b) Periodically review the procedures with existing staff;
 - (c) And carry out unannounced staff drills using those procedures.
- (38) The facility must have in effect a written transfer agreement with one or more hospitals approved for participation under the Medicare and Medicaid programs that reasonably assures that:
- (a) Residents will be transferred from the facility to the hospital, and ensured of timely admission to the hospital when transfer is medically appropriate, as determined by the attending physician; and
 - (b) Medical and other information needed for care and treatment of residents, and, when the transferring facility deems it appropriate, for determining whether such residents can be adequately cared for in a less expensive setting than either the facility or the hospital, will be exchanged between the institutions.
- (39) The facility is considered to have a transfer agreement in effect if the facility has attempted in good faith to enter into an agreement with a hospital sufficiently close to the facility to make transfer feasible.

- (40) **Quality assessment and assurance.** A facility must maintain a quality assessment and assurance committee consisting of:
- (a) The director of nursing services;
 - (b) A physician designated by the facility; and
 - (c) At least three other members of the facility's staff.
- (41) The quality assessment and assurance committee:
- (a) Meets at least quarterly to identify issues with respect to which quality assessment and assurance activities are necessary; and
 - (b) Develops and implements appropriate plans of action to correct identified quality deficiencies.
- (42) A State or the Secretary may not require disclosure of the records of such committee except insofar as such disclosure is related to the compliance of such committee with the requirements of this section.
- (43) **Disclosure of ownership.** The facility must comply with the disclosure requirements of Sections 420.206 and 455.104 of Title 42 *Code of Federal Regulations* revised 10/1/93.
- (44) The facility must provide written notice to the Alabama Department of Public Health, if a change occurs in:
- (a) Persons with an ownership or control interest, as defined by 420-5-10.02(6)(a)(I)-(X);
 - (b) The officers, directors, agents, or managing employees;
 - (c) The corporation, association, or other company responsible for the management of the facility; or
 - (d) The facility's administrator or director of nursing.

- (45) The notice specified in the paragraph (44) of this section must include the identity of each new individual or company.

Author: Rick Harris

Statutory Authority: *Code of Alabama, 1975, 22-21-20*, et seq.

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420-5-10-.04 Personnel.

- (1) **General.** The administrator shall be responsible for implementation and maintenance of written personnel policies and procedures that support sound resident care and personnel practices. Personnel records shall be in effect current and available for each employee and contain sufficient information to support placement in the position to which assigned. Written policies for control of communicable disease shall be in effect to ensure that employees with symptoms or signs of communicable disease or infected skin lesions are not permitted to work, and that safe and sanitary environment for personnel exists. Incidents and accidents to personnel shall be reviewed to identify health and safety hazards.
- (2) **Personnel Records.** Each nursing facility shall maintain a personnel record for each employee. As a minimum, the record shall include:
- (a) Application for employment which contains information regarding education, training, experience, and if applicable, registration, and/or licensure information of the applicant.
 - (b) A job description.
 - (c) General administrative and job related orientation.
- (3) **In addition to requirements at 420-5-10-.17, each facility shall:**
- (a) Establish vaccination requirements for employees that are consistent with current recommendations from the Center for Disease Control and Prevention (CDC) and the federal Occupational Safety and Health Administration (OSHA).
 - (b) Personnel absent from duty because of any communicable disease shall not return to duty until examined by a physician for freedom from any condition that might endanger the health of residents or employees. Documentation of freedom from communicable disease shall be available in facility records.

(4) Personnel Qualifications, Requirements and Training.

- (a) **Qualifications of Personnel.** The name and qualifications of all professional employees shall be kept on file for inspection by the State Board of Health.
- (b) **Staff Development.** Each employee shall receive appropriate orientation to the facility and its policies and to his/her position and job duties, to ensure competency in the job placement. All employees shall participate in in-service educational programs planned and conducted for the development and improvement of their skills.

Author: Patricia E. Ivie

Statutory Authority: *Code of Alabama, 1975, 22-21-20, et seq.*

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420-5-10-.05 Resident Rights.

- (1) **Resident rights.** The resident has a right to a dignified existence, self-determination, and communication with and access to persons and services inside and outside the facility. A facility must protect and promote the rights of each resident, including each of the following rights.
- (2) **Exercise of rights.**
 - (a) The resident has the right to exercise his or her rights as a resident of the facility and as a citizen or resident of the United States.
 - (b) The resident has the right to be free of interference, coercion, discrimination, and reprisal from the facility in exercising his or her rights.
 - (c) In the case of a resident adjudged incompetent under the laws of a State by a court of competent jurisdiction, the rights of the resident are exercised by the person appointed under State law to act on the resident's behalf.
 - (d) In the case of a resident who has not been judged incompetent by the State court, any legal-surrogate designated in accordance with State law may exercise the resident's right to the extent provided by State law.
- (3) **Notice of rights and services.**
 - (a) The facility must inform the resident both orally and in writing in a language that the resident understands of his or her rights and all rules and regulations governing resident conduct and responsibilities during the stay in the facility. Such notification must be made prior to or upon admission

and during the resident's stay. Receipt of such information, and any amendments to it, must be acknowledged in writing.

- (b) The resident or his or her legal representative has the right:
 - 1. Upon an oral or written request, to access all records pertaining to himself or herself including current clinical records within 24 hours (excluding weekends and holidays); and
 - 2. After receipt of his or her records for inspection, to purchase at a cost not to exceed the community standard photocopies of the records or any portions of them upon request and two working days advance notice of the facility.
- (c) The resident has the right to be fully informed in language that he or she can understand of his or her total health status, including but not limited to, his or her medical condition.
- (d) The resident has the right to refuse treatment, to refuse to participate in experimental research, and to formulate an advance directive as specified in paragraph (h) of this section; and
- (e) The facility must:
 - 1. Inform each resident who is entitled to Medicaid benefits, in writing, at the time of admission to the nursing facility or, when the resident becomes eligible for Medicaid of:
 - (i) The items and services that are included in nursing facility services under the State plan for which the resident may not be charged.
 - (ii) Those other items and services that the facility offers and for which the resident may be charged, and the amount of charges for those services; and
 - 2. Inform each resident when changes are made to the items and services specified in paragraphs (e)1(i) & (ii) above.
- (f) The facility must inform each resident before, or at the time of admission, and periodically during the resident's stay, of services available in the facility and of charges for those services, including any charges for services not covered under Medicare or by the facility's per diem rate.
- (g) The facility must furnish a written description of legal rights which includes:

1. A description of the manner of protecting personal funds.
 2. A description of the requirements and procedures for establishing eligibility for Medicaid, including the right to request an assessment by the State Medicaid Agency to determine the extent of a couple's non-exempt resources at the time of institutionalization and attributes to the community spouse an equitable share of resources which cannot be considered available for payment toward the cost of the institutionalized spouse's medical care in his or her process of spending down to Medicaid eligibility levels.
 3. A posting of names, addresses, and telephone numbers of all pertinent State client advocacy groups such as the State survey and certification agency, the State licensure office, the State ombudsman program, the protection and advocacy network, and the Medicaid fraud control unit; and
 4. A statement that the resident may file a complaint with the State survey and certification agency concerning resident abuse, neglect, and misappropriation of resident property in the facility.
- (h) The facility must maintain written policies and procedures regarding advance directives. These requirements include provisions to inform and provide written information to all adult residents concerning the right to accept or refuse medical or surgical treatment and, at the individual's option, formulate an advance directive. This includes a written description of the facility's policies to implement advance directives.
- (i) The facility must inform each resident of the name, specialty, and a way of contacting the physician responsible for his or her care.
- (j) The facility must prominently display, in the facility, written information, and provide to residents and applicants for admission, oral and written information about how to apply for and use Medicare and Medicaid benefits, and how to receive refunds for previous payments covered by such benefits.
- (k) Notification of changes. A facility must immediately inform the resident; consult with the resident's physician; and if known, notify the resident's legal representative or an interested family member when there is:
1. An accident involving the resident which results in injury and has the potential for requiring physician intervention;

2. A significant change in the resident's physical, mental, or psychosocial status (i.e., a deterioration in health, mental, or psychosocial status in either life-threatening conditions or clinical complications);
 3. A need to alter treatment significantly (i.e., a need to discontinue an existing form of treatment due to adverse consequences, or to commence a new form of treatment); or
 4. A decision to transfer or discharge the resident from the facility as specified in Section 420-5-10-.06.
- (l) The facility must also promptly notify the resident and, if known, the resident's legal representative or interested family member where there is:
1. A change in room or roommate assignment; or
 2. A change in resident rights under Federal or State law or regulations.
- (m) The facility must record and periodically update the address and phone number of the resident's legal representative or interested family member.
- (n) Protection of Resident Funds. The resident has the right to manage his or her financial affairs, and the facility may not require residents to deposit their personal funds with the facility.
- (o) Management of personal funds. Upon written authorization of a resident, the facility must hold, safeguard, manage, and account for the personal funds of the resident deposited with the facility.
- (p) Deposit of funds.
1. Funds in excess of \$50. The facility must deposit any residents' personal funds in excess of \$50 in an interest bearing account (or accounts) that is separate from any of the facility's operating accounts, and that credits all interest earned on residents funds to that account. (In pooled accounts, there must be a separate accounting for each resident's share.)
 2. Funds less than \$50. The facility must maintain a resident's personal funds that do not exceed \$50 in a non-interest bearing account, interest-bearing account, or petty cash fund.

- (q) Accounting and records. The facility must establish and maintain a system that assures a full and complete and separate accounting, according to generally accepted accounting principles, of each resident's personal funds entrusted to the facility on the resident's behalf.
 - 1. The system must preclude any co-mingling of resident funds with facility funds or with the funds of any person other than another resident.
 - 2. The individual financial records must be available through quarterly statements and on request to the resident or his or her legal representative.
- (r) Notice of certain balances. The facility must notify each resident that receives Medicaid benefits:
 - 1. When the amount in the resident's account reaches \$200 less than the SSI resource limit for one person; and
 - 2. If the amount in the account, in addition to the value of the resident's other nonexempt resources, reaches the SSI resource limit for one person, the resident may lose eligibility for Medicaid or SSI.
- (s) Conveyance upon death. Upon the death of a resident with a personal fund deposited with the facility, the facility must convey within 30 days the resident's funds, and a final accounting of those funds, to the individual or probate jurisdiction administering the resident's estate.
- (t) Assurance of financial security. The facility must purchase a surety bond, or otherwise provide assurance satisfactory to the Secretary, to assure the security of all personal funds of residents deposited with the facility.
- (u) Limitation on charges to personal funds. The facility may not impose a charge against the personal funds of a resident for any item or service for which payment is made under Medicaid and Medicare.
- (v) Free choice. The resident has the right to:
 - 1. Choose a personal attending physician;
 - 2. Be fully informed in advance about care and treatment and of any changes in that care or treatment that may affect the resident's well-being; and

3. Unless adjudged incompetent or otherwise found to be incapacitated under the laws of the State, participate in planning care and treatment or changes in care and treatment.
- (w) Privacy and confidentiality. The resident has the right to personal privacy and confidentiality of his or her personal and clinical records.
1. Personal privacy includes accommodations, medical treatment, written and telephone communications, personal care, visits, and meetings of family and resident groups, but this does not require the facility to provide a private room for each resident;
 2. Except as provided in paragraph (ii) below, the resident may approve or refuse the release of personal and clinical records to any individual outside the facility;
 3. The resident's right to refuse release of personal and clinical records does not apply when:
 - (i) The resident is transferred to another health care institution; or
 - (ii) Record release is required by law.
- (x) Grievances. A resident has the right to:
1. Voice grievances without discrimination or reprisal. Such grievances include those with respect to treatment which has been furnished as well as that which has not been furnished; and
 2. Prompt efforts by the facility to resolve grievances the resident may have, including those with respect to the behavior of other residents.
- (y) Examination of survey results. A resident has the right to:
1. Examine the results of the most recent survey of the facility conducted by Federal or State surveyors and any plan of correction in effect with respect to the facility.
 2. In a place readily accessible to residents, the facility must make the results available for examination and must post either the results themselves or a notice of their availability; and
 3. Receive information from agencies acting as client advocates, and be afforded the opportunity to contact these agencies.

- (z) Work. The resident has the right to:
 - 1. Refuse to perform services for the facility;
 - 2. Perform services for the facility, if he or she chooses, when:
 - (i) The facility has documented the need or desire for work in the plan of care;
 - (ii) The plan specifies the nature of the services performed and whether the services are voluntary or paid;
 - (iii) Compensation for paid services is at or above prevailing rates; and
 - (iv) The resident agrees to the work arrangement described in the plan of care.
- (aa) Mail. The resident has the right to privacy in written communications, including the right to:
 - 1. Send and promptly receive mail that is unopened; and
 - 2. Have access to stationery, postage, and writing implements at the resident's own expense.
- (bb) Access and visitation reports. The resident has the right and the facility must provide immediate access to any resident by the following:
 - 1. Any representative of the Secretary;
 - 2. Any representative of the State;
 - 3. The resident's individual physician;
 - 4. The State long term care ombudsman (established under section 712 of the Older Americans Act of 1965 as amended);
 - 5. The Alabama Developmental Disabilities Advocacy Program (ADDAP) at the University of Alabama School of Law.
 - 6. Subject to the resident's right to deny or withdraw consent at any time, immediate family or other relatives of the resident; and

7. Subject to reasonable restrictions and the resident's right to deny or withdraw consent at any time, others who are visiting with the consent of the resident.
- (cc) The facility must provide reasonable access to any resident by any entity or individual that provides health, social, legal, or other services to the resident, subject to the resident's right to deny or withdraw consent at any time.
 - (dd) The facility must allow representatives of the State Ombudsman, described in paragraph (bb)4 above of this section, to examine a resident's clinical records with the permission of the resident or the resident's legal representative, and consistent with State law.
 - (ee) Telephone. The resident has the right to have reasonable access to the use of a telephone where calls can be made without being overheard.
 - (ff) Personal property. The resident has the right to retain and use personal possessions, including some furnishings, and appropriate clothing, as space permits, unless to do so would infringe upon the rights or health and safety of other residents.
 - (gg) Married couples. The resident has the right to share a room with his or her spouse when married residents live in the same facility and both spouses consent to the arrangement.
 - (hh) Self-Administration of Drugs. An individual resident may self-administer drugs if the interdisciplinary team, has determined that this practice is safe.
 - (ii) Refusal of Certain Transfers. An individual has the right to refuse a transfer to another room within the facility, if the purpose of the transfer is to relocate.

Author: Patricia E. Ivie

Statutory Authority: *Code of Alabama, 1975, 22-21-20, et seq.*

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420-5-10-.06 Admission, Transfer, Transport and Discharge Rights.

(1) Admissions, transfers, transport and discharge.

- (a) Transfer and discharge includes movement of a resident to a bed outside of the certified facility whether that bed is in the same physical plant or not. Transfer and discharge does not refer to movement of a resident to a bed within the same certified facility.

- (b) The facility must permit each resident to remain in the facility, and not transfer or discharge the resident from the facility unless:
1. The transfer or discharge is necessary for the resident's welfare and the resident's needs cannot be met in the facility;
 2. The transfer or discharge is appropriate because the resident's health has improved sufficiently so the resident no longer needs the services provided by the facility;
 3. The safety of individuals in the facility is endangered;
 4. The health of individuals in the facility would otherwise be endangered;
 5. The resident has failed, after reasonable and appropriate notice, to pay for (or to have paid under Medicare or Medicaid) a stay at the facility. For a resident who becomes eligible for Medicaid after admission to a nursing facility, the nursing facility may charge a resident only allowable charges under Medicaid; or
 6. The facility ceases to operate.
- (c) Documentation. When the facility transfers or discharges a resident under any of the circumstances specified in this section, the resident's clinical record must be documented. The documentation must be made by:
1. The resident's physician when transfer or discharge is necessary under paragraph (1)(b)1 or paragraph (1)(b)2 of this section; and
 2. A physician when transfer or discharge is necessary under paragraph (1)(b)4 of this section.
- (d) Notice before transfer. Before a facility transfers or discharges a resident, the facility must:
1. Notify the resident and, if known, a family member or legal representative of the resident of the transfer or discharge and the reasons for the move in writing and in a language and manner they understand.
 2. Record the reasons in the resident's clinical record; and
 3. Include in the notice the items described in paragraph (f) of this section.

- (e) Timing of the notice. Except when specified in paragraph (e)1 of this section, the notice of transfer or discharge required under paragraph (d)1 of this section must be made by the facility at least 30 days before the resident is transferred or discharged.
1. Notice may be made as soon as practicable before transfer or discharge when:
 - (i) The safety of individuals in the facility would be endangered, under paragraph (1)(b)3 of this section.
 - (ii) The health of individuals in the facility would be endangered, under (1)(b)4 of this section.
 - (iii) The resident's health improves sufficiently to allow a more immediate transfer or discharge, under paragraph (1)(b)2 of this section;
 - (iv) An immediate transfer or discharge is required by the resident's urgent medical needs, under paragraph (1)(b)1 of this section; or
 - (v) A resident has not resided in the facility for 30 days.
- (f) Contents of the notice. The written notice specified in paragraph (d) of this section must include the following:
1. The reason for transfer or discharge;
 2. The effective date of transfer or discharge;
 3. The location to which the resident is transferred or discharged;
 4. A statement that the resident has the right to appeal the action to the State;
 5. The name, address and telephone number of the State long term care ombudsman;
 6. For nursing facility residents with developmental disabilities, or are mentally ill, the mailing address and telephone number of the Alabama Developmental Disabilities Advocacy Program (ADDAP) at the University of Alabama School of Law; and

- (g) Orientation for transfer or discharge. A facility must provide sufficient preparation and orientation to residents to ensure safe and orderly transfer or discharge from the facility.
 - (h) Resident Transport. If a resident is unable to ride in an upright position or if such resident's condition is such that he or she needs observation or treatment by Emergency Medical Services personnel, or if the resident requires transportation on a stretcher, gurney or cot, the facility shall arrange or request transportation services only from providers who are ambulance service operators licensed by the Alabama State Board of Health. If such resident is being transported to or from a health care facility in another state, transportation services may be arranged with a transport provider licensed as an ambulance service operator in that state. For the purposes of this rule, an upright position means no more than 20 degrees from vertical.
- (2) Notice of bed-hold policy and readmission.**
- (a) Notice before transfer. Before a nursing facility transfers a resident to a hospital or allows a resident to go on therapeutic leave, the nursing facility must provide written information to the resident and a family member or legal representative that specifies:
 - 1. The duration of the bed-hold policy under the State plan, if any, during which the resident is permitted to return and resume residence in the nursing facility; and
 - 2. The nursing facility's policies regarding bed-hold periods, which must be consistent with paragraph (2)(c) of this section, permitting a resident to return.
 - (b) Bed-hold notice upon transfer. At the time of a transfer of a resident for hospitalization or therapeutic leave, a nursing facility must provide to the resident and a family member or legal representative written notice which specifies the duration of the bed-hold policy described in paragraph (2)(a)1 and 2 of this section.
 - (c) Permitting resident to return to facility. A nursing facility must establish and follow a written policy under which a resident whose hospitalization or therapeutic leave exceeds the bed-hold period under the State plan, is readmitted to the facility immediately upon the first availability of a bed in a semi-private room if the resident;
 - 1. Requires the services provided by the facility; and
 - 2. Is eligible for Medicaid nursing facility services.

(3) Equal access to quality care.

- (a) A facility must establish and maintain identical policies and practices regarding transfer, discharge, and the provision of services under the State plan for all individuals regardless of source of payment;
- (b) The facility may charge any amount for services furnished to non-Medicaid residents consistent with the notice requirement in 420-5-10-.05 (3)(a)(e) and (f) describing the charges; and
- (c) The State is not required to offer additional services on behalf of a resident other than services provided in the State plan.

(4) Admissions policy.

- (a) The facility must:
 - 1. Not require residents or potential residents to waive their rights to Medicare or Medicaid; and
 - 2. Not require oral or written assurance that residents or potential residents are not eligible for, or will not apply for, Medicare or Medicaid benefits.
- (b) Medicare/Medicaid facilities must not require a third party guarantee of payment to the facility as a condition of admission or expedited admission, or continued stay in the facility. However, the facility may require an individual who has legal access to a resident's income or resources available to pay for facility care to sign a contract, without incurring personal financial liability, to provide facility payment from the resident's income or resources.
- (c) In the case of a person eligible for Medicaid, a nursing facility must not charge, solicit, accept, or receive, in addition to any amount otherwise required to be paid under the State plan, any gift, money, donation, or other consideration as a precondition of admission, expedited admission or continued stay in the facility. However,
 - 1. A nursing facility may charge a resident who is eligible for Medicaid for items and services the resident has requested and received, and that are not specified in the State plan as included in the term "nursing facility services" so long as the facility gives

proper notice of the availability and cost of these services to residents and does not condition the resident's admission or continued stay on the request for and receipt of such additional services; and

2. A nursing facility may solicit, accept, or receive a charitable, religious, or philanthropic contribution from an organization or from a person unrelated to a Medicaid eligible resident or potential resident, but only to the extent that the contribution is not a condition of admission, expedited admission, or continued stay in the facility for a Medicaid eligible resident.
- (d) States or political subdivisions may apply stricter admissions standards under State or local laws than are specified in this section, to prohibit discrimination against individuals entitled to Medicaid.

Author: Rick Harris

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420-5-10-.07 Resident Behavior and Facility Practices.

(1) Resident behavior and facility practices.

- (a) Restraints. The resident has the right to be free from any physical or chemical restraints imposed for purposes of discipline or convenience, and not required to treat the resident's medical symptoms.
- (b) Abuse. The resident has the right to be free from verbal, sexual, physical, and mental abuse, corporal punishment, and involuntary seclusion.
- (c) Staff treatment of residents. The facility must develop and implement written policies and procedures that prohibit mistreatment, neglect, and abuse of residents and misappropriation of resident property.
 1. The facility must:
 - (i) Not use verbal, mental, sexual, or physical abuse, corporal punishment, or involuntary seclusion.
 - (ii) Not employ individuals who:
 - (I) Have been found guilty of abusing, neglecting, or mistreating residents by a court of law; or

- (II) Has had a finding entered into the State nurse aide registry concerning abuse, neglect, mistreatment of residents or misappropriation of their property; and
 - (III) Report any knowledge it has of actions by a court of law against an employee, which would indicate unfitness for service as a nurse aide or other facility staff to the State nurse aide registry or licensing authorities.
- (d) The facility must ensure that all alleged violations involving mistreatment, neglect, or abuse, including suspicious injuries of an unknown source and misappropriation of resident property are reported immediately to the administrator of the facility. Alleged violations that would constitute violations of criminal statutes, such as murders, rapes, and assaults must also be reported to the appropriate local law enforcement agency.
 - (e) The facility must have evidence that all alleged violations are thoroughly investigated, and must prevent further potential abuse while the investigation is in progress.
 - (f) The results of all investigations must be reported to the administrator or his designated representative and to the Alabama Department of Public Health within 5 working days of the incident, and if the alleged violation is verified, appropriate corrective action must be taken.

Author: Rick Harris

Statutory Authority: *Code of Alabama, 1975, 22-21-20, et seq.*

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420-5-10-.08 Quality of Life.

- (1) **Quality of Life.** A facility must care for its residents in a manner and in an environment that promotes maintenance or enhancement of each resident's quality of life.
 - (a) **Dignity.** The facility must promote care for residents in a manner and in an environment that maintains or enhances each resident's dignity and respect in full recognition of his or her individuality.
 - (b) **Self-determination and participation.** The resident has the right to:

1. Choose activities, schedules, and health care consistent with his or her interests, assessments, and plans of care;
 2. Interact with members of the community both inside and outside the facility; and
 3. Make choices about aspects of his or her life in the facility that are significant to the resident.
- (c) Participation in resident and family groups.
1. A resident has the right to organize and participate in resident groups in the facility;
 2. A resident's family has the right to meet in the facility with the families of other residents in the facility;
 3. The facility must provide a resident or family group, if one exists, with private space;
 4. Staff or visitors may attend meetings at the group's invitation;
 5. The facility must provide a designated staff person responsible for providing assistance and responding to written requests that result from group meetings;
 6. When a resident or family group exists, the facility must listen to the views and act upon the grievances and recommendations of residents and families concerning proposed policy and operational decisions affecting resident care and life in the facility.
- (d) Participation in other activities. A resident has the right to participate in social, religious, and community activities that do not interfere with the rights of other residents in the facility.
- (e) Accommodation of needs. A resident has the right to:
1. Reside and receive services in the facility with reasonable accommodations of individual needs and preferences, except when the health or safety of the individual or other residents would be endangered; and
 2. Receive notice before the resident's room or roommate in the facility is changed.

- (f) Activities.
 - 1. The facility must provide for an ongoing program of activities designed to meet, in accordance with the comprehensive assessment, the interests and the physical, mental, and psychosocial well-being of each resident.
 - 2. The activities program must be directed by a qualified professional who:
 - (i) Is a qualified therapeutic recreation specialist or an activities professional who:
 - (I) Is registered by the Alabama Department of Public Health; and
 - (II) Is eligible for certification as a therapeutic recreation specialist or as an activities professional by a recognized accrediting body on or after October 1, 1990; or
 - (III) Has 2 years of experience in a social or recreational program within the last 5 years, 1 of which was full-time in a resident activities program in a health care setting; or
 - (IV) Is a qualified occupational therapist or occupational therapy assistant; or
 - (V) Has completed a training course approved by the State.
- (g) The program coordinator, if not qualified, must function under the supervision of a consultant to assure the activity program meets needs of residents until the coordinator is qualified.
 - 1. Activities shall be planned at least one month in advance.
 - 2. An activity calendar(s) shall be prominently displayed.

- (i) If a pet therapy program is implemented, the following guidelines must be met:
 - (I) Pets chosen shall be free of contagious disease or sickness (diarrhea, ringworm, etc.). This includes pets residing at the facility.
 - (II) Pets shall be inoculated or vaccinated, as required by law, with written verification of current inoculations for pets residing in facilities and must be on file at the facility.
- 3. Participation records shall be maintained to reflect that activities have been conducted on a group and individual basis and by whom.
- 4. Participation records for bed-bound/bed-to-chair residents shall reflect the activities conducted, the response to those activities and who offered activities.
- (h) Social Services.
 - 1. The facility must provide medically related social services to attain or maintain the highest practicable physical, mental, and psychosocial well being of each resident.
 - 2. A facility with more than 120 beds must employ a qualified social worker on a full-time basis.
 - 3. Qualifications of a social worker. A qualified social worker is an individual with:
 - (i) A Baccalaureate Degree or Masters Degree and is eligible for licensure and has successfully made application for licensure or is licensed in accordance with the *Code of Alabama*; and
 - (ii) One year of supervised social work experience in a health care setting working directly with individuals.
- (i) Environment. The facility must provide:
 - 1. A safe, clean, comfortable, and homelike environment, allowing the resident to use his or her personal belongings to the extent possible;

2. Housekeeping and maintenance services necessary to maintain a sanitary, orderly, and comfortable interior;
 3. Clean bed and bath linens that are in good condition;
 4. Private closet space in each resident room;
 5. Adequate and comfortable lighting levels in all areas;
 6. Comfortable and safe temperature levels maintained at a range of 71-81 degrees Fahrenheit; and
 7. For the maintenance of comfortable sound levels.
- (j) Facilities
1. Social Service personnel must be located in an area of the facility which:
 - (i) is easily accessible to residents, families, and staff;
 - (ii) is identified as the Social Service Office/Department and;
 - (iii) ensures privacy for interviews.

Author: Jimmy D. Prince

Statutory Authority: *Code of Alabama, 1975, 22-21-20, et seq.*

History: Original rules filed: July 19, 1996; effective August 23, 1996. **Amended:** Filed November 19, 1999; effective December 24, 1999.

420-5-10-.09 Resident Assessment.

- (1) **Resident assessment.** The facility must conduct initially and periodically a comprehensive, accurate, standardized, reproducible assessment of each resident's functional capacity.
- (2) **Admission orders.** At the time each resident is admitted, the facility must have physician orders for the resident's immediate care.
- (3) **Comprehensive assessments.** The facility must make a comprehensive assessment of a resident's needs which:
 - (a) For Medicare/Medicaid certified facilities only, is based on a uniform data set specified by the Secretary and uses an instrument that is specified by the State and approved by the Secretary; and

- (b) Describes the resident's capability to perform daily life functions and significant impairments in a functional capacity.
- (4) The comprehensive assessment must include at least the following information:
- (a) Medically defined conditions and prior medical history;
 - (b) Medical status measurement;
 - (c) Physical and mental functional status;
 - (d) Sensory and physical impairments;
 - (e) Nutritional status and requirements;
 - (f) Special treatments or procedures;
 - (g) Mental and psychosocial status;
 - (h) Discharge potential;
 - (i) Dental condition;
 - (j) Activities potential;
 - (k) Rehabilitation potential;
 - (l) Cognitive status; and
 - (m) Drug therapy.
- (5) **Frequency.** Assessments must be conducted:
- (a) No later than 14 days after the date of admission;
 - (b) Promptly after a significant change in the resident's physical or mental condition; and
 - (c) In no case less often than once every 12 months.
- (6) **Review of assessments.** The nursing facility must examine each resident no less than once every three months, (quarterly) and as appropriate, revise the resident's assessment to assure the continued accuracy of the assessment.
- (7) The results of the assessment are used to develop, review, and revise the resident's comprehensive plan of care.

- (8) **Coordination.**
- (a) Each assessment must be conducted or coordinated by a registered nurse who signs and certifies the completion of the assessment.
- (9) **Certification.** Each individual who completes a portion of the assessment must sign and certify the accuracy of that portion of the assessment.
- (a) **Penalty for Falsification.** An individual who willfully and knowingly certifies (or causes another individual to certify) a material and false statement in a resident assessment is subject to civil money penalties, as specified by the Enforcement Regulations for SNFs and NFs as published in the Federal Register on November 10, 1994, and become effective on July 1, 1995.
- (b) **Use of independent assessors.** If the State determines, under a survey or otherwise, that there has been a knowing and willful certification of false statements under paragraph 9(a) of this section, the State may require (for a period specified by the State) that resident assessments under this paragraph be conducted and certified by individuals who are independent of the facility and who are approved by the State.
- (10) **Comprehensive care plans.** The facility must develop a comprehensive care plan for each resident that includes measurable objectives and timetables to meet a resident's medical, nursing, and mental and psychosocial needs that are identified in the comprehensive assessment. The plan of care must deal with the relationship of items or services ordered to be provided (or withheld) to the facility's responsibility for fulfilling other requirements in these regulations.
- (11) A comprehensive care plan must be:
- (a) Developed within 7 days after the completion of the comprehensive assessment;
- (b) Prepared by an interdisciplinary team, that includes the attending physician, a registered nurse with responsibility for the resident, and other appropriate staff in disciplines as determined by the resident's needs, and, to the extent practicable, the participation of the resident, the resident's family or the resident's legal representative; and
- (c) Periodically reviewed and revised by a team of qualified persons after each assessment.

- (12) The services provided or arranged by the facility must:
- (a) Meet professional standards of quality; and
 - (b) Be provided by qualified persons in accordance with each resident's written plan of care.
- (13) **Discharge summary.** When the facility anticipates discharge, a resident must have a discharge summary that includes:
- (a) A recapitulation of the resident's stay;
 - (b) A final summary of the resident's status to include items in paragraph (4)(a) through (m) of this section, at the time of the discharge that is available for release to authorized persons and agencies, with the consent of the resident or legal representative; and
 - (c) A post-discharge plan of care that is developed with the participation of the resident and his or her family, which will assist the resident to adjust to his or her new living environment.
- (14) Pre-admission screening for mentally ill individuals and individuals with mental retardation. A nursing facility must not admit any new resident with:
- (a) Mental illness as defined in paragraph (c)(1) of this section, unless the State mental health authority has determined, based on an independent physical and mental evaluation performed by a person or entity other than the State mental health authority, prior to admission; and
 - 1. That, because of the physical and mental condition of the individual, the individual requires the level of services provided by a nursing facility; and
 - 2. If the individual requires such level of services, whether the individual requires specialized services for mental illness; or
 - (b) Mental retardation, as defined in paragraph (c)(2) of this section, unless the State mental retardation or developmental disability authority has determined prior to admission; and
 - 1. That, because of the physical and mental condition of the individual, the individual requires the level of services provided by a nursing facility; and
 - 2. If the individual requires such level of services, whether the individual requires specialized services for mental retardation.

- (c) Definition. For purposes of this section:
1. An individual is considered to have "mental illness" if the individual has a serious mental illness as defined at 483.102(b)(1), of Title 42 *Code of Federal Regulations* revised 10/1/93.
 2. An individual is considered to be "mentally retarded" if the individual is mentally retarded as defined in 483.102(b)(3) of Title 42 *Code of Federal Regulations* revised 10/1/93, or is a person with a related condition as described in 435.1009 of Title 42 Code of Federal Regulations revised 10/1/93.

Author: Patricia E. Ivie

Statutory Authority: *Code of Alabama, 1975, 22-21-20, et seq.*

History: Original rules filed: July 19, 1996; effective August 23, 1996.

420-5-10-.10 Quality of Care.

- (1) Each resident must receive and the facility must provide the necessary care and services to attain or maintain the highest practicable physical, mental, and psychosocial well being, in accordance with the comprehensive assessment and plan of care.
- (2) **Activities of daily living.** Based on the comprehensive assessment of a resident, the facility must ensure that:
- (a) A resident's abilities in activities of daily living do not diminish unless circumstances of the individual's clinical condition demonstrate that diminution was unavoidable. This includes the resident's ability to:
 1. Bathe, dress, and groom;
 2. Transfer and ambulate;
 3. Toilet;
 4. Eat; and
 5. Use speech, language, or other functional communication systems.
 - (b) A resident is given the appropriate treatment and services to maintain or improve his or her abilities specified in paragraph (2)(a) above.

- (c) A resident who is unable to carry out activities of daily living receives the necessary services to maintain good nutrition, grooming, and personal hygiene.
- (3) **Vision and hearing.** To ensure that residents receive proper treatment and assistive devices to maintain vision and hearing abilities, the facility must, if necessary, assist the resident:
- (a) In making appointments, and
 - (b) By arranging for transportation to and from the office of a practitioner specializing in the treatment of vision or hearing impairment or the office of a professional specializing in the provision of vision or hearing assistive devices.
- (4) **Pressure sores.** Based on the comprehensive assessment of a resident, the facility must ensure that:
- (a) A resident who enters the facility without pressure sores does not develop pressure sores unless the individual's clinical condition demonstrates that they were unavoidable; and
 - (b) A resident having pressure sores receives necessary treatment and services to promote healing, prevent infection and prevent new sores from developing.
- (5) **Urinary Incontinence.** Based on the resident's comprehensive assessment, the facility must ensure that:
- (a) A resident who enters the facility without an indwelling catheter is not catheterized unless the resident's clinical condition demonstrates that catheterization was necessary; and
 - (b) A resident who is incontinent of bladder receives appropriate treatment and services to prevent urinary tract infections and to restore as much normal bladder function as possible.
- (6) **Range of Motion.** Based on the comprehensive assessment of a resident, the facility must ensure that:
- (a) A resident who enters the facility without a limited range of motion does not experience reduction in range of motion unless the resident's clinical condition demonstrates that a reduction in range of motion is unavoidable; and

- (b) A resident with a limited range of motion receives appropriate treatment and services to increase range of motion and/or to prevent further decrease in range of motion.
- (7) **Mental and Psychosocial functioning.** Based on the comprehensive assessment of a resident, the facility must ensure that:
- (a) A resident who displays mental or psychosocial adjustment difficulty, receives appropriate treatment and services to correct the assessed problem; and
 - (b) A resident whose assessment did not reveal a mental or psychosocial adjustment difficulty does not display a pattern of decreased social interaction and/or increased withdrawn, angry or depressive behaviors, unless the resident's clinical condition demonstrates that such a pattern was unavoidable.
- (8) **Naso-gastric tubes.** Based on the comprehensive assessment of a resident, the facility must ensure that:
- (a) A resident who has been able to eat enough alone or with assistance is not fed by naso-gastric tube unless the resident's clinical condition demonstrates that use of a naso-gastric tube was unavoidable; and
 - (b) A resident who is fed by a naso-gastric or gastrostomy tube receives the appropriate treatment and services to prevent aspiration pneumonia, diarrhea, vomiting, dehydration, metabolic abnormalities, and nasal-pharyngeal ulcers and to restore, if possible, normal feeding function.
- (9) **Accidents.** The facility must ensure that:
- (a) The resident environment remains as free of accident hazards as is possible; and
 - (b) Each resident receives adequate supervision and assistance devices to prevent accidents.
- (10) **Nutrition.** Based on a resident's comprehensive assessment, the facility must ensure that a resident:
- (a) Maintains acceptable parameters of nutritional status, such as body weight and protein, unless the resident's clinical condition demonstrates that this is not possible; and
 - (b) Receives a therapeutic diet when there is a nutritional problem.

- (11) **Hydration.** The facility must provide each resident with sufficient fluid intake to maintain proper hydration and health.
- (12) **Special needs.** The facility must ensure that residents receive proper treatment and care for the following special services:
- (a) Injections;
 - (b) Parenteral and enteral fluids;
 - (c) Colostomy, ureterostomy, or ileostomy care;
 - (d) Tracheostomy care;
 - (e) Tracheal suctioning;
 - (f) Respiratory care;
 - (g) Foot care; and
 - (h) Prostheses.
- (13) **Unnecessary drugs.**
- (a) General. Each resident's drug regimen must be free from unnecessary drugs. An unnecessary drug is any drug when used:
 - 1. In excessive dose (including duplicate therapy); or
 - 2. For excessive duration; or
 - 3. Without adequate monitoring; or
 - 4. Without adequate indications for its use; or
 - 5. In the presence of adverse consequences which indicate the dose should be reduced or discontinued; or
 - 6. Any combination of the reason above.
 - (b) Antipsychotic Drugs. Based on a comprehensive assessment of a resident, the facility must ensure that:
 - 1. Residents who have not used antipsychotic drugs are not given these drugs unless antipsychotic drug therapy is necessary to treat a

specific condition as diagnosed and documented in the clinical record; and

2. Residents who use antipsychotic drugs receive gradual dose reductions, and behavioral interventions, unless clinically contraindicated, in an effort to discontinue these drugs.

(14) Medication Errors. The facility must ensure that:

- (a) It is free of medication error rates of five percent or greater; and
- (b) Residents are free of any significant medication errors.

Author: Patricia E. Ivie

Statutory Authority: *Code of Alabama, 1975, 22-21-20, et seq.*

History: Original rules filed: July 19, 1996; effective August 23, 1996.

420-5-10-.11 Nursing Services.

- (1) The facility must have sufficient nursing staff to provide nursing and related services to attain or maintain the highest practicable physical, mental, and psychosocial well being of each resident, as determined by resident assessments and individual plans of care.
- (2) **Sufficient staff.** The facility must provide services by sufficient numbers of licensed nurses and other nursing personnel on a 24-hour basis to provide nursing care to all residents in accordance with resident care plans.
 - (a) The facility must use the services of a registered nurse for at least 8 consecutive hours a day, 7 days a week.
 - (b) The facility must designate a registered nurse to serve as the director of nursing on a full time basis.
 - (c) The director of nursing may serve as a charge nurse only when the facility has an average daily occupancy of 60 or fewer residents.

Author: Patricia E. Ivie

Statutory Authority: *Code of Alabama, 1975, 22-21-20, et seq.*

History: Original rules filed: July 19, 1996; effective August 23, 1996.

420-5-10-.12 Dietary Services.

- (1) The facility must provide each resident with a nourishing, palatable, well balanced diet that meets the daily nutritional and special dietary needs of each resident.
 - (a) Staffing. The facility must employ a qualified dietitian either full-time, part-time, or on a consultant basis.
 1. If a qualified dietitian is not employed full-time, the facility must designate a person to serve as the director of food service who receives frequently scheduled consultation from a qualified dietitian.
 2. "Qualified Dietitian" - Is one who is currently licensed in the State of Alabama in accordance with the provisions contained in current state statutes as governed by the Alabama Board of Examiners for Dietetic/Nutrition Practice.
- (2) **Sufficient staff.** The facility must employ sufficient support personnel competent to carry out the functions of the dietary service.
- (3) **Menus and nutritional adequacy.** Menus must:
 - (a) Meet the nutritional needs of residents in accordance with the recommended dietary allowances of the Food and Nutrition Board of the National Research Council, National Academy of Sciences;
 - (b) Be prepared in advance; and
 - (c) Be followed.
- (4) **Food.** Each resident receives and the facility provides:
 - (a) Food prepared by methods that conserve nutritive value, flavor and appearance;
 - (b) Food that is palatable, attractive, and at the proper temperature;
 - (c) Food prepared in a form designed to meet individual needs; and
 - (d) Substitutes offered of similar nutritive value to residents who refuse food served.

- (5) **Therapeutic diets.** Therapeutic diets must be prescribed by the attending physician.
- (6) **Frequency of meals.**
- (a) Each resident receives and the facility provides at least three meals daily, at regular times comparable to normal mealtimes in the community.
 - (b) There must be no more than 14 hours between a substantial evening meal and breakfast the following day, except as provided in (d) below.
 - (c) The facility must offer snacks at bedtime daily.
 - (d) When a nourishing snack is provided at bedtime, up to 16 hours may elapse between a substantial evening meal, and breakfast the following day if a resident group agrees to this meal span, and a nourishing snack is served.
- (7) **Assistive devices.** The facility must provide special eating equipment and utensils for residents who need them.
- (8) **Sanitary conditions.** The facility must:
- (a) Procure food from sources approved or considered satisfactory by Federal, State or local authorities;
 - (b) Store, prepare, distribute, and serve food under sanitary conditions; and
 - (c) Dispose of garbage and refuse properly.

Author: Patricia E. Ivie

Statutory Authority: *Code of Alabama, 1975, 22-21-20, et seq.*

History: Original rules filed: July 19, 1996; effective August 23, 1996.

420-5-10-.13 Physician Services.

- (1) A physician must personally approve in writing a recommendation that an individual be admitted to a facility. Each resident must remain under the care of a physician.
- (2) **Physician supervision.** The facility must ensure that:
- (a) The medical care of each resident is supervised by a physician; and
 - (b) Another physician supervises the medical care of residents when their attending physician is unavailable.

- (3) **Physician visits.** The physician must:
- (a) Review the resident's total program of care, including medications and treatments, at each visit required by paragraph (4)(a) of this section;
 - (b) Write, sign, and date progress notes at each visit; and
 - (c) Sign and date all orders.
- (4) **Frequency of physician visits.**
- (a) The resident must be seen by a physician at least once every 30 days for the first 90 days after admission, and at least once every 60 days thereafter.
 - (b) A physician's visit is considered timely if it occurs not later than 10 days after the date the visit was required.
 - (c) Except as provided in paragraphs (4)(d) of this section, all required physician visits must be made by the physician personally.
 - (d) At the option of the physician, required visits, may alternate between personal visits by the physician and visits by a physician assistant, nurse practitioner or clinical nurse specialist in accordance with paragraph (5)(a)1,2, and 3 of this section.
- (5) **Availability of physicians for emergency care.** The facility must provide or arrange for the provision of physician services 24 hours a day, in case of an emergency.
- (a) Except as specified in paragraph (5)(b) of this section, a physician may delegate tasks to a physician assistant, nurse practitioner, or clinical nurse specialist who:
 - 1. Agrees to and has signed specific protocols established by the facility and the physician and is on file in the facility;
 - 2. Is acting within the scope of practice as defined by State law; and
 - 3. Is under the supervision of the physician.

- (b) A physician may not delegate a task when the regulations specify that the physician must perform it personally, or when the delegation is prohibited under State law or by the facility's own policies.

Author: Patricia E. Ivie

Statutory Authority: *Code of Alabama, 1975, 22-21-20*, et seq.

History: Original rules filed: July 19, 1996; effective August 23, 1996.

420-5-10-.14 Specialized Rehabilitative Services.

- (1) **Provision of services.** If specialized rehabilitative services such as, but not limited to, physical therapy, speech-language pathology, occupational therapy, and health rehabilitative services for mental illness and mental retardation are required in the resident's comprehensive plan of care, the facility must:
 - (a) Provide the required services; or
 - (b) Obtain the required services from an outside resource (in accordance with Section 483.75(h) of Title 42 *Code of Federal Regulations* revised 10/1/93) from a provider of specialized rehabilitative services.
- (2) **Qualifications.** Specialized rehabilitative services must be provided under the written order of a physician by qualified personnel.

Author: Patricia E. Ivie

Statutory Authority: *Code of Alabama, 1975, 22-21-20*, et seq.

History: Original rules filed: July 19, 1996; effective August 23, 1996.

420-5-10-.15 Dental Services.

- (1) The facility must assist residents in obtaining routine and 24-hour emergency dental care.
 - (a) Skilled nursing facilities. A facility:
 - 1. Must provide or obtain from outside resources, in accordance with Section 483.75(h) of Title 42 *Code of Federal Regulations* revised 10/1/93, routine and emergency dental services to meet the needs of each resident;
 - 2. May charge a Medicare resident an additional amount for routine and emergency dental services;
 - 3. Must, if necessary, assist the resident:
 - (i) In making appointments; and

- (ii) By arranging for transportation to and from the dentist's office; and
 - (iii) Promptly refer residents with lost or damaged dentures to a dentist.
- (b) Nursing Facilities. The facility:
 - 1. Must provide or obtain from an outside resource the following dental services to meet the needs of each resident:
 - (i) Routine dental services (to the extent covered under the State plan); and
 - (ii) Emergency dental services;
 - 2. Must, if necessary, assist the resident:
 - (i) In making appointments; and
 - (ii) By arranging for transportation to and from the dentist's office; and
 - (iii) Promptly refer residents with lost or damaged dentures to a dentist.

Author: Patricia E. Ivie

Statutory Authority: *Code of Alabama, 1975, 22-21-20, et seq.*

History: Original rules filed: July 19, 1996; effective August 23, 1996.

420-5-10-.16 Pharmacy Services.

- (1) The facility must provide routine and emergency drugs and biologicals to its residents, or obtain them under an agreement described in §483.75(h) of Title 42 *Code of Federal Regulations* revised 10/1/93.
 - (a) Procedures. A facility must provide pharmaceutical services (including procedures that assure the accurate acquiring, receiving, dispensing, and administering of all drugs and biologicals) to meet the needs of each resident.
 - (b) Service consultation. The facility must employ or obtain the services of a licensed pharmacist who:

1. Provides consultation on all aspects of the provision of pharmacy services in the facility;
 2. Establishes a system of records of receipt and disposition of all controlled drugs in sufficient detail to enable an accurate reconciliation; and
 3. Determines that drug records are in order and that an account of all controlled drugs is maintained and periodically reconciled.
- (c) Drug regimen review.
1. The drug regimen of each resident must be reviewed at least once a month by a licensed pharmacist.
 2. The pharmacist must report any irregularities to the attending physician and the director of nursing, and these reports must be acted upon.
- (d) Storage of drugs and biologicals.
1. In accordance with State and Federal laws, the facility must store all drugs and biologicals in locked compartments under proper temperature controls and permit only authorized personnel to have access to the keys.
 2. The facility must provide separately locked, permanently affixed compartments for storage of controlled drugs listed in Schedule II of the Comprehensive Drug Abuse Prevention and Control Act of 1976 and other drugs subject to abuse, except when the facility uses single unit package drug distribution systems in which the quantity stored is minimal and a missing dose can be readily detected.
 3. The facility must maintain readily traceable records of receipt and disposition of all controlled drugs.
- (e) Destruction of Drugs.
1. The nursing facility develops policies and procedures for the destruction of drugs and biologicals.
 2. Controlled substances and legend drugs dispensed to residents, that are unused because the medication is discontinued, or because the resident dies shall be destroyed within 30 days, except unused

legend drugs may be donated to a charitable clinic pursuant to Alabama Administrative Code Chapter 420-11-11, et. seq.

3. Medications of residents transferred to a hospital may be retained until the resident is returned to the facility. Upon return of the resident to the facility, the physician's order will dictate whether or not the resident is to continue the same drug regimen as previously ordered. Medications not reordered by the physician must be destroyed.
4. Medications ordered to be used on an "as needed" basis shall be destroyed after 90 days if they have not been used during that period of time. Medications shall be destroyed upon expiration of the drug.
5. Both controlled substances and non-controlled substances may be destroyed on the premises or may be picked up by an environmental agency that provides such service. Drugs to be destroyed shall not be returned to the drugstore for destruction.
6. Records must be completed and maintained by the facility that include:
 - (i) Name and address of the facility;
 - (ii) Date of destruction/date drugs picked up;
 - (iii) Method used in destruction (If picked up by an environmental agency, the record/receipt must indicate the proposed date and method of destruction); and
 - (iv) Prescription number, name of drugstore from which the medicine was dispensed, resident's name, name and strength of drug destroyed, amount destroyed and reason for destruction.
7. The pharmacist will verify that the list of drugs to be destroyed is accurate and with a Registered Nurse, will carry out destruction. Both will sign the destruction form indicating amounts listed are correct and have been destroyed. For destruction of controlled substances, there shall be a third witness who may be a law enforcement official, management or supervisory personnel, i.e., administrator, LPN charge nurse, etc. If medications are to be picked up and destroyed by an environmental agency, the RN should verify the list of drugs to be destroyed and should obtain a signed copy of the destruction form as a receipt.

8. If records of destruction are maintained in the resident's medical record, they must be retained for as long as the medical record is kept. If a separate file of destruction records is to be maintained, it must be retained for a period of not less than two years.
- (f) Labeling of Drugs and Biologicals.
1. All containers of medicines and drugs shall be properly and plainly labeled, including name and strength of drug, resident's name, ordering physician, date of filling, directions for administration, prescription number, expiration date, number of tablets or capsules sent and any necessary auxiliary labels. The prescription label shall conform with any additional federal, state and local requirements.
 2. Use of and labeling of generic drugs shall comply with the State Board of Pharmacy requirements.
 3. When authorized substitution of a drug takes place, there will be established policies and procedures to provide accurate identification.
 4. Over-the-counter (non-prescription) medicines shall be plainly labeled with the name and strength of the drug. Additional labeling information may be at the discretion of the facility as related in its policies and procedures except that manufacturer's labeling information must be present in the absence of prescription labeling.
 5. The contents of all individual prescriptions shall be kept in the original dispensed container bearing the original prescription label.
 6. Procedures shall be developed to assure proper control and labeling for medications provided a resident upon leaving the facility on a temporary absence.
 7. Unit dose medications shall be packaged according to an acceptable format to include product name, strength, control number, and expiration date. Procedures for utilization of the system used are developed and approved by administration, nursing and pharmacy personnel and must comply with federal and state regulations.

- (g) Emergency medication kits will be kept in accordance with Chapter 680-x-2 of the Alabama State Board of Pharmacy Rules and Regulations governing institutional pharmacies.
1. Emergency kits may contain controlled substances utilizing the following conditions:
 - (i) The source from which a long term care facility may obtain controlled substances must be a DEA registered pharmacy or practitioner.
 - (ii) There shall be a maximum three day supply of any controlled substance stocked in the emergency kit.
 - (iii) The responsibility for proper control and accountability of the emergency kit shall rest with both the nursing facility and the DEA registrant providing the drug. The facility and the drug provider shall maintain complete and accurate records of the controlled substances placed in the emergency kit including receipt and disposition of the drugs as well as destruction of unused or outdated drugs where appropriate.
 - (iv) Adequate security measures shall be provided for the emergency kit (if the controlled drugs are to be maintained within the kit) or the drugs (if they are to be maintained in a separate area) to include double locks. Access to emergency drugs shall be limited to those with an actual need, i.e., medication nurse and/or director of nurses and the pharmacist.
 - (v) Controlled drugs maintained for emergency use may be used only upon the written or telephone orders of the attending physician, who must sign a telephone order as soon as possible after giving it.
 - (vi) Violations of these rules and regulations may result in the revocation, denial or suspension of the privilege of maintaining controlled substance drugs in the emergency kit.
- (h) "Stat" Medicine Cabinets.
1. Each nursing facility may maintain one "stat" medicine cabinet for the purpose of keeping a minimum amount of stock medications that may be needed quickly or after regular duty hours. If a facility

wants more than one "stat" medicine cabinet, it must be approved by the State Board of Health. The following rules apply to such a cabinet:

- (i) There shall be a minimum number of doses of any medication in the "stat" cabinet based upon the established needs of the facility.
- (ii) There must be a list of contents, approved by the nursing facility, giving the name and strength of the drug and the quantity of each.
- (iii) There shall be records available to show amount received, name of resident and amount used, prescribing physician, time of administration, name of individual removing and using the medication and the balance on hand.
- (iv) There shall be written procedures for utilization of the "stat" medicine cabinet with provisions for prompt replacement of used items.
- (v) The pharmacist shall inspect the "stat" medicine cabinet at least monthly replacing outdated drugs and reconciliation of its prior usage. Information obtained shall be included in a monthly report.

Author: Rick Harris

Statutory Authority: *Code of Alabama, 1975, 22-21-20, et seq.*

History: Original rules filed: July 19, 1996; effective August 23, 1996. **Amended:** Filed June 23, 2004; effective July 28, 2004.

420-5-10-.17 Infection Control.

- (1) The facility must establish and maintain an infection control program designed to provide a safe, sanitary, and comfortable environment and to help prevent the development and transmission of disease and infection.
 - (a) Infection control program. The facility must establish an infection control program under which it:
 1. Investigates, controls, and prevents infections in the facility;
 2. Decides what procedures, such as isolation should be applied to an individual resident; and

3. Maintains a record of incidents and corrective actions related to infections.
- (b) Preventing spread of infection.
1. When the infection control program determines that a resident needs isolation to prevent the spread of infection, the facility must isolate the resident.
 2. The facility must prohibit employees with a communicable disease or infected skin lesions from direct contact with residents or their food, if direct contact will transmit the disease.
 3. The facility must require staff to wash their hands after each direct resident contact for which hand washing is indicated by accepted professional practice.
- (c) Linens. Personnel must handle, store, process, and transport linens so as to prevent the spread of infection.
- (2) Tuberculosis (TB) Screening.**
- (a) Resident Screening.
1. As part of the resident admission procedure, a two-step tuberculin (PPD-Mantoux) skin test shall be administered prior or upon admission to all new residents unless there is documentation of a previous positive reaction. The two-step method should detect the boosting phenomenon that might be misinterpreted as a skin test conversion. Testing administered prior to admission shall be within 30 days of admission date. Results shall be recorded in the permanent records of the facility.
 2. History of Bacille Calmetta Guerin (BCG) vaccination does not preclude an initial screening test, and a reaction of 10 mm or more induration shall be managed as a tuberculous infection.
 3. At the time of admission any resident found to have a significant tuberculin skin test reaction (10 mm or greater) or with symptoms suggestive of TB shall be evaluated for active TB disease by clinical examination and chest roentgenogram. Sputum specimen, if obtainable, shall be collected and sent to the State Health Department Laboratory for smear and culture studies. Routine chest roentgenogram at admission remains an option at the discretion of the nursing facility. In the absence of clinical symptoms, annual chest roentgenograms are not recommended.

4. Sputum for acid-fast smear and mycobacterial culture shall be obtained promptly on any tuberculin reactor who develops a persistent cough or fever, or manifests an abnormal chest roentgenogram compatible with TB. Any resident, regardless of skin test results, with a persistent cough or fever or other symptoms suggestive of TB shall first have sputum collected and submitted immediately to the State Health Department Laboratory for smear and culture studies, followed by a clinical examination and chest roentgenogram.
5. Residents who have a documented history of a positive (greater than 10 mm induration) PPD tuberculin test, adequate treatment for disease, or adequate preventive therapy for infection shall be exempt from further screening unless they develop signs or symptoms suggestive of TB.
6. Routine annual TB skin testing of residents is not recommended for every nursing facility. The Infection Control Plan for each facility shall establish the need and frequency of repeat or annual TB skin testing based upon the risk of transmission of TB infection in that facility and the surrounding community.
7. All residents with a documented negative tuberculin test shall be retested within seven working days after notice of exposure to a suspected or diagnosed case, using the single-step Mantoux method. Contacts having a tuberculin skin test with a 5 mm or greater induration, and tuberculin converters should have follow-up examinations including a chest roentgenogram and clinical evaluation. Converters are defined as newly infected persons, without documented exposure information, whose tuberculin skin test increases as follows:

for persons under age 35 the skin test must increase by at least 10 mm from most recent test results.

for persons aged 35 and older the skin test must increase by at least 15 mm from most recent test results.

(b) Employee Screening.

1. As part of the pre-employment procedure, a two-step tuberculin (PPD-Mantoux) skin test shall be administered to all new employees as soon as employment begins unless there is documentation of a previous positive reaction or documentation of a negative skin test within the past 12 months. A single-step skin

test is sufficient for new employees with documented negative test within the previous 12 months. The two-step tuberculin skin testing should detect the boosting phenomenon that might be misinterpreted as a skin test conversion. Results shall be recorded in the permanent records of the facility.

2. A history of BCG vaccination does not preclude an initial screening test, and a reaction of 10 mm or more induration shall be managed as a TB infection.
3. Any health care worker (HCW), at the time of employment, found to have a significant tuberculin skin test reaction (10 mm or greater) or with symptoms suggestive of TB shall be evaluated by clinical examination and chest roentgenogram. Sputum specimen, if obtainable, shall be collected and sent to the State Health Department Laboratory for smear and culture.
4. HCWs who have a documented history of a positive PPD test, adequate treatment for disease, or adequate preventive therapy for infection shall be exempt from further screening unless they develop signs or symptoms suggestive of TB.
5. Routine annual TB skin testing of HCWs is not recommended for every nursing facility. PPD-negative HCWs shall undergo repeat PPD testing at regular intervals as determined by the nursing facility's risk assessment. The Infection Control Plan for each facility should establish the need and frequency of repeat or annual TB skin testing based upon the risk of transmission of TB in that facility and the surrounding community.
6. All HCWs with documented negative tuberculin test shall be retested using the single step Mantoux method within seven working days after notice of exposure to a suspected or diagnosed case of TB if appropriate precautions were not in place at the time of exposure. All HCWs with newly recognized positive PPD test results shall be evaluated promptly for active TB. Contacts having a tuberculin skin test with a 5 mm or greater induration, and tuberculin converters shall have follow-up examinations including a chest roentgenogram and clinical evaluation. Sputum specimen, if obtainable, should be sent to the State Health Department Laboratory for smear and culture. Converters are defined as newly infected persons, without documented exposure information, whose tuberculin test increases as follows:

for persons under age 35 the skin test must increase by at least 10 mm within the past two years

for persons aged 35 and older the skin test must increase by at least 15 mm within the past two years.

7. Routine chest radiographs are not required for asymptomatic, PPD-negative HCWs. HCWs with positive PPD test results shall have chest radiographs as part of the initial evaluation of their PPD test; if negative, repeat chest radiographs are not needed unless symptoms develop that could be attributed to TB. However, more frequent monitoring for symptoms of TB may be considered for recent converters and other PPD-positive HCWs who are at increased risk for developing active TB (e.g., HIV-infected or otherwise severely immunocompromised HCWs).

(c) Treatment of Latent Infection.

1. Infected employees and residents with no current disease, who are 34 years of age and under, shall be offered preventive therapy (isoniazid) in accordance with the American Thoracic Society, Center for Disease Control, American College of Chest Physicians and the Alabama State TB Control Program Guidelines. Employees and residents aged 35 and over who have significant skin tests may be offered preventive therapy depending upon each individual's complete evaluation.

(d) Role of the Health Department.

1. Any employee or resident with suspected or diagnosed TB disease must be reported to the local health department immediately.
2. Epidemiologic investigation will be performed by trained health department staff on all employees and residents with diagnosed or suspected disease.
3. Further information regarding TB screening of employees and residents may be obtained by contacting the local county health department or the Division of TB Control of the State Health Department.

(e) Two-Step Testing.

Nursing homes may choose to use either of the methods outlined below when administering the two-step (test-retest) tuberculin skin test. The Infection Control Plan for each facility shall designate which method is more appropriate for the facility and that method must be consistently utilized. The use of the two-step tuberculin skin test should detect the

boosting phenomenon that might be misinterpreted as a skin test conversion. The process is particularly important when repeat testing is likely.

Method 1:

Apply first test
Read result in 7 days
If result is positive (greater than 10 mm of induration), follow recommendation for appropriate follow-up of positive skin test
If result is negative (0-9 mm of induration), apply second test (same day)
Read result of second test 48-72 hours later
Use result of second test as baseline

Method 2:

Apply first test
Read test in 48-72 hours
If result is positive (greater than 10 mm of induration), follow recommendation for appropriate follow-up of positive skin test
If result is negative (0-9 mm of induration), apply second test 1-3 weeks later
Read result of second test 48-72 hours later
Use result of second test as baseline

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Statutory Authority: *Code of Alabama, 1975, 22-21-20, et seq.*

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420-5-10-.18 Physical Plant.

(1) Location.

- (a) The nursing facility site shall provide space to accommodate staff and visitor parking, service access, emergency access, outdoor resident activity space and other areas required to provide for the care and proper operation of the facility.
- (b) The location and construction of all nursing facilities shall comply with local zoning, building, and fire ordinances. Evidence to this effect, signed by local fire, building, and zoning officials shall be furnished to the Alabama Department of Public Health.

- (c) Nursing facilities shall be located on streets or roads which are kept passable at all times. Facilities constructed after the effective date of these rules shall be located on paved roads.
- (2) Submission of Plans and Specifications.**
- (a) When construction is contemplated, either for new buildings, conversions, additions, or alterations to existing buildings coming within the scope of these rules, plans and specifications shall be submitted for review and approval to the Alabama Department of Public Health, in accordance with Alabama Administrative Code Rule 420-5-22, "Submission of Plans and Specifications for Health Care Facilities."
 - (b) Minor alterations and remodeling which do not affect the structural integrity of the building, which does not change functional operation, which does not affect fire safety, and which does not add beds over those for which the facility is licensed, need not be submitted for approval. Documentation shall be maintained for interior wall covering finishes.
 - (c) The renovation area of an existing nursing facility shall comply with the current requirements for new construction to the extent possible.
- (3) Inspections.** The Alabama Department of Public Health and its authorized representative shall have access to the site for inspection.
- (4) General Requirements -** The provisions of this section shall apply to all nursing facilities.
- (a) Codes.
 - 1. Nursing facilities in existence at the time of current code adoption shall comply with the code requirements for an existing building.
 - 2. New nursing facilities, additions or alterations shall comply with the currently adopted code requirement for a new building.
 - (b) Renovations within an existing facility shall comply with the applicable codes and requirements for new work.
 - (c) The building shall be structurally sound, free from leaks and excessive moisture, in good repair, and painted at sufficient intervals inside and out.
 - (d) The interior and exterior of the building shall be kept clean and orderly.
 - (e) Maintain an effective pest control program so that the facility is free of pests and rodents.

- (f) There shall be a minimum of twenty feet of clear space measured perpendicularly between a resident bedroom window and any structure outside the window. A peripheral view of the exterior shall be provided from newly constructed bedrooms.
- (g) All water is to be obtained from a public water supply. If it is impossible to connect to a public water system, the private water system shall be approved by the Alabama Department of Public Health or its appropriate designated agency.
 - 1. Water under pressure of not less than 15 lbs. per square inch is piped within the building to all sinks, toilets, lavatories, tubs and other fixtures requiring water.
 - 2. An adequate supply of hot water for resident and service uses is available at all times. Temperature of hot water used by residents is automatically regulated by tempering valves and shall not exceed 110 degrees Fahrenheit.
 - 3. In the laundry, provision shall be made to increase the water temperature to 160 degrees Fahrenheit unless manufacturer documentation can be provided for the chemical being used at a lower temperature.
 - 4. There shall be procedures established to ensure that water can be provided for all essential services in the event of loss of the normal water supply.
- (h) All liquid and human waste, including floor wash water and liquid waste from refrigerators, is disposed of through trapped drains into a public sanitary sewer system in localities where such system is available. In localities where a public sanitary sewer system is not available, liquid and human waste shall be disposed of through trapped drains and in a manner approved by the Alabama Department of Public Health or its appropriate designated agency.
 - 1. Plumbing is so sized, installed and maintained to carry adequate quantities of water to required locations throughout the facility, to prevent contamination of the water supply, and to properly convey sewage and liquid wastes from the establishment to the sewerage or sewage disposal system, in such a manner and so that it does not constitute a source of contamination or create an unsanitary condition or nuisance.

2. Solid, non-infectious wastes are kept in leak proof, non-absorbent containers which shall be kept covered with tight fitting lids, and are disposed of in a manner approved by the Alabama Department of Public Health or its appropriate designated agency.
 3. Solid wastes which are potentially infectious shall be burned on the premises in an incinerator approved by the Alabama Department of Public Health or disposed of in a manner approved by the Alabama Department of Public Health or its appropriate designated agency.
- (i) Lighting shall meet the following requirements:
1. Lighting in nursing facilities shall meet the requirement as in the *Illuminating Engineers Society (IES) Lighting Handbook Application* volume.
 2. Night lights shall be provided in bedrooms, hallways, toilet rooms and bathrooms. Glowing toggle switches are acceptable in toilet rooms and bathrooms.
- (j) Screens shall be provided for all operable windows.
- (k) All floors shall be smooth and free from cracks and finished so that they can be easily cleaned.
- (l) Walls and ceilings shall be of sound construction and maintained in good repair.
- (m) Each room occupied by residents shall have a ceiling height of eight feet or more (does not include furred area).
- (n) Doors.
1. Hardware on all toilet and bathroom doors shall be operable from outside the room.
 2. Bedroom doors shall not be equipped with hardware that will permit a resident to lock himself within the room.
 3. Bedroom doors shall open into the bedroom.
 4. To avoid danger of a resident falling and blocking the swing of a door, all doors to residents' central baths and toilets shall swing out or be double-acting and equipped with an emergency stop release.

- (o) Panic hardware shall be installed on each required exit door, as well as doors to and from exit stairs.
- (p) All differences in floor levels within the building shall be accomplished by steps of not less than three, six-inch risers or ramps. Either shall be equipped with handrails on both sides. (See Ramps.)
- (q) The nursing facility shall be well ventilated at all times.
 - 1. Resident bedrooms shall be ventilated in such a manner as to supply fresh air and to prevent accumulation of objectionable odors.
 - 2. All service areas shall be ventilated as permitted by codes.
- (r) All facilities shall have access to public fire hydrant protection, or the equivalent approved by the local fire department or State Fire Marshal.
- (s) Handrails shall be installed on both sides of all corridors normally used by residents except for areas between doors of 24 inches or less.
- (t) A corridor smoke detection system shall be provided and consist of listed devices connected to the facility's fire alarm system. When the nursing facility is not totally sprinkled, smoke detectors shall be installed in living/recreation rooms, barber/beauty shops, examination rooms and hazardous areas.
- (u) When heat detectors are installed in any area, they shall be listed self-restoring type, and electrically connected to the fire alarm system.
- (v) Nurse Call System.
 - 1. Existing nursing facilities shall have an electrical nurse call system at the side of each bed which will provide an initial audible signal and a visual signal on an annunciator panel at the nurses' station until deactivated. (Nursing facilities licensed after the effective date of these rules, both audible and visual signals must function until deactivated in the resident room.)
 - 2. Nursing facilities licensed after December 26, 1988, shall have an electrical nurse call station at each bed and a light over the door to the bedrooms on the corridor.
 - 3. An electrical nurse call system shall be provided in each resident toilet and bathroom and in additions to existing buildings and in remodeling after the effective date of these rules. This signal shall

be distinct from the regular nurse call signal and turned off only at the emergency calling station.

4. On new call systems, additional visible signals shall be installed at corridor intersections or in main corridor area where rooms are recessed if patient room call lights are not visible from the nurses' station area.
- (w) Trash chutes are prohibited in nursing facilities.
- (x) Elevators.
1. New facilities with residents on one or more floors above the first floor shall be equipped with at least one automatic elevator of a size sufficient to carry a resident on a stretcher.
 2. If an elevator is not installed in the existing nursing facility due to exits on each floor, each floor shall have a dining room, living room, and sunroom.
 3. Annual inspections shall be made of elevators by qualified inspection service personnel and inspection documents maintained in the facility.
- (y) Sufficient general storage space shall be provided for the storage of equipment, supplies, etc., to prevent the need for storage in hallways or other non-storage areas of the facility and be adequately ventilated.
- (z) Facilities for Physically Handicapped.
1. Necessary accommodations shall be made to meet the needs of persons with semi-ambulatory disabilities, sight and hearing disabilities, disabilities of coordination, as well as other disabilities in accordance with the American National Standard Institute (ANSI), A117.1 - 1992, *American National Standard for Buildings and Facilities - Providing Accessibility and Usability for Physically Handicapped People*.
 2. In nursing facilities existing prior to these rules, provisions shall be made to accommodate the handicapped.
- (aa) Ramps and inclines, where installed, shall not exceed a rise of one foot in twelve feet of run, shall be finished with a non-slip surface and provided with handrails on both sides.

- (bb) Open fire escapes are permitted in institutions licensed prior to October 9, 1957, provided such fire escapes meet the following requirements:
1. Must be of non-combustible material.
 2. Must have a railing or guard at least four feet high on each unenclosed side.
 3. Wall openings adjacent to fire escapes are protected with fire resistive doors and protected windows.
 4. Doors leading to fire escapes shall open in the direction of exit and be provided with panic hardware.
- (cc) Emergency Power.
1. Nursing facilities and additions to nursing facilities constructed after October 20, 1967, shall have an emergency generator.
 2. Nursing facilities and additions to nursing facilities constructed prior to October 20, 1967, may have an automatic battery-powered system which will provide the emergency power required for at least 1½ hours. An emergency generator shall be provided if life support equipment systems are used.
 3. As a minimum, emergency power shall be provided to the following:
 - (i) Corridor Illumination.
 - (ii) Exit and Directional Signs.
 - (iii) Stair Illumination.
 - (iv) Nurse's Station Illumination.
 - (v) Medicine Preparation Rooms/Medicine Cart Storage Room.
 - (vi) Recreational Areas such as living rooms, dining rooms, day rooms, and chapels - in facilities built and renovated after December 28, 1988.
 - (vii) Electrical Equipment Room, Generator Room and Boiler Room - in facilities built and renovated after December 28, 1988. Electricity may be switch controlled in these rooms.

- (viii) An Exterior Light at Each Exit.
 - (ix) Fire/Smoke Alarm System.
 - (x) Sprinkler pump system, if provided, and sprinkler riser room lighting.
 - (xi) Telephone and paging system.
 - (xii) Nurse call system and
 - (xiii) Refrigerator for storage of drugs, if provided.
- (dd) Mechanical, electrical, plumbing, heating, air conditioning, and water systems shall be installed to meet the requirements of local codes and ordinances and the applicable regulations of the State Board of Health at the time of construction.
- (ee) All essential mechanical, electrical and resident care equipment shall be maintained in safe operating condition. The facility shall establish a written preventive maintenance program to ensure that all equipment is operative.
- (ff) The use of portable heaters of any kind is prohibited except during emergency situations caused by severe weather that disables the normal heating system.
- (gg) When life support systems are used, emergency electrical service shall comply with *NFPA 99* and shall be provided by an emergency electrical generator located on the premises.
- (hh) Fire alarm systems shall be tested monthly by an alarm initiating device to verify proper functioning of the alarm system. Documentation of the testing shall be maintained, noting the proper functioning of notification devices, releasing of door holders and locks, operation of smoke dampers, and air handling unit shutdown.
- (5) New Construction Requirements.**
- (a) The provisions of this section, in addition to the provisions of Chapter 420-5-10-.18(4), (6) & (7), shall apply to all new nursing facilities or additions or renovations to nursing facilities initially licensed after the effective date of these rules or to any existing nursing facility which meets or can readily be improved to meet these requirements.

- (b) Facilities initially licensed, as well as additions or alterations to existing facilities, constructed after the effective date of these rules shall be classified as Health Care Occupancy, and shall comply, at the time of plan approval, with codes and standards adopted by the State Board of Health. See Alabama Administrative Code, Rule 420-5-22, for listing of adopted codes and standards.
- (c) Doors.
 - 1. All doors in line of exit travel shall be hinged and shall swing in the line of travel.
 - 2. All exit doors serving residents including doors to stairs shall be as a minimum 44 inches wide.
 - 3. Doors to toilets used by residents in additions or new facilities shall be at least 34 inches wide.
 - 4. Where rated doors are required by code, a permanent label from an independent testing laboratory shall be attached to the door.
- (d) Corridors in resident areas shall be at least eight feet wide, except as permitted by code.
- (e) Exit passageways other than corridors in resident areas shall not be less than four feet wide.
- (f) Corridors and passageways shall be unobstructed and shall not lead through any room or space used for a purpose that may obstruct free passage.
- (g) Handrails shall be installed on both sides of all corridors normally used by residents except between doors in spaces 24 inches or less.
 - 1. The handrails shall have a circular grip, a clearance of 1½ inch from the wall and be mounted 30-34 inches from the floor to the top of the rail.
 - 2. Handrails shall return to the wall at all terminations.
 - 3. Handrails may be omitted where service corridors are not part of a required exit from resident areas, the corridor is not a path of circulation from one resident area to another and cross corridor doors are installed. These doors shall separate resident corridors from service corridors and shall normally remain closed.

- (h) Each tub or shower shall be in an individual room or enclosure with space for the private use of the bathing fixture, for drying and dressing. A separate toilet shall be available for each central bathing area without requiring entry into the general corridor.
 - (i) If a facility chooses to admit or retain residents requiring life support equipment, essential electrical distribution systems shall conform to a Type II System as required in *NFPA 99*. As a minimum, life support systems shall be provided in 10% of the bedrooms and receptacles every 50 feet on alternating walls in the corridor.
- (6) Rooms, Spaces and Equipment - New and Existing Facilities.
- (a) Nursing Unit. A nursing unit consists of the number of beds served from one nurses' station and includes all of the necessary support areas required to provide care to the residents.
 - 1. Each nursing unit shall have:
 - (i) Nurses station.
 - (ii) Clean utility room.
 - (iii) Medicine preparation room.
 - (iv) Soiled utility room or soiled holding room.
 - (v) Clean linen storage room.
 - (vi) Wheelchair and stretcher storage areas.
 - (vii) Janitor's closet with mop sink or floor receptor and storage shelving.
 - (viii) Nourishment room.
 - (ix) Staff restroom.
 - 2. On a nursing unit, no residents' bedroom door shall be more than 150 feet from the nurses' station.
 - (b) Bedrooms.
 - 1. All bedrooms shall have window(s) with the windowsills not more than three feet above the floor. Windows shall not be below grade.

2. The window area shall not be less than one-tenth of the floor area.
3. Residents' bedrooms shall be located so as to minimize the entrance of odors, noise and other nuisances.
4. Residents' bedrooms shall be directly accessible from the main corridor of the nursing unit. Existing resident bedrooms may be accessible from any public space other than the dining room. In no case shall a resident's bedroom be used for access to another resident's room.
5. The capacity of any new room shall not exceed two residents, and the capacity of existing rooms shall not exceed four residents.
6. The minimum floor area of bedrooms, exclusive of toilets, closets, wardrobes, alcoves, or vestibules in facilities and additions to existing facilities constructed after October 20, 1967, shall be as follows:

Private Room	100 Square Feet
Multi-Resident Room	80 Square Feet Per Resident

7. There shall be sufficient space to permit nursing procedures to be performed and to permit the placing of beds at least three feet apart, and three feet from the wall at the foot of the bed. Sides of beds shall maintain a minimum clearance of 12 inches from electrical outlets in walls, unless electrical outlet and plug protection is maintained.
- (c) Provisions for privacy. Each multi-resident room shall have permanently installed cubicle curtain tracks to permit enclosing each bed with curtains to allow for the privacy of each resident without obstructing the passage of other residents either to the corridor, closet, or to the toilet/lavatory adjacent to the resident room.
- (d) Accommodations for Residents. The minimum accommodations for residents shall include the following:
1. Residents shall be provided with a standard or adjustable bed.
 2. Chair and bedside table.
 3. Storage space for clothing, toilet articles and personal belongings.
 4. Bedside electrical call system for summoning aid.

5. Waste paper receptacle.
 6. A headwall bed light must be mounted so that it is operable by the resident from the bed.
 7. Nursing facilities or additions to nursing facilities constructed after November 16, 1988, shall provide hand washing lavatory in each bedroom. It may be omitted from bedroom when a lavatory is provided in an adjoining toilet or bathroom.
- (e) Isolation Room.
1. Isolation rooms shall be provided at the rate of not less than one private bedroom per 50 beds or major fraction thereof for the isolation of residents suffering from infectious diseases as defined by the Centers for Disease Control (CDC). The bedroom shall meet all of the requirements for bedrooms as previously stated in these regulations. Isolation bedrooms may be used to provide for the special care of residents who develop acute illnesses, have personality problems, or residents in terminal phases of illness. If central heating/cooling is provided, the air from the room shall be exhausted directly to the outside.
 2. Isolation rooms in nursing facilities shall have a lavatory within the room or within a private toilet.
- (f) Nurses' Station. The nurses' station for each nursing unit shall include as a minimum the following:
1. Annunciator board for receiving residents' calls.
 2. Cabinet space.
 3. Storage space for current residents' charts.
 4. Working space and accommodations for recording and charting purposes by facility staff.
 5. Medicine preparation room. The room at each nurses' station shall have, as a minimum, 80 square feet of floor space with an additional square foot for each bed in excess of 50 beds per unit. This requirement pertains to any construction or renovation after November 16, 1988. If medication carts are utilized, sufficient storage space for the carts and over-the-counter stock medications must be provided in lieu of a medication preparation room.

- (g) Utility Rooms. In new nursing facilities and in additions to existing nursing facilities after December 26, 1988, a separate clean and soiled utility room shall be provided for each nursing unit.
1. The clean utility room shall contain as a minimum:
 - (i) Wall and base cabinets.
 - (ii) Counter space.
 - (iii) Counter top sink.
 - (iv) Paper towel dispenser.
 - (v) Soap dispenser.
 2. The soiled utility room shall contain as a minimum:
 - (i) Paper towel and soap dispensers.
 - (ii) Shelves.
 - (iii) Cabinets for storage of poisonous substances; i.e., cleaning supplies, urine test products, etc.
 - (iv) Counter top.
 - (v) Large single compartment counter or freestanding service sink for chemical sterilization of bedpans, urinals and commode pails.
 - (vi) Wall mounted or counter top hand washing lavatory, separate from the service sink.
 - (vii) Soiled linen hamper(s).
 - (viii) Clinical sink or equivalent flushing-rim fixture unless toilet with bedpan lug and bedpan washer are provided in adjoining toilets to all bedrooms in the nursing unit.
 3. In nursing facilities constructed prior to December 26, 1988, each nursing unit shall have at least a clean/soiled utility room, but it is recommended that a separate clean and soiled utility room be provided.

(h) Toilet and Bathing Facilities.

1. For all resident bedrooms, which do not have adjoining toilet and bath facilities, plumbing fixtures shall be provided within the nursing unit, according to the following ratio:

Bathtubs or Showers	1 per 25 Beds
Lavatories	1 per 6 Beds
Toilets (water closets)	1 per 6 Beds

2. Non-skid mats, or equivalent and grab bars shall be provided at tubs and showers. Grab handles on soap dishes are not acceptable for grab bars.
3. Grab bars shall be provided at each water closet.

(i) Nourishment Room.

1. Nursing units in facilities and additions to facilities constructed after August 23, 1996, shall have a nourishment room containing a work counter, refrigerator, storage cabinet, and a sink for serving nourishments between meals. Ice for residents' consumption shall be provided by icemaker units. The nourishment room shall include space for trays and dishes used in non-scheduled meal service.
2. Existing facilities shall provide a nourishment room in accordance with the above paragraph when the nursing unit is remodeled or expanded.
3. Nourishment room shall be separated from corridor by wall and door.

(j) Dining/Recreation/Sitting. In new nursing facilities or additions to nursing facilities, there shall be resident dining, and recreation/sitting areas in accordance with the following:

1. The total area set aside for these purposes shall be at least 20 square feet per bed for new facilities and for expanded facilities.
 - (i) Dining Room. The dining room shall be capable of seating 50% of the bed capacity.
 - (ii) Recreation/sitting area. These areas shall not include exterior porches and lobby/waiting room.

2. As a minimum, facility shall include two separate recreation/sitting areas and a dining area.
 3. Each nursing unit shall contain at least one recreation/sitting area.
 4. A minimum of at least one porch and/or glass enclosed sun parlor shall be provided for the use of residents.
- (k) Physical Therapy. Physical therapy areas, if provided, shall be in a specifically designated area and shall include equipment and areas as needed to meet specific resident requirements and shall also include storage space for linens, supplies, and equipment, a counter top or wall hung handwash lavatory and a service sink in a counter or freestanding.
- (l) Laundry.
1. The existing laundry room, or storage and counting area shall be located so that soiled linens are not carried through the food service area.
 2. Laundries built, renovated, or added to after August 23, 1996, shall provide the following rooms and shall comply with the additional requirements:
 - (i) Adequate holding, and sorting room for control and distribution of soiled linen. Discharge from soiled linen chutes may be received within this room or in a separate room (soiled linen room).
 - (ii) The laundry shall be vented so that odors do not enter the nursing facility. Air shall not be recirculated into a heating or cooling system serving other areas of the nursing facility.
 - (iii) Corridors shall not be used to store or hold soiled linen or clean linen carts at any time of the day. Adequate space shall be provided in the soiled linen room and laundry processing room to prevent this.
- (m) Beauty/Barber Shop. Nursing facilities or additions to nursing facilities licensed after November 16, 1988, shall have space and equipment for resident hair care and grooming. The room shall open to a corridor.
- (n) Administration. The administrative department and services shall be located in a specifically designated area and shall include the following:

1. Administrator's office.
 2. Business office.
 3. Public lobby or waiting room.
 4. Public toilets.
 5. For facilities constructed after August 23, 1996, or when existing lobbies are renovated, handicapped public toilets accessible from the lobby/waiting room shall be provided.
- (o) Support Offices. Nursing facilities or additions to nursing facilities constructed after August 23, 1996, shall provide office space for all support staff.
- (p) Nursing facilities and additions to nursing facilities constructed after August 23, 1996, shall provide adequate closet or locker storage space for staff's work related personal items.
- (q) Maintenance. Each facility shall provide facilities/room(s) to accommodate routine maintenance appropriate to the needs.
- (7) Dietary (applies to all facilities).**
- (a) Food service facilities shall be located in a designated area and shall include the following rooms and spaces: food production, food service, food storage, dishwashing, dining room, dietary manager's office, water heating equipment, and janitor closet (mops, brooms, mop sink) in all facilities built after August 23, 1996.
 - (b) The dietetic service area shall be of such size and dimensions as to permit orderly and sanitary handling and processing of food. Avoid overcrowding and congestion of operations.
 - (c) Hand washing facilities. Hand washing facilities shall be provided in all food production and serving areas. Sinks shall be equipped with a soap dispenser and adequate supply of soap, disposable towels, and hot and cold running water. The use of a common towel is prohibited. Hands must not be washed in sinks where food is prepared.
 - (d) Refrigeration. Where separate refrigeration can be provided, temperatures for storing perishable foods are: 32 to 38 degrees Fahrenheit for meats, 40 degrees Fahrenheit for dairy products, 45 to 50 degrees Fahrenheit for fruits and vegetables. If it is impractical to provide separate refrigeration,

the temperature shall be maintained at 38 to 40 degrees Fahrenheit at all times. Frozen food shall be maintained at 0 degrees Fahrenheit or below.

- (e) Dish and Utensils Washing, Disinfection and Storage. Facilities shall comply with current requirements of the Rules of Alabama State Board of Health for Food Establishment Sanitation, Alabama Administrative Code Chapter 420-3-22-.15 "Equipment and Utensil Cleaning and Sanitation," and Chapter 420-3-22-.16, "Equipment and Utensil Storage."
- (8) **Sprinkler Systems.** Provisions of AAC Chapter 420-5-10-.18 notwithstanding:
- (a) By January 1, 2006, all totally unsprinklered nursing facilities, and nursing facilities in multi-story buildings with sections of a nursing facility unsprinklered, shall be protected throughout by a fire sprinkler system. By July 1, 2005, completed sprinkler plans for these systems shall be submitted to Public Health for review and approval. Where means of egress passes through building areas outside of a nursing facility, those areas shall be separated from the nursing facility by a 2-hour rated wall or shall be protected by a fire sprinkler system.
 - (b) By September 1, 2006, all nursing facilities in one-story buildings with unsprinklered building areas shall be protected throughout by a fire sprinkler system. By March 1, 2006, completed sprinkler plans for these systems shall be submitted to Public Health for review and approval. Where means of egress passes through building areas outside of a nursing facility, those areas shall be separated from the nursing facility by a 2-hour rated wall or shall be protected by a fire sprinkler system.
 - (c) By February 1, 2007, all remaining nursing facilities (those having isolated unsprinklered rooms) shall be protected throughout by a fire sprinkler system. By August 1, 2006, completed sprinkler plans for these systems shall be submitted to Public Health for review and approval. Where means of egress passes through building areas outside of a nursing facility, those areas shall be separated from the nursing facility by a 2-hour rated wall or shall be protected by a fire sprinkler system.

Author: Victor Hunt

Statutory Authority: *Code of Alabama, 1975, 22-21-20, et seq.*

History: Original rules filed: July 19, 1996; effective August 23, 1996. **Amended:** Filed November 19, 1999; effective December 24, 1999. **Amended:** Filed June 18, 2002; effective July 23, 2002. **Amended:** Filed September 18, 2003; effective October 23, 2003.

APPENDIX A
CODE OF ALA. 1975, SECTIONS 22-21-20, ET SEQ.

§ 22-21-20. Definitions.

For the purpose of this article, the following terms shall have the meanings respectively ascribed to them by this section:

(1) HOSPITALS. General and specialized hospitals, including ancillary services; independent clinical laboratories; rehabilitation centers; ambulatory surgical treatment facilities for patients not requiring hospitalization; end stage renal disease treatment and transplant centers, including free-standing hemodialysis units; abortion or reproductive health centers; hospices; health maintenance organizations; and other related health care institutions when such institution is primarily engaged in offering to the public generally, facilities and services for the diagnosis and/or treatment of injury, deformity, disease, surgical or obstetrical care. Also included within the term are long term care facilities such as, but not limited to, skilled nursing facilities, intermediate care facilities, assisted living facilities, and specialty care assisted living facilities rising to the level of intermediate care. The term "hospitals" relates to health care institutions and shall not include the private offices of physicians or dentists, whether in individual, group, professional corporation or professional association practice. This section shall not apply to county or district health departments.

(2) PERSON. The term includes individuals, partnerships, corporations and associations. (Acts 1975, 3rd Ex. Sess., No. 140, p. 382, § 1; Acts 1979, No. 79-798, p. 1461; Acts 1991, No. 91-548, p. 1010, § 1; Act 1997, No. 97-632, § 1; Act 2001, No. 1058.)

§ 22-21-21. Purpose of article.

The purpose of this article is to promote the public health, safety and welfare by providing for the development, establishment and enforcement of standards for the treatment and care of individuals in institutions within the purview of this article and the establishment, construction, maintenance and operation of such institutions which will promote safe and adequate treatment and care of individuals in such institutions. (Acts 1949, No. 530, p. 835, § 1; Acts 1962, Ex. Sess., No. 122, p. 157, § 1.)

§ 22-21-22. License -- Required; exceptions.

No person shall establish, conduct or maintain any hospital as defined in Section 22-21-20 without first obtaining the license provided in this article. Hospitals operated by the federal government and mental hospitals under the supervision of the board of trustees of the Alabama State Hospitals shall be exempt from the provisions of this article. (Acts 1949, No. 530, p. 835, § 2; Acts 1962, Ex. Sess., No. 122, p. 157, § 2.)

§ 22-21-23. License -- Application.

Any person desiring licensing under this article shall apply to the State Board of Health therefor. The applicant shall state the name of the applicant and whether an individual, partnership, corporation or other entity, the type of institution for which a license is desired, the location thereof and the name of the person in direct supervision and charge thereof. The person in charge of such hospital must be at least 19 years of age and of reputable and responsible character. The applicant shall submit evidence of ability to comply with the minimum standards

provided in this article or by regulations issued under its authority. (Acts 1949, No. 530, p. 835, § 4; Act 2001, No. 1058.)

§ 22-21-24. License -- Fees; term; form; nontransferable; posting; renewal; hospital licensable when accredited by joint commission.

The application for a license to operate a hospital other than an assisted living facility or a specialty care assisted living facility rising to the level of intermediate care shall be accompanied by a standard fee of two hundred dollars (\$200), plus a fee of five dollars (\$5) per bed for each bed over 10 beds to be licensed in accordance with regulations promulgated under Section 22-21-28. Increase in a hospital's bed capacity during the calendar year is assessed at the standard fee of two hundred dollars (\$200) plus five dollars (\$5) each for the net gain in beds. The initial licensure fee and subsequent annual licensure renewal fee for an assisted living facility and for a specialty care assisted living facility rising to the level of intermediate care shall be two hundred dollars (\$200) plus fifteen dollars (\$15) for each bed. A license renewal application for any hospital, as defined by this chapter, which is not received by the expiration date in a properly completed form and accompanied by the appropriate renewal fee shall be subject to a late penalty equal to two hundred fifty dollars (\$250) or 100 percent of the renewal fee, whichever is greater. No fee shall be refunded. All fees received by the State Board of Health under the provision of this article shall be paid into the State Treasury to the credit of the State Board of Health and shall be used for carrying out the provisions of this article. A license granted under this article shall expire on December 31 of the year in which it was granted. A license certificate shall be on a form prescribed by the department, and shall be posted in a conspicuous place on the licensed premises. Licenses shall not be transferable or assignable and shall be granted only for the premises named in the application. Licenses may be renewed from year to year upon application, investigation, and payment of the required license fee, as in the case of procurement of the original license. All fees collected under this article are hereby appropriated for expenditure by the State Health Department. All hospitals which are accredited by the joint commission on accreditation of hospitals shall be deemed by the State Health Department to be licensable without further inspection or survey by the personnel of the State Department of Health. Further accreditation by the joint commission on accreditation of hospitals shall in no way relieve that hospital of the responsibility of applying for licensure and remitting the appropriate licensure fee as specified in this article. (Acts 1949, No. 530, p. 835, § 5; Acts 1975, 3rd Ex. Sess., No. 140, p. 382, § 2; Acts 1980, No. 80-642, p. 1213; Acts 1988, 1st Ex. Sess., No. 88-902, p. 470; Act 2001, No. 1058.)

§ 22-21-25. License -- Issuance; suspension or revocation; new applications after revocation.

(a) The State Board of Health may grant licenses for the operation of hospitals which are found to comply with the provisions of this article and any regulations lawfully promulgated by the State Board of Health.

(b) The State Board of Health may suspend or revoke a license granted under this article on any of the following grounds:

(1) Violation of any of the provisions of this article or the rules and regulations issued pursuant thereto.

(2) Permitting, aiding or abetting the commission of any illegal act in the institution.

(3) Conduct or practices deemed by the State Board of Health to be detrimental to the welfare of the patients of the institution.

(c) Before any license granted under this article is suspended or revoked, written notice shall be given the licensee, stating the grounds of the complaint, and the date, time, and place set for the hearing of the complaint, which date of hearing shall be not less than 30 days from the date of the notice. The notice shall be sent by registered or certified mail to the licensee at the address where the institution concerned is located. The licensee shall be entitled to be represented by legal counsel at the hearing.

(d) If a license is revoked as provided in this section, a new application for license shall be considered by the State Board of Health if, when, and after the conditions upon which revocation was based have been corrected and evidence of this fact has been furnished. A new license shall then be granted after proper inspection has been made and all provisions of this article and rules and regulations promulgated under this article have been satisfied. (Acts 1949, No. 530, p. 835, § 7; Act 2001, No. 1058.)

§ 22-21-26. License -- Judicial review of suspension or revocation.

Any party aggrieved by a final decision or order of the Board of Health suspending or revoking a license is entitled to a review of such decision or order by taking an appeal to the circuit court of the county in which the hospital is located or is to be located. (Acts 1949, No. 530, p. 835, § 11.)

§ 22-21-27. Advisory board.

(a) There shall be an advisory board of 17 members to assist in the establishment of rules, regulations, and standards necessary to carry out the provisions of this article and to serve as consultants to the State Health Officer. The board shall meet at least twice each year and at the call of the State Health Officer. The members of the board shall annually elect one of its members to serve as chairman.

(b) The advisory board shall be constituted in the following manner:

(1) Four representatives of hospitals, who shall be appointed by the Board of Trustees of the Alabama Hospital Association as follows:

- a. One administrator of a governmental hospital.
- b. One administrator of a nongovernmental nonprofit hospital.
- c. One owner or administrator of a proprietary hospital.
- d. One member of a managing board of a nonprofit hospital.

(2) Three representatives who shall be doctors of medicine appointed by the Board of Censors of the Medical Association of the State of Alabama.

(3) One representative who shall be a registered nurse appointed by the executive board of the Alabama State Nurses Association.

(4) One representative from the State Board of Human Resources who shall be appointed by the board.

(5) One registered pharmacist actively engaged in the practices of pharmacy in the State of Alabama, to be appointed by the executive committee of the Alabama Pharmacy Association.

(6) Three members who shall be appointed by the executive committee of the Alabama Nursing Home Association, each of whom shall be the operator of a duly qualified licensed nursing home.

(7) One member shall be appointed by the Alabama Hospice Association.

(8) Two members shall be appointed by the Assisted Living Association of Alabama, one of whom shall be the operator of a licensed assisted living facility or licensed specialty care assisted living facility rising to the level of intermediate care with 16 or fewer beds, and one of whom shall be the operator of an assisted living facility or licensed specialty care assisted living facility rising to the level of intermediate care with more than 16 beds.

(9) One member who shall be appointed by the Governor to represent the interests of consumers. The consumer representative shall be at least 65 years of age and shall have no financial interest in any facility licensed under this article.

Each new appointee shall serve for five years or until his successor is appointed, whichever is later. Any vacancy caused by a member leaving the position before the expiration of his or her term shall be filled by the organization selecting the original member. The replacement member appointed shall serve for the remainder of the unexpired term.

(c) A member of the advisory board shall not be eligible to succeed himself or herself after serving one full five-year term, but shall be eligible for reappointment if he or she has not served immediately preceding the reappointment.

(d) Members of the advisory board shall serve without compensation, but shall be entitled to reimbursement for expenses incurred in the performance of the duties of the office at the same rate allowed state employees pursuant to general law. (Acts 1949, No. 530, p. 835, § 9; Acts 1959, No. 134, p. 656; Acts 1991, No. 91-548, p. 1010, § 1; Act 2001, No. 1058.)

§ 22-21-28. Rules and regulations.

(a) In the manner provided in this section, the State Board of Health, with the advice and after approval by the advisory board, shall have the power to make and enforce, and may modify, amend and rescind, reasonable rules and regulations governing the operation and conduct of hospitals as defined in Section 22-21-20. All such regulations shall set uniform minimum standards applicable alike to all hospitals of like kind and purpose in view of the type of institutional care being offered there and shall be confined to setting minimum standards of sanitation and equipment found to be necessary and prohibiting conduct and practices inimicable to the public interest and the public health. The board shall not have power to promulgate any regulation in conflict with law nor power to interfere with the internal government and operation of any hospital on matters of policy. The procedure for adopting, amending, or rescinding any rules authorized by this chapter shall conform to the Alabama Administrative Procedure Act. At

any public hearing called for the purpose of soliciting public comment on proposed rules, any interested hospital or any member of the public may be heard.

(b) Any person affected by any regulation, amendment, or rescission thereof may appeal consideration thereof to the circuit court of the county of that person's residence or in which that person does business or to the Circuit Court of Montgomery County, pursuant to the Alabama Administrative Procedure Act. And upon appeal, the question of the reasonableness of such regulation shall be a question of fact for the court to determine, and no presumption shall be indulged that the regulation adopted was and is a reasonable regulation.

(c) Regulations adopted under this section shall become effective as provided in the Alabama Administrative Procedure Act. (Acts 1949, No. 530, p. 835, § 8; Act 2001, No. 1058.)

§ 22-21-29. Inspections.

(a) Every hospital licensed under this article shall be open to inspection to the extent authorized in this section by employees and agents of the State Board of Health, under rules as shall be promulgated by the board with the advice and consent of the advisory board. Employees and agents of the board shall also inspect unlicensed and suspected unlicensed facilities. Nothing in this section shall authorize the board to inspect quarters therein occupied by members of any religious group or nurses engaged in work in any hospital or places of refuge for members of religious orders for whom care is provided, but any inspection shall be limited and confined to the parts and portions of the hospital as are used for the care and treatment of the patients and the general facilities for their care and treatment. No hospital shall, by reason of this section, be relieved from any other types of inspections authorized by law.

(b) All inspections undertaken by the State Board of Health shall be conducted without prior notice to the facility and its staff. Notwithstanding the foregoing, an inspection of a hospital or other health care facility, prior to its licensure, may be scheduled in advance. An employee or contract employee of the state shall not disclose in advance the date or the time of an inspection of a hospital or other health care facility to any person with a financial interest in any licensed health care facility, to any employee or agent of a licensed health care facility, to any consultant or contractor who performs services for or on behalf of licensed health care facilities, or to any person related by blood or marriage to an owner, employee, agent, consultant, or contractor of a licensed health care facility. For purposes of this section, the term inspection shall include periodic and follow-up compliance inspections and surveys on behalf of the State Board of Health, complaint investigations and follow-up investigations conducted by the State Board of Health, and compliance inspections and surveys, complaint investigations, and follow-up visits conducted on behalf of the United States Department of Health and Human Services, Health Care Financing Administration, or its successors. The board may prescribe by rule exceptions to the prohibition where considerations of public health or safety make advance disclosure of inspection dates or times reasonable. Disclosure in advance of inspection dates when such disclosure is required or authorized pursuant to federal law or regulation shall not be a violation of this section. Scheduling inspections of hospitals or other health care facilities by the board at regular, periodic intervals which may be predictable shall not be a violation of this section.

(c) Any employee or contract employee of the state who discloses in advance the date or time of an inspection in violation of subsection (b) shall be guilty of a Class A misdemeanor. Any person who solicits an employee or contract employee of the state to disclose in advance the date or time of an inspection in violation of subsection (b) for the purpose of disclosing the

information to others shall be guilty of a Class A misdemeanor. (Acts 1949, No. 530, p. 835, § 6; Act 1997, No. 97-632, § 1; Act 2001, No. 1058.)

§ 22-21-30. Disclosure of information.

Information received by the State Board of Health through on-site inspections conducted by the State Licensing Agency is subject to public disclosure and may be disclosed upon written request. Information received through means other than inspection will be treated as confidential and shall not be directed publicly except in a proceeding involving the question of licensure or revocation of license. (Acts 1949, No. 530, p. 835, § 10; Acts 1975, 3rd Ex. Sess., No. 140, p. 383, § 3.)

§ 22-21-31. Practice of medicine, etc., not authorized; child-placing.

Nothing in this article shall be construed as authorizing any person to engage in any manner in the practice of medicine or any other profession nor to authorize any person to engage in the business of child-placing. Any child born in any such institution whose mother is unable to care for such child or any child who, for any reason, will be left destitute of parental support shall be reported to the Department of Human Resources or to any agency authorized or licensed by the Department of Human Resources to engage in child placing for such service as the child and the mother may require. In the rendering of service, representatives of the Department of Human Resources and agencies authorized or licensed by the Department of Human Resources shall have free access to visit the child and the mother concerned. (Acts 1949, No. 530, p. 835, § 2; Acts 1962, Ex. Sess., No. 122, p. 157, § 2; Act 2001, No. 1058.)

§ 22-21-32. Repealed by Acts 1977, 1st Ex. Sess., No. 82, p. 1509, § 19, effective June 16, 1977.

§ 22-21-33. Penalty for violation of article, etc.

Any individual, association, corporation, partnership, limited liability company, or other business entity who operates or causes to be operated a hospital of any kind as defined in this chapter or any regulations promulgated thereunder without having been granted a license therefore by the State Board of Health shall be guilty of a Class A misdemeanor upon conviction except that the fine may be up to five thousand dollars (\$5,000) upon conviction of a second or any subsequent offense. The State Board of Health, upon determination that a facility or business is operating as a hospital within the meaning of this statute or any rules promulgated thereunder, and that the facility does not have a current, valid license granted by the State Board of Health, may apply to the circuit court of the county in which the unlicensed facility is located for declaratory and injunctive relief. The proceedings shall be expedited. The sole evidentiary questions before the court in a proceeding shall be whether the facility that is the subject of the action meets the definition of a hospital within the meaning of this chapter and any rules promulgated thereunder, and whether the facility has been granted a current and valid license to operate by the State Board of Health. If the State Board of Health prevails on these questions, then the court shall, upon request of the State Board of Health, forthwith grant declaratory and injunctive relief requiring the operator or operators to close the facility and requiring the operator or operators to move all residents or patients to appropriate placements. Any individual failing to obey an injunction to close a hospital shall be guilty of a Class A misdemeanor except that the fine may be up to five thousand dollars (\$5,000). Any individual, after having once been subject to such an injunction, who shall later operate or cause to be operated a hospital as defined in this chapter or any regulations promulgated thereunder without having been granted a license therefore by the State Board of Health shall be guilty of a Class A misdemeanor except that the

fine may be up to five thousand dollars (\$5,000). The State Board of Health may, upon the advice of the Attorney General, maintain an action in the name of the state for an injunction to restrain any state, county or local governmental unit, or any division, department, board or agency thereof, or any individual, association, corporation, partnership, limited liability company, or other business entity, from operating, conducting or managing a hospital in violation of any provisions of this article, or any regulation promulgated thereunder. No county or municipality shall grant a business license to a hospital as defined in this chapter unless the facility holds a current license to operate granted by the State Board of Health. In any action to collect a fee for services brought against a resident or patient by a hospital as defined in this chapter or regulations promulgated thereunder, it shall be a defense to the action to demonstrate that the operator of the hospital did not have a current, valid license to operate pursuant to this chapter at the time the services in question were rendered. (Acts 1949, No. 530, p. 835, § 12.)

Act 2001, No. 1058. Under the circumstances listed below, an assisted living facility or a specialty care assisted living facility rising to the level of intermediate care may be subject to a civil money penalty imposed by the Board of Health not to exceed ten thousand dollars (\$10,000) per instance. The imposition of the penalty may be appealed pursuant to the provisions of the Alabama Administrative Procedure Act. All money penalties imposed pursuant to this section shall be remitted to the Department of Public Health and shall be deposited in the State General Fund. The penalties shall be deposited in the General Fund and shall not be earmarked for the Department of Public Health. Failure of an assisted living facility or a specialty care assisted living facility rising to the level of intermediate care to pay a civil money penalty within 30 days after its imposition or within 30 days after the final disposition of any appeal shall be grounds for license revocation unless arrangements for payment are made that are satisfactory to the State Board of Health. No assisted living facility or specialty care assisted living facility rising to the level of intermediate care may renew its license to operate if it has any unpaid civil money penalties which were imposed more than 30 days prior to the facility's license expiration date, except for any penalties imposed which are still subject to appeal and except for penalties for which arrangements for payment have been made that are satisfactory to the State Board of Health.

A civil money penalty may be imposed for falsification of any record kept by an assisted living facility or specialty care assisted living facility rising to the level of intermediate care, including a medication administration record or any record or document submitted to the State Board of Health, by an employee or agent of the facility, where such falsification is deliberate and undertaken with intent to mislead the Board of Health, or its agents or employees, or residents, sponsors, family members, another state, county, or municipal government agency, or the public, about any matter of legal compliance, regulatory compliance, compliance with fire or life safety codes, or quality of care.

A civil money penalty may be imposed as a result of a false statement made by an employee or agent of an assisted living facility or a specialty care assisted living facility rising to the level of intermediate care to an employee or agent of the State Board of Health, if the statement is made with intent to deceive or mislead the Board of Health, its agents or employees, about any matter of legal compliance, regulatory compliance, compliance with fire or life safety codes, or quality of care. A civil money penalty shall not be imposed if the facility's employee or agent makes a false statement when he or she has no reason to believe the false statement is authorized by the administrator or operator of the facility and if it is likely that the facility's employee or agent made the statement with the intent to cause damage to the facility.

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ALABAMA BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS

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RULES AND REGULATIONS

Chapter 1. Authority and Title

620-X-1-.01 Source of Authority, Title, Short Title.

(1) The following rules and regulations are hereby made, declared, and promulgated by the Board of Examiners of Nursing Administrators of the State of Alabama under the authority of and pursuant to Act. 986 of the 1969 Acts of Alabama, which is codified as Section 34-20-1 to 34-20-16 of the 1975 Code of Alabama.

(2) These rules and regulations shall be known as "The Rules of the Board of Examiners of Nursing Home Administrators" and may be cited as such.

(3) The Rules of the Board of Examiners of Nursing Home Administrators may be referred to or cited as: RENA. For example, this section may be cited as thus RENA Rule No. 620-X-1-.01 paragraph (3).

Chapter 2. General Definitions

620-X-2-.01 Definitions.

Whenever used in these rules and regulations, unless expressly otherwise stated, or unless the context or subject matter requires a different meaning, the following terms shall have the respective meanings hereinafter set forth or indicated.

(a) "Acting Administrator" means a person, other than a licensed nursing home administrator, who administers a nursing home immediately after the unexpected death, incapacitation, or resignation of the licensed nursing home administrator who was administering the nursing home.

(b) "Applicant" means one who has applied for and is fulfilling the requirements for licensure as a nursing home administrator.

(c) "Board" means the Board of Examiners of Nursing Home Administrators of the State of Alabama.

(d) "Examiner" means a member of the Board of Examiners of Nursing Home Administrators of the State of Alabama.

(e) "Nursing Home" means any institution or facility defined as such for licensing purposes under the state law.

(f) "Nursing Home Administrator" means any individual who is charged with the general administration of a nursing home whether or not such individual has an ownership interest in such home, and whether or not his function and duties are shared with one or more other individuals.

(g) "Person" means an individual and does not include the term firm, corporation, association, partnership, institution, public body, joint stock association, or any other group of individuals.

(h) "Petty Traffic Offense" means any misdemeanor arising out of the operation of a motor vehicle except: driving while under the influence of liquors, narcotics, or hallucinating drugs; leaving the scene of an accident; and manslaughter resulting from the operation of a motor vehicle.

(i) "Practice of Nursing Home Administration" means the planning, organizing, directing, and control of the operation of a nursing home.

(j) "Secretary" means the Secretary of the Board of Examiners of Nursing Home Administrators of the State of Alabama.

(k) "Temporary Management" means the temporary appointment by HCFA or the State of a substitute facility manager or administrator with authority to hire, terminate or reassign staff, obligate facility funds, alter facility procedures, and manage the facility to correct deficiencies identified in the facility's operation.

Chapter 3. Meetings

620-X-3-.01 Meetings of the Board.

(1) The Board shall hold not less than four meetings each year.

(2) The date, time and place of each meeting of the Board shall be determined by resolution approved by a simple majority of the members of the Board present at a prior meeting; however, if the meeting is called by the chairman or a simple majority of the members of the Board, then the date, time and place of the meeting shall be determined by the person or persons calling the meeting.

(3) Written notice indicating the date, time and place of each meeting shall be sent to each member of the Board not less than seven (7) days prior to said meeting by the Secretary, Chairman, Vice-Chairman, or any member of the Board. Provided, however, that any member of the Board may waive his right to such notice and such waiver may be oral, by telephone, or by any such means of communication.

Chapter 4. General Powers of the Board

620-X-4-.01 General Powers.

(1) The Board shall exercise all of the powers conferred on it by the laws of the State of Alabama and shall fulfill all duties imposed on it by law.

(2) All actions taken by the Board shall be by majority vote of those present at a meeting of the Board except where the contrary is expressed or implied by law or by these rules and regulations.

(3) The chairman shall preside at all meetings of the Board and shall sign all official documents of the Board. In the absence of the chairman, the vice-chairman shall preside at meetings and perform all duties usually performed by the chairman.

(4) The secretary shall be appointed by the chairman; however, as provided in paragraph (6) hereof, such appointment shall have no force or effect until such appointment shall be approved by a majority of the Board.

(5) The secretary shall serve until dismissed or replaced by a simple majority vote of the Board.

(6) In the event that the office of secretary shall become vacant, the chairman may, in his discretion, appoint an acting secretary who shall serve until the next meeting of the Board at which time an appointment to the office of secretary will be made by the chairman and approved by the Board.

(7) The salary of the secretary shall be set by resolution approved by a majority of the Board.

(8) In addition to the duties imposed by law, the secretary shall attend all meetings of the Board; keep a full and complete record of the minutes of said meetings; notify the members of the Board of the time and place fixed for meetings of the Board; maintain the records pertaining to licensees and registrants and these rules and

regulations; countersign all licenses and other certificates, and official certificates of approval and certification issued by the Board, unless the same are countersigned by the vice-chairman of the Board.

(9) The secretary shall conduct all routine correspondence for the Board, shall issue all notices of meetings and hearings, shall have custody of all books, records, and property of the Board, and shall perform all duties pertaining to the office of secretary.

(10) The secretary shall receive all monies payable to the Board and shall pay the same to the comptroller (or treasurer or other officer) of the state as provided by law and keep such financial records as are approved by the Board and the fiscal authorities of the state.

(11) The Board shall have a seal with which to authenticate its acts.

Chapter 5. Examination Information

620-X-5-.01 Examinations.

(1) The Board shall determine the subjects of examinations for applicants for licensure as nursing home administrators, and the scope, content, and format of such examinations, which in any examination shall be the same for all candidates. Each examination shall require the examinee or applicant to demonstrate his proficiency in the rules and regulations of health and safety. But nothing herein shall prevent the Board from making minor changes or updating the examination.

(2) Examinations shall be held at least four times a year at such times and places as shall be designated by the Board.

(3) Official documents and records of the Board shall be retained; however, at the discretion of the Board may be reduced to microfilm or other appropriate methods of retention.

620-X-5-.02 Pre-Examination Requirements and Conditions Precedent.

(1) Except as otherwise provided in paragraph (3) hereof, no person shall be admitted to or be permitted to take an examination for license as a nursing home administrator unless he/she shall have submitted evidence satisfactory to the Board:

(a) that he/she is at least nineteen (19) years of age;

(b) that he/she is a citizen of the United States of America or that he/she has duly declared their intention of becoming a citizen of the United States of America;

(c) that he/she is of good moral character;

(d) that he/she is suitable and fit to be licensed and to practice as a nursing home administrator; and

(e) that he/she has satisfactorily completed a course of study and has been graduated from a high school or secondary school approved and recognized by the educational authorities of the state in which such school is located or a political subdivision thereof, or has submitted a certificate indicating that he/she has obtained high school, GED, or secondary school equivalency, such certificate being duly certified by a state educational authority or a political subdivision thereof; and

1. Holds an associate degree from an accredited college or university; and

Has worked in a supervisory capacity (supervisory capacity means a department head or licensed professional supervising one or more individuals) at a licensed nursing home for a minimum of four years (two years of work experience equals one year of college); and

Has fulfilled the requirements of an approved 2,000-hour nursing home administrator-in-training program prescribed by the Board; or

2. Holds a baccalaureate degree from an accredited college or university; and

Has fulfilled the requirements of an approved 1,000-hour nursing home administrator-in-training program prescribed by the board; or

3. Holds a baccalaureate degree from an accredited college or university and majored in health care administration; and

Has fulfilled the requirements of a university affiliated or college-affiliated internship in Nursing Home Administration or of an approved 500-hour nursing home administrator-in-training program prescribed by the Board; or

4. Holds a masters degree from an accredited college or university and majored in healthcare administration or hospital administration; and

Has fulfilled the requirements of a university affiliated or college-affiliated internship in Nursing Home Administration or of an approved 200-hour nursing home administrator-in-training program prescribed by the Board; or

5. As a minimum has met the applicable requirements defined in 620-X-5-.02 (f) 1-3 of these Rules and Regulations and the Final Rules of the Omnibus Budget Reconciliation Act of 1987, Public Law 100-203, Sections 1819(f)(4) and 1919(f)(4) as published in the Federal Register, as it applies to Qualifications of Nursing Home Administrators.

6. Has completed a National Association of Boards of Examiners of Long Term Care Administrators Academic University Approved Program.

(2) Examinations given under this section shall be given provisionally; and, should it later appear that the applicant does not meet the requirements or did not exercise reasonable diligence in filing his application, or was the cause of his failure to comply with the requirements for examination, then the examination and its results shall be void.

(3) In the event an examination or an examination's results are void under paragraph (4) hereof, all fees and other monies paid to the Board by the applicant or which are due and payable to the Board by the applicant, are forfeited.

620-X-5-.03 Application for Examination.

(1) An applicant for examination and qualification for a license as a nursing home administrator shall make application therefore in writing on the forms provided therefore by the Board, and shall furnish evidence satisfactory to the Board that he/she has met the pre-examination requirements as provided for in the State licensing statutes and Rule No. 620-X-5-.02 of these Rules and Regulations, and paid the required examination fee as determined by the Board.

(2) A candidate for examination shall submit with his/her application three letters from individuals engaged in either business, or professional work, who shall certify to the good moral character of the applicant. The applicant shall also submit satisfactory evidence that he/she has met the requirements as defined in 620-X-5-.02 (f) of these Rules and Regulations.

(3) An applicant for examination who has been convicted of a felony by any court in this state, or by any court of the United States, shall not be admitted to or be permitted to take the examination provided for herein unless he/she shall first submit to and file with the Board, a certificate of good conduct granted by the Board of Parole or, in the case of a conviction in any jurisdiction wherein the laws do not provide for the issuance of a certificate of good conduct, an equivalent written statement or document.

(4) An applicant for examination who has been convicted of a misdemeanor, except a petty traffic offense, shall not be admitted to or be permitted to take the examination provided for herein unless he/she shall first submit to, and file with the Board a certificate or letter of good conduct from the proper parole, probation, court, or police authorities wherein such conviction was had, or submit an equivalent written statement or document. For the purpose of this paragraph, a petty traffic offense shall be any and every misdemeanor relating to the operation of motor vehicles except: Driving while under the influence of intoxicating liquors, narcotics, stimulating or hallucinating drugs; leaving the scene of an accident; and manslaughter resulting from the operation of a motor vehicle.

(5) To establish suitability and fitness to qualify for a license for nursing home administrator, as required by the State licensing statute, prior to being permitted to take the examination for license as a nursing home administrator, the applicant may be required to furnish evidence satisfactory to the Board of:

(a) good health and freedom from contagious disease;

(b) absence of any mental impairment that would appear to the Board to be likely to interfere with the performance of a nursing home administrator;

(c) an understanding of the general and technical information necessary to the administration and operation of a nursing home, (i.e. applicable health and safety regulations);

(d) ability to assume responsibilities for the administration of a nursing home as evidenced by prior accredited activities and evaluation of prior services and evidence secured by the Board; and

(e) ability to relate the physical, psychological, spiritual, emotional, and social needs of ill and/or aged individuals to the administration of a nursing home, including executives of the nursing home, and to create the compassionate climate necessary to meet the needs of the residents therein.

(6) The basic requirements for suitability set forth herein are to be considered minimal and may not be waived.

(7) The applicant shall attach to his/her application a finished unmounted photograph of himself/herself, which shall have been taken within three months prior to the date of such application.

(8) The Board may designate a time and place at which an applicant may be required to present himself/herself for inquiry as to his/her suitability as provided for herein.

620-X-5-.04 Conditional Admission to Examination: Disqualification Re-examination.

(1) An applicant for examination, who has been disqualified shall be given written notification by the Board of his/her disqualification, and the reasons therefore, and of his/her right to a hearing as provided for under Rule No. 620-X-7.04 hereof.

(2) An applicant for examination who has been disqualified may petition the Board in writing, within thirty (30) days of notification or disqualification for a hearing and a review of his application.

(3) Where an applicant for examination has been disqualified, he/she may submit a new application for qualification for examination, provided however, that he/she shall be required to meet the requirements for licensing as shall be in force at the time of such re-application.

620-X-5-.05 Subjects for Examination.

(1) Every applicant, after having met the requirements for qualification for examination as set forth in Rule No. 620-X-5-.02 of these Rules and Regulations, must successfully pass a written examination as required by the State licensing statute and these regulations.

620-X-5-.06 Grading Examinations.

(1) Every candidate for a nursing home administrator's license shall be required to pass the examination for such licenses with a grade as determined by the Board. The Board has determined that the NAB Examination will be used for the written examination administered to all applicants not applying through reciprocity, and the candidate must obtain a score of at least 75% on the NAB Exam. All applicants who apply through reciprocity will be required to take a State written examination, and the candidate must obtain a score of at least 75% on the State examination.

(2) The Board shall determine a method of grading each section of the examination separately and shall apply such method uniformly to all candidates that are examined.

620-X-5-.07 Administrator-in-Training

General Information

(1) An Administrator-in-Training is a supervised internship during which the Administrator-in-Training (the AIT) works under the guidance and supervision of a preceptor, a licensed administrator meeting the qualifications set out in the requirements for preceptors. The internship is a unique phase of education consisting of the supervised practice of nursing home administration in the environment of the nursing home, with continued instruction in the skills and art of nursing home administration. In keeping with the philosophy of continued improvement in the quality of professionalism in the field of nursing home administration, the internship is considered an essential part of the education of a Nursing Home Administrator. With this concept in mind, it is evident that the internship can be conducted only in those nursing homes in which the educational benefits to the intern are considered of paramount importance, with the service benefits to the nursing home of secondary importance.

(2) The satisfactory completion of a 1,000 hour AIT program will satisfy the experience requirement set forth in rule 620-X-5-.02 (f).

(3) An applicant for the AIT program must meet those qualifications established by Code of Alabama Section 34-20-9, which are in effect at the time of application, and pay the application fee as determined by the Board.

(4) Preceptors must submit an outline of their proposed AIT program for review and approval by the Board.

(5) The Board must approve each facility at which the training will take place.

(6) The training must be under the full-time supervision of the preceptor.

(7) The AIT shall serve his/her training in a normal workweek, containing a minimum of 20 hours, with not less than eight hours to be served daily between the hours of 7:00 a.m. and 10:00 p.m., except that during the year a minimum of 40 hours and a maximum of 160 hours are to be served between 10:00 p.m. and 7:00 a.m.

(8) The AIT program shall begin on the first day of the month following the approval of the Board.

(9) The AIT and the Preceptor shall sign an agreement acknowledging to each other and the Board that the training shall be in accordance with these rules. The agreement shall contain any other agreements between the AIT and the Preceptor concerning the training.

(10) The AIT shall be allowed two weeks leave for military training, two weeks leave for vacation, and reasonable sick leave.

(11) The Board may approve a temporary discontinuance of the training for up to one year, but the AIT shall only retain credit for those quarters completed and for which reports have been submitted and approved by a Board representative. If for any reason the approved preceptor is no longer able to supervise the AIT at the facility, the AIT may petition the Board for the appointment of an interim preceptor pending the approval of a new preceptor by the Board.

(12) The Board will approve an interruption of an AIT program for the compulsory service of the AIT in the armed forces of the United States. The AIT may resume his/her training at any time within one year of his/her discharge from active duty.

(13) The AIT and the Preceptor must report any discontinuance of training to the Board within ten (10) days.

(14) A rotation through the various departments and duties in the nursing home are essential to the proper completion of the training. An AIT shall not, during the normal working hours of his/her program, fill a specific, specialized position in the nursing home.

(15) A Board representative may visit a nursing home for the purpose of surveying the AIT program. The Board may require the AIT to do further work toward meeting objectives or attaining the core of knowledge, or to work with a different Preceptor, if reports and progress in the program are inadequate.

(16) No credit shall be given by the Board for time served by an individual in an unapproved AIT program, or for time served under the supervision of a preceptor who has not been approved by the Board, or for time spent in an approved program under an approved preceptor until such time as the applications have been properly filed with the Board.

Preceptor

(1) The Board will approve persons to act as preceptors in AIT programs based on information submitted to the Board. The approval shall be effective for a period of three years, after which the preceptor must reapply.

However, the Board may disapprove a preceptor for a training program who has failed to remain in compliance with these requirements. The Board may disapprove a preceptor at any time for good cause.

(2) Each person desiring to be a preceptor must submit an application showing:

(a) his/her name, address, and age;

(b) that he/she has been a licensed and practicing nursing home administrator in Alabama for at least three years, or has been a licensed nursing home administrator for at least two years in another state and has been licensed and practicing in Alabama for at least one year, and that no disciplinary action has been taken against him/her in the last three years;

(c) the states and dates of issuance of all his/her professional licenses, including those as a nursing home administrator; and

(d) the nursing home facilities at which the applicant has been in direct management control as administrator within the last three years.

(3) The preceptor-applicant must show that his/her education, experience, and knowledge qualify him/her to supervise the training of an AIT. The preceptor-applicant must attend a preceptor training seminar approved by the board prior to becoming a preceptor. The preceptor-applicant's certificate of attendance for the preceptor training program must not be more than one year old before applying to become a preceptor.

(4) The preceptor shall be of good moral character.

(5) A preceptor may not supervise training of a member of his/her immediate family.

(6) A preceptor must be in direct management control of the facility or facilities at which the training is to take place.

(7) A person desiring to be a preceptor must apply and qualify under the terms of this rule, notwithstanding an approval under previous rules.

Facility at Which Training Takes Place

(1) Each application for approval of a training program shall include an application for approval of each facility at which the training will take place.

(2) The application form will request general information about the facility which will include its address, the names, employment dates, work hours, and the license numbers of registered or licensed professionals which head the various departments, and the licensed bed capacity.

(3) The application must include a copy of the latest survey report and any plans for correction. The survey report must show that the facility is currently licensed by the Department of Health, Division of Licensure and Certification and a nursing facility and has no serious operating deficiencies.

(4) The facility teaching staff shall be composed of personnel whose professional and moral integrity are unquestioned, who are proficient in the field of practice to which they devote themselves, who give careful attention to their duties and who are willing to assume responsibility individually and as a group for providing ample instruction to the AIT and to assist them in their work.

Domains of Practice, Objectives, Reports

The Administrator-in-Training Program shall cover the domains of practice, as established by the National Association of Boards of Examiners for Nursing Home Administrators, Inc. (NAB).

(1) The training plan for the program shall be prepared by the preceptor and the trainee prior to the start of the program. This training plan shall include:

(a) An individualized schedule showing time allotted for each department of the nursing home facility (i.e., nursing, dietary, housekeeping, business office, management and supervisory techniques, etc.).

(b) Time allotted for the AIT's participation in council meetings, state association meetings, staff meetings, etc.

(2) The preceptor and the trainee must file quarterly reports with the Board. Each report shall be co-signed by the preceptor and the trainee, and should be filed one week after the completion of each 25% segment of the program. The quarterly reports should contain a synopsis of the areas covered in the program and any relevant learning experiences. The reports should show how the trainee used the following methods to further his/her training.

(a) On-the-job experience;

(b) meetings attended;

(c) surveys completed;

(d) written reports;

(e) visits to other facilities; and

(f) educational seminars.

(3) Nothing in this rule is intended to preclude any preceptor from requiring any additional areas in the program, objectives or reports.

(4) At the completion of his/her AIT program, the facility shall furnish the intern with a certificate of service, attesting to the satisfactory completion of his/her training program. A copy of the certificate shall be forwarded to the Board. The nursing home facility may withhold such certificate only if the AIT fails to complete his/her AIT program or if his/her performance has been such as to indicate that he/she is unfit to practice as a nursing home administrator.

(5) It shall be the duty of the AIT to inform the Board of any violation by the facility of any provision of the program approved by the Board or any violation of the laws or rules of the Board governing nursing home administrators. Failure to so inform the Board may result in the disapproval of the AIT's application for licensure as a nursing home administrator.

620-X-5-.08

University Affiliated or College Affiliated Internship

(1) All colleges or universities desiring to have their affiliated internships approved by the Board must complete the NAB (National Association of Boards of Examiners of Long Term Care Administrators, Inc.) Nursing Home Administrator Academic Program Evaluation Workbook. This workbook can be obtained from NAB. {National Association of Boards of Examiners of Long Term Care Administrators, Inc., 1444 I Street NW, Suite 700, Washington, D.C., 20005-2210, (202) 712-9040}

(2) The Board will review all information submitted by the college or university and notify the institution of their decision for approval or disapproval.

(3) A college or university who has been disapproved shall be given written notification by the Board of their disapproval, and the reasons therefore, and of their right to a hearing.

(4) A college or university who has been disapproved may petition the Board in writing, within thirty (30) days of notification of disapproval for a hearing and a review of their application.

(5) The college or university who has received Board approval for an affiliated internship program must submit the student's name, facility name and preceptor's name to the Board prior to start in the internship program for each student.

(6) The college or university who has received Board approval for an affiliated internship program must provide to the student upon completion of the program a certificate indicating the completion of the approved internship program and the date of completion.

(7) The Board may disapprove a college or university affiliated program at any time for good cause.

620-X-5-.09 Temporary Management

General Information

(1) The Board will approve persons to act as temporary managers based on information submitted to the Board. The approval shall be effective for a period of three years, after which the temporary manager must reapply. However, the Board may disapprove a temporary manager who has failed to remain in compliance with these requirements. The Board may disapprove a temporary manager at any time for good cause.

(2) Each person desiring to be a temporary manager must submit an application showing:

(a) his/her name, address, and age;

(b) that he/she has been a licensed and practicing nursing home administrator in Alabama for at least three years;

(c) the states and dates of issuance of all his/her professional licenses, including those as a nursing home administrator and that no disciplinary action has been taken against him/her;

(d) that he/she has been in direct management control as administrator for at least two of the last five years, and that the facilities have had a continuous operating history free from significant deficiencies;

(e) that he/she agrees to not to be a temporary manager if he/she is related, with the first degree of kinship, to the nursing facility's owner, manager, administrator, or other management principle to the facility to be managed;

(f) that he/she agrees not to be a temporary manager if he/she has any pecuniary interest in or pre-existing fiduciary duty to the nursing facility to be managed;

(g) that he/she agrees to be able to respond and relocate to a facility in need of a temporary manager within 48 hours of notice by the Department of Public Health, Division of Health Care Facilities; and

(h) that he/she agrees not to be a temporary manager if he/she currently serves or, within the past 2 years has served as a member of the staff of the facility to be managed.

(3) The temporary manager-applicant must show that his/her education, experience, and knowledge qualify him/her to correct deficiencies identified in a facility's operation.

(4) The temporary manager shall be of good moral character.

(5) A person desiring to be a temporary manager must apply, renew annually and qualify under the terms of this rule.

(6) The temporary manager shall have the authority to act as a nursing home administrator including, but not limited to, all of the following: overseeing the correction of violations; overseeing and advising on the management, hiring, and discharge of any consultant or employee, including the administrator of the nursing facility; ensuring that expenditure of the revenues of the nursing facility is done in a reasonable, prudent manner; overseeing the continuation of the business and the care of the residents; overseeing those acts necessary to accomplish to goals of Requirements of Participation; and directing and overseeing regular accountings.

(7) The temporary manager must file weekly reports with the Department of Public Health, Division of Health Care Facilities and send a copy to the Board. Each report shall be signed by the temporary manager, and should be filed every Monday. The weekly reports should contain information showing progress made to the correct deficiencies identified in the facility's operation.

(8) The temporary manager shall observe the confidentiality of the operating policies, procedures, employment practices, financial information, and all similar business information of the nursing facility, except that the temporary manager shall make reports as described in 620-X-5-.08 (11).

(9) The temporary manager shall be bonded in an amount equal to the facility's revenues for the month preceding the appointment of the temporary manager.

(10) The temporary manager shall not have the authority to:

(a) Enter into any contract with a duration beyond one year;

(b) Borrow funds from any lender or financial institution on behalf of the facility or the owner;

(c) Cause or direct the nursing facility to cancel or reduce its liability or casualty insurance coverage;

(d) Cause or direct the nursing facility to default upon any valid obligations previously undertaken by the owners or operators of the nursing facility, including but not limited to, leases, mortgages and security interests; and

(e) To incur capital expenditures in excess of \$2,000.00 without the permission of the owner of the facility.

(11) The temporary manager should immediately report to the Department of Public Health, Division of Health Care Facilities and the Board, the failure by the facility to relinquish authority to the temporary manager or the failure to pay the salary of a temporary manager.

(12) Temporary management ends when the facility meets any of the following conditions:

- (a) HCFA or the State determines that the facility has achieved substantial compliance and is capable of remaining in substantial compliance;
- (b) HCFA or the State terminates the provider agreement; or
- (c) The facility which has not achieved substantial compliance reassumes management control.

Chapter 6. Continuing Education

620-X-6-.01 Continuing Education Programs of Study.

(1) A program of study designed to meet the requirements and qualifications for licensure renewal of a nursing home administrator under and pursuant to the State licensing statute, and these Rules and Regulations shall:

- (a) contain a minimum of 24 equivalent hours of academic work per year
- (b) include subject areas as determined by the Board

(2) Upon completion of an approved program of study, the sponsor or sponsors of the program shall issue certificates of attendance or other evidence of attendance satisfactory to the Board.

(3) Nothing contained in this Rule shall preclude the Board from providing for any program of study which excludes subjects which shall be in derogation of, or in conflict with the teachings and practice of any recognized religious faith, provided however, any applicant seeking to be entitled to be admitted to such program of study hereunder shall submit evidence satisfactory to the Board that he/she is in fact an adherent to such recognized religious faith.

(4) If the Board finds that programs of training and instruction conducted within the State are not sufficient in number or content to enable nursing home administrators to meet requirements established by law and these rules, it may institute and conduct or arrange with others to conduct one or more such programs, and shall make provisions for their accessibility to residents of this state. The Board may approve programs conducted within and without this state as sufficient to meet education requirements established by law and these rules. For the purpose of this paragraph, the Board shall have the authority to receive funds in a manner consistent with the requirements of the Federal Government in order for the courses to qualify for Federal financial participation.

(5) Any course of study offered by an educational institution, association, professional society, or organization for the purpose of providing continuing education for nursing home administrators shall be submitted to the Board for approval on forms provided by the Board.

Chapter 7. License Information

620-X-7-.01 Licenses.

(1) Every individual who holds a valid current license as a nursing home administrator issued by the Board under this Chapter shall immediately upon issuance have the right and privilege of acting and serving as a nursing home administrator and of using the abbreviation "N.H.A." after their name. Thereafter, the individual shall annually be required to make application to the Board for a renewal of license and to report any facts requested by the Board on forms provided for that purpose. All license renewals will be issued and are due on the last day of the month in which the license expires, and all requirements must be met by that date.

(2) Upon making an application for a renewal of license, the individual shall pay an annual fee as determined by the board, and at the same time shall submit evidence satisfactory to the Board that during the year immediately preceding application for renewal, he or she has complied with the requirements of the Board concerning the continuing education of nursing home administrators as provided in Rule No. 620-X-6-.01, paragraph (1) of these Rules and Regulations. The required continuing education hours must be completed by the renewal date of the license.

(3) Upon receipt of the application for renewal of license, the renewal fee, and the evidence required with respect to continuing education, the Board shall issue a letter and renewal card to the nursing home administrator.

(4) Failure to secure an annual renewal of a license based on a failure to meet the continuing education requirements, shall result in the expiration of the license. An expired license may not be "reactivated". All persons holding an expired license shall be required to submit a new application and follow all procedures for licensure of a new applicant.

(5) A licensee who complies with the continuing education requirements but who does not renew within 90 days following its due date shall be deemed delinquent and may renew within the 90 day period by paying a late renewal fee established by the board. A license that is not renewed within the 90 day period shall be deemed expired, and is subject to reapplication as provided in Rule No. 620-X-7-.01, paragraph (4) of these rules and regulations.

(6) A licensee who holds a current license and who is not practicing as a nursing home administrator may place that license into an "inactive status" upon written application to the board. Any licensee whose license has been placed on inactive status may not engage in the practice of nursing home administration. A licensee whose license is on an inactive status who wishes to "reactivate" that license may do so by making application to the board. The applicant shall attach proof of having completed 24 hours of approved continuing education credits within one year of making application for license reactivation, and shall pay a reactivation fee established by the board. A licensee may not have his/her license in inactive status for more than five years. After five years in inactive status, the license automatically becomes expired.

(7) Only an individual who has qualified as a licensed and registered nursing home administrator who holds a current license shall have the right and privilege of using the title "Nursing Home Administrator", and have the right and privilege of using the abbreviation "NHA" after their name. No other person shall use or shall be designated by such title or such abbreviation or any other words, letters, signs, cards, or device tending to or intended to indicate that such person is a licensed nursing home administrator.

(8) The Board shall maintain a file of all applications for licensure that includes the following information on each applicant: residence, name, age, the name and address of his/her employer or business connection, the date of application, educational and experience qualifications, action taken by the Board, serial numbers of licenses issued to the applicant, and the date on which the Board acted on or reviewed the application.

(9) The Board shall maintain a list of current licensees of the board, and shall furnish the list on demand to any person who pays a fee established by the board.

620-X-7-.02 Refusal, Suspension, Revocation of license, and Disciplinary Proceedings.

(1) The license or the emergency permit of any persons practicing or offering to practice nursing home administration may be revoked or suspended by the Board, or such person may be reprimanded, censured, or otherwise disciplined in accordance with the provisions of this section upon decision and after due hearing in any of the following cases:

(a) Upon proof that such person has willfully or repeatedly violated any of the provisions of these rules and regulations, or the laws enacted in accordance therewith; or willfully or repeatedly acted in a manner inconsistent with the health and safety of the residents of the home in which he/she is administrator;

(b) Upon proof that such person's conduct is immoral, unprofessional or dishonorable;

(c) Upon proof that that such person is guilty of fraud or deceit in the practice of nursing home administration, or in his or her admission to such practice;

(d) Upon proof that such person has been convicted in a court of competent jurisdiction, either within or without the state, of a crime involving moral turpitude;

(e) Was not or is not entitled to license or certificate of registration or;

(f) Has violated any of the provisions of the law pertaining to the licensing of nursing home administrators or the rules and regulations of the Board pertaining thereto;

(g) Has willfully violated any of the provisions of the law, code, rules or regulations of the licensing or supervising authority or agency of the State or political subdivision thereof having jurisdiction of the operation and licensing of nursing homes;

(h) Has been convicted of a crime, except a petty traffic offense as defined in Rule No. 620-X-5-.03, paragraph (4) of these rules and regulations;

(i) Is incompetent to engage in the practice of nursing home administration or to act as a nursing home administrator;

(j) Is addicted or dependent upon the use of alcohol, morphine, opium, cocaine, or other drugs recognized as resulting in an abnormal effect;

(k) Has paid, given or caused to be paid or given, or offered to pay or to give any person a commission or other valuable consideration for the solicitation or procurement, either directly or indirectly, of nursing home patronage;

(l) Has been guilty of fraudulent, misleading, or deceptive advertising;

(m) Has failed to exercise true regard for the safety, health and life of the resident;

(n) Has willfully permitted unauthorized disclosure of information relating to a resident or his/her records;

(o) Has discriminated in respect to residents, employees, or staff on account of race, religion, or national origin;

(p) Has given false or untrue information to the Board or its officers or agents in his/her application for renewal, or has given false or untrue information to the Board or its officers or agents regarding matters before the Board, or its officers or agents or has refused to give information when lawfully required to do so by the Board or its officers or agents.

(2) The Board shall have the jurisdiction to hear all charges brought under the provisions of this section against any person having been issued a license as a nursing home administrator or having been issued a license as a provisional nursing home administrator; and upon such hearings shall determine the charges upon their

merits. If the Board determines that disciplinary measures should be taken, the Board may revoke his or her license, suspend him or her from practice or reprimand, censure or otherwise discipline such person.

(3) All proceedings under this section shall be heard by the Board with at least two thirds of its members present, and decisions to discipline any licensee shall require a vote of two thirds of the membership of the entire Board; provided, that the Board may designate three or more of its membership to comprise a hearing committee for the purpose of determining whether charges brought justify a hearing by the Board, and with the authority to dismiss frivolous or unfounded charges.

(4) At any hearing under this chapter, the person charged shall have the right to appear either personally or by counsel or both to produce witnesses and evidence in his/her own behalf, and to cross-examine witnesses. The Board or hearing committee shall have the authority to issue subpoenas, compel the attendance of witnesses, administer oaths and take testimony concerning all matters within the jurisdiction of the Board. The circuit court of the county wherein said hearing is to take place shall have the authority, on application of the Board, to enforce obedience to said subpoenas and orders of the Board concerning such testimony.

620-X-7-.03 Prohibited Acts: Penalties.

(1) It shall be a misdemeanor for any person to:

(a) Sell or fraudulently obtain or furnish any license or aid or abet therein;

(b) To practice as a nursing home administrator under cover of any license illegally or fraudulently obtained or unlawfully issued;

(c) Practice as a nursing home administrator or use in connection with his or her name any designation tending to imply that he or she is a nursing home administrator unless duly licensed to so practice under the provisions of these rules and regulations;

(d) Practice as a nursing home administrator or use in connection with his or her name any designation tending to imply that he or she is a nursing home administrator during the time his or her license issued under the provisions of these rules and regulations shall be expired, suspended, revoked; or

(e) Otherwise violate any of the provisions of these rules and regulations.

(2) Such misdemeanor shall be punishable by a fine of not more than \$500.00, or by imprisonment in the county jail for not more than 90 days or by both such fine and imprisonment.

620-X-7-.04 Restoration of License.

The Board may, for good cause shown, upon such terms as the Board may prescribe, reissue a license to any person whose license has been revoked.

Chapter 8. Complaints

620-X-8-.01 Complaints and Inquiry Procedures.

(1) Complaints or charges against any person having been issued a license as a nursing home administrator or having been issued a license as a provisional nursing home administrator shall be in writing on forms provided by the Board, and shall be submitted to the Board.

(2) The Board, or any person or persons appointed by it for the said purpose, shall thoroughly investigate said charges, and if such investigation is not made by the Board, report its findings to the Board. The Board, upon making or receiving the findings, may dismiss the charges, inquire further, or take disciplinary action pursuant to Paragraph (3) of this rule.

(3) If the Board determines that disciplinary action should be taken, it may refuse, suspend, or revoke the applicant's or licensee's license, or reprimand or otherwise discipline the applicant or licensee.

(4) Whenever the Board takes any action under paragraph (3) hereof against any licensee or applicant, such applicant or such licensee shall be informed of said action by written notice.

(5) Within thirty (30) days, computed as described in Rule No. 620-X-9-.01 paragraph (3) of the date of the Board's notice issued pursuant to paragraph (4) hereof, the applicant or licensee receiving such notice may request in writing a hearing or re-hearing before the Board.

(6) Upon receipt of a request under paragraph (5) hereof, the Board will do one of the following:

(a) The Board may grant the request for a hearing and suspend its action until conclusion of said hearings;

(b) The Board may grant the request for a hearing without a suspension of its action.

(7) The hearing shall be held on the date, time and place determined by the Board.

(8) Persons to whom hearings are granted shall be given at least ten (10) days notice of the date, time and place of such hearing.

(9) Persons to whom hearings are granted may appear in person or by attorney or both, and may present evidence, affidavits, arguments, and briefs.

(10) Hearings shall be held before at least a quorum of the Board as defined by statute for meetings of the Board unless the Board and the person to whom the hearing is granted mutually agree to a hearing before less than a quorum or an agent of the Board.

(11) Persons who are denied hearings under paragraph (6)(c) hereof, will be informed of such denial by the Board in writing, and persons to whom hearings are granted shall be informed in writing of the outcome of said hearings.

Chapter 9. Non-Disciplinary Refusal of Licensure

620-X-9-.01 Explanation and Action on Refusal of Licensure.

(1) This rule shall apply to the refusal by the Board to license any applicant who has failed to fulfill the requirements for license, and the provisions of this rule may be concurrent with the provisions of Rule No. 620-X-7-.02.

(2) Whenever the Board refuses to license an applicant, said applicant shall be informed by written notice of such refusal.

(3) An applicant who is refused license may, within thirty (30) days of the date of the notice issued pursuant to Paragraph (2) hereof, request in writing an administrative hearing before the Board. The first of said thirty (30) days shall be the day after the date of the notice; and, in computing said thirty (30) days, all days

after the date of the notice including Sundays and holidays shall be included. Such request shall be deemed to be made on the date of its postmark if it is mailed.

(4) The Board shall determine the day, time, and place of the hearing and shall give applicant ten (10) days notice of such date, time and place.

(5) At the hearing the applicant may appear in person, or by attorney or both, and may offer evidence, affidavits, arguments, and may submit briefs in support of his/her application.

(6) All hearings shall be held before a quorum of the Board as defined by statute for meetings of the Board unless the applicant and the Board shall mutually agree to a hearing before less than a quorum or an agent of the Board.

(7) Regardless of the outcome of the hearing, the Board will inform the applicant of its decision.

(8) The Board will accept requests for administrative hearings which are made more than thirty (30) days after the date of the Board's notice, if such requests are accompanied by an affidavit explaining why the request is made later than thirty (30) days. The Board will grant such requests if its finds that the explanation justified the delay.

Chapter 10. Issuance of Emergency Permits

620-X-10-.01 Emergency Permits.

(1) In the event a nursing home administrator dies, unexpectedly resigns, becomes incapacitated, or has his/her license revoked, the person or persons then responsible for the management of the nursing home shall immediately notify the Board and the agency issuing the nursing home license and shall be allowed a reasonable period of time, not to exceed 180 days from the date of death, unexpected resignation, incapacitation or revocation of license of the nursing home administrator, in which to replace said administrator. Such nursing home must apply to the Board for an emergency permit for the person who will actually administer the nursing home until a licensed nursing home administrator can be employed. Such application shall state the acting administrator's qualifications, the circumstances creating the need for an emergency permit, and the period of time for which the emergency permit is needed, and said application shall be verified by the acting administrator and the owner of, or manager of the nursing home. The acting administrator must meet the following minimum qualifications:

A. Be actively enrolled in an AIT program and eligible to sit for the licensure examination within 5 months of their appointment as acting administrator; or

B. Eligible to be licensed by reciprocity; or

C. Has worked in an Alabama nursing facility, or management company that operates Alabama nursing homes, in a supervisory capacity for a minimum of three years prior to their appointment as acting administrator.

(2) Emergency permits will be issued by the Board if the Board approves of the applicant's qualifications, and determines that the nursing home requires the services of a temporarily licensed administrator.

(3) Emergency permits shall be issued for a stated period not to exceed 180 days and will permit the holder to practice only at the nursing home for which the emergency permit and license is issued. No additional time will be given to a facility to replace the Administrator.

Chapter 11. Required Personal and Business Information

620-X-11-.01 Residence Address, Telephone and Business Changes.

(1) All applications, requests, notices, correspondence, and any other matter which is directed to the Board shall be sent to the secretary of the Board; and the secretary shall accept these for the Board.

(2) Each nursing home administrator shall keep on file with the Board his or her name, home address, and telephone number and the name, address, and telephone number of any nursing home which he or she is administering and, if he or she is administering no nursing home, a statement to this effect.

(3) Whenever any of the information required by paragraph (2) hereof changes, the nursing home administrator should immediately notify the Board.

(4) The Board will address all notices, orders, correspondence, and any other matters to each nursing home administrator at his home address as it appears in the records of the Board.

Chapter 12. Reciprocal Licensure.

620-X-12-.01 Reciprocity.

The Board, in its discretion, and otherwise subject to the provisions of the law, and the rules and regulations of the Board prescribing the qualifications for a nursing home administrator license, may issue a license to a nursing home administrator who has been issued a license by the proper authorities of any state or issued a certificate of qualification by any national organization, upon payment of the required fee and upon submission of evidence satisfactory to the Board, which shall include successfully passing a written examination as required by these Rules and Regulations.

- (a) That such other state or national organization maintained a system and standards of qualification and examinations for nursing home administrator license or certificate which were substantially equivalent to those required in this state at the time such other license or certificate was issued by such other state or national organization; and
- (b) That such other state gives similar recognition and endorsement to nursing home administrator licenses of this state.

Chapter 13. Fees

620-X-13-.01 Fees.

The fee requirements of this chapter shall apply to all nursing home administrators. The fees to be paid are as follows:

- (1) A state examination fee not to exceed \$700.00;
- (2) An application fee not to exceed \$300.00;
- (3) An original license fee not to exceed \$300.00;
- (4) An emergency permit fee not to exceed \$1500.00;
- (5) A renewal fee not to exceed \$300.00;

- (6) An AIT application fee (200 - 500 hour program) not to exceed \$400.00;
- (7) An AIT application fee (1000 hour program) not to exceed \$500.00;
- (8) An AIT application fee (2000 hour program) not to exceed \$700.00;
- (9) A preceptor certification and rectification fee not to exceed \$300.00;
- (10) A late renewal penalty not to exceed \$800.00;
- (11) A reciprocity questionnaire fee not to exceed \$150.00;
- (12) An inactive status reactivation fee not to exceed \$1,000.00;
- (13) A temporary manager's fee and renewal fee not to exceed \$5,000 each;
- (14) Copying of records at a fee not to exceed \$3.00 per page; and
- (15) A Return Check fee in accordance with Code of Alabama 1975 §8-8-15.

Chapter 14. Effective Date of Rules and Regulations

620-X-14-.01 Effective Date.

These revised Rules and Regulations shall become effective on January 31, 2010.