

481—57.10(135C) Administration.**57.10(1)** The licensee shall:

- a.* Assume the responsibility for the overall operation of the residential care facility; (III)
- b.* Be responsible for compliance with all applicable laws and with the rules of the department; (III)
- c.* Establish written policies, which shall be available for review, for the operation of the residential care facility. (III)

57.10(2) The administrator shall:

- a.* Be responsible for the selection and direction of competent personnel who provide services for the resident care program; (III)
- b.* Be responsible for the arrangement for all department heads to annually attend a minimum of ten contact hours of educational programs to increase skills and knowledge needed for the position; (III)
- c.* Be responsible for a monthly in-service educational program for all employees and to maintain records of programs and participants; (III)
- d.* Make available the residential care facility payroll records for departmental review as needed. (III)