

**481—58.9(135C) Administration.****58.9(1)** The licensee shall:

- a.* Assume the responsibility for the overall operation of the nursing 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 nursing facility. (III)

**58.9(2)** The administrator shall:

- a.* Be responsible for the selection and direction of competent personnel to 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 nursing facility payroll records for departmental review as needed; (III)
- e.* Be required to maintain a staffing pattern of all departments. These records must be maintained for six months and are to be made available for departmental review. (III)