

Licensed Residential Care Change of Facility Manager Requirements - Licensee hires a Manager

What documentation is required to be submitted to licensing when there is a change of Facility Manager?

For compliance with the *Community Care and Assisted Living Act* and the *Residential Care Regulation*, a Licensee must notify Community Care Facilities Licensing if the facility Manager resigns or is expected to be absent for at least 30 consecutive days and the Licensee must replace the Manager using an approved process (per Section 8(3) of the *Residential Care Regulation*).

Relevant Legislation

- Residential Care Regulation
 - Sections 8(1)(3) and 37
- Community Care and Assisted Living Act
 - Sections 7(1)(a)(d)(2) and 11(2)

When hiring a Manager, it is the licensee's responsibility to demonstrate that the appropriate screening has been conducted to ensure that the proposed Manager:

- is of good character and possesses the personality, ability and temperament to manage a care facility and work with persons in care, and
- has the necessary training and experience, and demonstrates competence.

For change of manager, please print, complete and submit the following forms to your Licensing Officer. Forms can be found on the Fraser Health website at: www.fraserhealth.ca/residentialcare.

1. Application for Licence Form – Is the notification of a change in the information as required by Section 8(1) of the Residential Care Regulation.
2. Licensee Declaration Form – Acknowledges that the licensee has completed the required screening of the proposed Manager and that the person meets the criteria within the legislation. The Manager's information shall remain at the residential care facility for review by the Licensing Officer at an on-site inspection.

Licensing staff will review your submission for compliance with legislation and advise you whether it meets the requirements of the *Community Care and Assisted Living Act* and *Residential Care Regulation*.

Should you have any questions regarding the above-mentioned, please contact your Licensing Officer.

Continued on page 2

Community Care Facilities Licensing Offices:

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