

Facility Information

FACILITY NAME

NAME OF APPOINTED FACILITY MANAGER

START DATE

Licensee Responsibilities

Section 7(1)(a) and 11(2) of the *Community Care and Assisted Living Act* (CCALA) and Section 37 of the *Residential Care Regulation* (RCR) outlines the qualifications and attributes that a Manager must possess in order to promote the health, safety, dignity, and rights of persons in care and maintain compliance with the legislation.

It is the Licensee's responsibility to assess the appointed Manager and ensure the following:

- The Manager is appropriately qualified, by education and experience.
- Possess the requisite skills, knowledge and abilities in compliance with Section 37 of the *Residential Care Regulation* (RCR).
- Is competent to operate the facility in compliance with Section 7(1)(b) and 11(2) of the *Community Care and Assisted Living Act* to ensure the health, safety and dignity of persons in care.
- Is at least 19 years of age.

Required Manager Documentation

Do not submit actual documentation. Please have accessible for review by Licensing at the facility

Please all information received and assessed during the Manager screening process:

- | | |
|---|---|
| <input type="checkbox"/> Criminal Record Check | <input type="checkbox"/> Statement of Duties (e.g. job description) |
| <input type="checkbox"/> Resume and three references | <input type="checkbox"/> First Aid Certification (if applicable) |
| <input type="checkbox"/> Professional Status (Degree/Diploma/Licence to Practice) | <input type="checkbox"/> FOODSAFE Certificate (if applicable) |
| <input type="checkbox"/> Immunization Status Record | |
| <input type="checkbox"/> Tuberculosis Risk Assessment Screening | |

Knowledge of relevant legislation and facility policies

Please that the following has been reviewed with the Manager

- Community Care & Assisted Living Act, Residential Care Regulation and Director of Licensing Standards of Practice**
- Other relevant legislation:** (i.e. *Food Premise Regulations, Coroners Act, Pharmacy Operations and Drug Scheduling Act, etc.*)

The Facility's Policies and Procedures

- | | |
|--|---|
| <input type="checkbox"/> Falls Prevention (Long Term Care only) | <input type="checkbox"/> Emergency Restraint Use |
| <input type="checkbox"/> Orientation of New Managers and Employees | <input type="checkbox"/> Reportable Incidents Response |
| <input type="checkbox"/> Continuing Education of Manager and Employees | <input type="checkbox"/> Missing/Wandering |
| <input type="checkbox"/> Concerns/Complaint/Dispute process | <input type="checkbox"/> Documentation/Recording Keeping |
| <input type="checkbox"/> Access to Persons in Care | <input type="checkbox"/> Repayment Agreement |
| <input type="checkbox"/> Release of a Child/Youth or Adult in Care | <input type="checkbox"/> Emergency Plan |
| <input type="checkbox"/> Nutrition Monitoring | <input type="checkbox"/> Process / Schedule of Record Keeping |
| <input type="checkbox"/> Medication System | <input type="checkbox"/> Other Policies, if applicable |

The person being put forth as Manager has been determined to possess the following skills and competencies:

Skills and Competencies Please <input checked="" type="checkbox"/> that the following has been reviewed with the Manager	
1. Knowledge of persons in care	<input type="checkbox"/> Knowledge of care requirements for persons in care <input type="checkbox"/> Knowledge of appropriate programming <input type="checkbox"/> Knowledge of principles and process of care planning for persons in care
2. Staff Relations	<input type="checkbox"/> Building staff relations and management skills <input type="checkbox"/> Knowledge of labour relations, hiring, staff evaluations, etc. <input type="checkbox"/> Staff training and orientation
3. Management	<input type="checkbox"/> Knowledge of, and ability to, interpret and apply legislation and policies <input type="checkbox"/> Knowledge of, and ability to, monitor the physical environment, the care and services to ensure compliance with legislated requirements <input type="checkbox"/> Communication and problem solving skills <input type="checkbox"/> Conflict resolution and negotiation skills <input type="checkbox"/> Ability to supervise staff and related services <input type="checkbox"/> Community networking skills and ability to access services and resources
4. Assessment (please submit)	Describe how you have assessed each of the three areas of skill and competency. Should any of the skills and competencies not yet be determined, or require further assessment, a written plan of action must also be attached outlining how the Licensee will support the Manager in addressing the skill and competency.

Should CCFL determine that the proposed Manager **does not** have the appropriate qualifications, or that the **screening has been inadequate**, the Licensee will be found in non-compliance with the legislation.

Manager to complete I declare that the information I have provided to my employer as part of this assessment is correct to the best of my knowledge.	
APPOINTED MANAGER'S SIGNATURE	
PRINT NAME	DATE (dd/mmm/yyyy)

Licensee to complete: As per Section 7(1)(d) and Section 11(2) of the CCALA, I have appointed and delegated the above-named Manager to operate the community care facility in accordance with the requirements of the CCALA and RCR.	
LICENSEE OR LICENSEE CONTACT'S SIGNATURE	
PRINT NAME	DATE (dd/mmm/yyyy)
An Education/Action Plan is attached to address required competencies: <input type="checkbox"/> Yes <input type="checkbox"/> No	

As per Section 8 of the *Residential Care Regulation*, should a Manager of a community care facility resign, or expected to be absent for at least 30 consecutive days, the Licensee must notify Community Care Facilities Licensing and replace the Manager with an appropriately qualified person.