ARTICLE 2. STANDARDS OF COMPETENT PRACTICE

Rule 1. Standards of Competent Practice

840 IAC 2-1-1 Statement of policy regarding the practice of health facility administration
Authority: IC 25-19-1-8
Affected: IC 25-19-1-7

Sec. 1. The health facility administrator is expected to:
(1) exercise ethical and sound decision making and judgment;
(2) assume leadership in his or her facility; and
(3) exemplify an administrative philosophy congruent with the mission and goals of the organization.
(Indiana State Board of Health Facility Administrators; 840 IAC 2-1-1; filed Feb 1, 1999, 10:52 a.m.: 22 IR 2004)

840 IAC 2-1-2 Organizational management
Authority: IC 25-19-1-8
Affected: IC 25-19-1-7

Sec. 2. With regard to organizational management, the health facility administrator shall comply with the following:
(1) Not engage in fraudulent, misleading, or deceptive advertising in either form or content.
(2) Not practice health facility administration unless the person holds a license, as required in 840 IAC 1-1-3, with such license at the time of practice not having a status of suspended, delinquent, or expired. An individual may not allow another person to present his or her license as their own and may not present as his or her own the license of another individual.
(3) Not:
(A) make or file a report or record that the licensee knows to be false;
(B) fail to file a report or record required by federal or state law;
(C) impede or obstruct such filing; or
(D) induce another person to impede or obstruct such filing.
(4) Set in place a functional table of organization with standards of accountability and hold department heads accountable for the performance of their respective departments.
(5) Review and consider for possible implementation, reports from various sources to maintain or improve resident care and quality of life.
(6) Not practice health facility administration in more than one (1) health facility simultaneously.
(Indiana State Board of Health Facility Administrators; 840 IAC 2-1-2; filed Feb 1, 1999, 10:52 a.m.: 22 IR 2004)

840 IAC 2-1-3 Resident care
Authority: IC 25-19-1-8
Affected: IC 25-19-1-7

Sec. 3. With regard to resident care, the health facility administrator shall develop and administer resident centered policies that do the following:
(1) Ensure the health, safety, welfare, and rights of the residents.
(2) Govern continuing care, related medical, and other services provided by the facility to provide the highest practicable mental, physical, and psychosocial well-being for each resident in a healthy, safe, and homelike environment.
(3) Evaluate the quality of resident care, residents' rights, and quality of life. Identify strengths and weaknesses and set in place measures for the improvement where necessary, evaluate progress, and institute appropriate follow-up activities.
(4) Ensure residents are free from:
(A) sexual abuse;
(B) physical abuse;
(C) mental abuse;
(D) corporal punishment;
(E) exploitation;

(F) neglect; and
(G) involuntary seclusion.
(5) Protect resident personal funds and property.
(Indiana State Board of Health Facility Administrators; 840 IAC 2-1-3; filed Feb 1, 1999, 10:52 a.m.: 22 IR 2004)

840 IAC 2-1-4 Personnel management
Authority: IC 25-19-1-8
Affected: IC 25-19-1-7

Sec. 4. With regard to personnel management, the health facility administrator shall do the following:
(1) Implement personnel policies and procedures that:
(A) define job responsibilities, accountability, and the performance appraisal process; and
(B) emphasize the importance of resident satisfaction.
(2) Promote:
(A) job satisfaction;
(B) commitment to quality care; and
(C) residents' rights;
by assuring that a program is in place to provide for the recruitment, hiring, retention, training, and development of competent facility staff.
(3) Ensure that personnel are present in number and ability to attain or maintain the highest practicable level of physical, mental, and psychosocial well-being for each resident.
(Indiana State Board of Health Facility Administrators; 840 IAC 2-1-4; filed Feb 1, 1999, 10:52 a.m.: 22 IR 2005)

840 IAC 2-1-5 Regulatory management
Authority: IC 25-19-1-8
Affected: IC 25-19-1-7

Sec. 5. With regard to regulatory management, the health facility administrator shall develop and administer policies and procedures that comply with the following:
(1) Protect residents, employees, or staff from discrimination consistent with federal, state, and local laws and regulations.
(2) Protect resident records from unauthorized disclosure of confidential information.
(3) Ensure that the facility complies with federal, state, and local laws and regulations.
(4) Not allow payment or offer payment or other valuable consideration to any person or organization outside the facility for health facility admissions in violation of federal, state, and local laws and regulations.
(5) Correct deficiencies found in the health facility resulting from a survey conducted by the Indiana state department of health or other appropriate regulatory agency in a timeframe as established by such agency.
(Indiana State Board of Health Facility Administrators; 840 IAC 2-1-5; filed Feb 1, 1999, 10:52 a.m.: 22 IR 2005)

840 IAC 2-1-6 Financial management
Authority: IC 25-19-1-8
Affected: IC 25-19-1-7

Sec. 6. With regard to financial management, the health facility administrator shall do the following:
(1) Work with the governing body and/or owner to plan, implement, and evaluate an integrated financial program for the facility which ensures compliance with applicable laws and regulations and quality of care and life.
(2) Evaluate the implications of the budget on the quality of care and life and share such with the governing body and/or owner.
(Indiana State Board of Health Facility Administrators; 840 IAC 2-1-6; filed Feb 1, 1999, 10:52 a.m.: 22 IR 2005)

840 IAC 2-1-7 Environmental management

Authority: IC 25-19-1-8
Affected: IC 25-19-1-7

Sec. 7. With regard to environmental management, the health facility administrator shall plan, implement, and evaluate a program of environmental services that does the following:

(1) Ensures that the nursing facility, its equipment, and its grounds are maintained in a way that protects the health, safety, and welfare, and rights of residents, families, staff, and others.

(2) Provides a clean and attractive homelike environment for the residents.

(Indiana State Board of Health Facility Administrators; 840 IAC 2-1-7; filed Feb 1, 1999, 10:52 a.m.: 22 IR 2005)

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