



South Carolina Department of Labor, Licensing and Regulation

**South Carolina Board of
Long Term Health Care Administrators**

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Community Residential Care Facility Administrator (CRCFA)

Administrator-In-Residency (AIR) Guidelines Overview

Administrator-In-Residency (AIR) Guidelines

- **Reporting**

- A completed monthly report is to be submitted to the Board no later than the 5th of each month by your preceptor.
- In addition to the monthly report, the preceptor will meet with the AIR participant at least weekly throughout the program. It is expected that the preceptor will utilize these meetings to notify the AIR participants of their performance as the program progresses. If at any time during the AIR program the AIR participant's performance is unacceptable, the preceptor will advise the AIR participant and the participant will be afforded the opportunity to correct the deficiencies within a specified period of time.
- The final report and evaluation must be submitted within thirty (30) days by the preceptor and will become a part of the permanent record.
- Any change in preceptor requires written notice to and approval by the Board or its designee.

- **Program Requirements**

- The preceptor will evaluate the background and experience of the AIR participant to determine specific areas of concentration for the residency.
- It is expected that the facility in which the AIR participant is training will provide an orientation, the scope of which will be determined by the facility. Certain aspects should be covered as soon as possible, including a tour of the building(s) and property, introduction to supervisory personnel and other staff, and a general review of the facility policies. When introducing the AIR participant to facility personnel, the AIR participants role and responsibilities should be clarified to the greatest extent possible, so as to facilitate cooperation in staff providing information and encouragement.
- The AIR participant is obligated to comply with the facility policies in the same manner as other employees. Therefore, the rules and regulations, should be clearly delineated when the AIR participant initially arrives at the facility. Included should be information regarding the workplace allocated for the AIR participant, applicable personnel policies such as pre-employment screenings, confidentiality regulations and emergency procedures. The myriad of organization-specific topics should be addressed at this time as well.
- Any action that would result in termination of an employee, according to facility policies, must also apply to an AIR participant. The causes for termination must be clearly defined and established in facility regulations, and should be discussed with the AIR participant during orientation.
- The Board may terminate both the preceptor(s) and the AIR participants from the AIR program for just cause. In the event an AIR program is terminated by either the preceptor or the Board, the Board will determine if that AIR participant is eligible to begin a new AIR program with another preceptor. Additionally, the Board will determine if it is necessary to advise the new preceptor of the AIR participant's prior termination.

- Any “other” experiences, such as conferences, training seminars, court hearings or other related events require Board approval prior to the AIR participants attendance and may be submitted to the Board of LTHCA at any time during the AIR program.
- In addition to the required time to be spent in each department, opportunities may exist for the AIR participant to complete “special projects” throughout the AIR program.
- The Board prohibits the AIR participants from training at multiple facilities. Additionally, the AIR participants may not be employed in any other capacity in the facility where the AIR training program is being executed. An AIR participant who maintains outside employment during the AIR program must divulge this information to the Board as well as the preceptor, prior to beginning the program.
- The AIR program will be conducted between the hours of 7 a.m. and 7 p.m., Monday through Friday, on a regular basis for eight (8) hours per day. This does not preclude the AIR participants from working on weekends, holidays, or during different shifts for special events or unique situations that may arise. The preceptor may suggest/request the AIR participant to attend after-hours activities while offering the AIR participant the option of refusing. The Board strongly recommends that AIR participants attend facility events and activities whenever possible.
- Any time spent “after hours” at special events should be considered part of the AIR participants program time and coordinated appropriately by the preceptor and AIR participant. All preceptor requests for attendance at facility events and the AIR participant responses should be included in the monthly reports.
- During the course of the AIR program, the AIR participant must not be on-call during non-working hours and should not be expected to work in excess of 40 hours per week. In the event that an AIR participant does work more than 40 hours per week, the preceptor must determine the compensation for that time or if the excess time will be eliminated from the following week.
- AIR participants are expected to comply fully with all work-related requests and assignments from the preceptor or other facility employee(s) responsible for training the AIR participant. Failure to complete assigned tasks should be noted in the monthly reports and should be discussed during the weekly AIR participant-preceptor meeting. In the event that an assignment conflicts with the personal or religious beliefs of the AIR participant, the AIR participant should advise the preceptor of such and the preceptor and AIR participant are to seek a mutually agreeable resolution. If an agreement cannot be reached, the incident should be immediately reported in writing to the Board and a decision will be made.
- **Program Completion**
 - Upon completion of the AIR program, participants have one (1) year to take all components of the Board-approved examination.
 - Completion of the AIR program requirements only satisfies the required work experience prior to applying for the exam.
 - AIR participants are expected to apply for a South Carolina Community Residential Care Facility Administrator license within one (1) year of completion of the AIR program.