

Use of the term “Acting Administrator”

Nevada Administrative Code (NAC) 449.194(2) requires the administrator to designate one or more employees to be in charge of the facility during an administrator’s absence. In addition, the name or names of these designated employees must be posted in a public place within the facility. In an attempt to comply with the regulation, some facilities have designated an employee as the “Acting Administrator” and have posted that information publicly within the facility. The Board of Examiners for Long Term Care Administrators (BELTCA) believes the term “Acting Administrator” should only be used by another licensed administrator and not by an employee of the facility. If you are designating an employee, who is not a licensed administrator, as your “Acting Administrator,” you will need to use another term such as “Employee in Charge.”