



Staffing Guideline

Introduction

The following guideline is established under the authority of the *Continuing Care Act* and the *Continuing Care Regulation*. This guideline sets requirements for continuing care home staff, which are an obligation of operators. This Staffing Guideline is incorporated into and forms part of the *Continuing Care Regulation*, as set out in section 55 of that Regulation.

Medical Director

1. Where an operator of a type A continuing care home employs or engages a medical director, the operator must ensure the medical director fulfills the following requirements:
 - a) overseeing the provision of health goods and services and other goods and services to residents by physicians and nurse practitioners in the continuing care home,
 - b) conferring with and advising clinical staff with respect to the provision of health goods and services and other goods and services in the continuing care home, and
 - c) advising on relevant policies and processes related to giving or administering health goods and services and other goods and services.

Director of Care¹

2. The operator of a type A or type B continuing care home must ensure the director of care fulfills the following requirements:
 - a) overseeing the provision of health goods and services and other goods and services to residents by clinical staff members (other than physicians and nurse practitioners) in the continuing care home, and
 - b) ensuring that the provision of health goods and services and other goods and services is in accordance with each resident's assessed needs.
3. A delegate of the director of care must be a regulated health professional.

Administrative Leader

4. The operator of a type A or type B continuing care home must ensure the administrative leader fulfills the following requirements:

¹ The operator may employ or engage all of these roles under different titles, as long as the person in the position fulfills the role responsibilities in the Staffing Guideline and the requirements set out in regulation. For example, a person with the Director of Care role could be under other titles, such as Resident Care Manager or Care Director, and a person in a Charge Nurse role may be called the "shift lead" or other titles.

- a) overseeing all accommodation staff members, the medical director and the director of care, unless the administrative leader is also the director of care, and
- b) overseeing the operation of the continuing care home and the overall provision of services within the home, including the provision of accommodation goods and services.

Staff Educator

- 5. The operator of a type A or type B continuing care home must ensure the staff educator fulfills the following requirements:
 - a) develops, implements and provides training courses and educational programs to accommodation staff members and clinical staff members, and
 - b) oversees other staff members who assist with fulfilling the requirements in subsection (a).

Charge Nurse

- 6. The operator of a type A or type B continuing care home must ensure that the charge nurse oversees the provision of health goods and services and other goods and services to residents on a particular shift.