

## DELINEATION OF RESPONSIBILITY – CHILD CARE

### Community Care Facility Licensing

The purpose of this form is to ensure the Licensee and Manager are clear about their respective roles and responsibilities regarding legislative requirements. This document is to be completed upon hiring every new Manager.

When hiring a Manager, please complete the following information and submit to Licensing Direct at [licensingdirect@interiorhealth.ca](mailto:licensingdirect@interiorhealth.ca). Ensure the subject line of the submission contains the Nexus or Facility Number attached to your file.

Facility Name \_\_\_\_\_

Nexus / Facility Number \_\_\_\_\_

### Definitions:

**Licensee** - Means a person, including an aboriginal governing body however organized and established by aboriginal people within their traditional territory in British Columbia, that holds a licence. The Licensee may be the Manager or hire a Manager and is responsible for assuring the requirements of the Community Care and Assisted Living Act (CCALA) and the Child Care Licensing Regulation (CCLR) are met.

**Manager** - Means an individual whom the Licensee has authorized and fully delegated to manage the operation of the community care facility and who meets the requirements under Section 11(2)(a)(i-iii) of the CCALA and the CCLR.

**Licensee Contact** - The person delegated by the Licensee (if a board of more than one person) and who is responsible for Licensing concerns with the Manager, or concerns of Licensing non-compliance by the Manager.

**Responsibility** - The authority to ensure, either by delegation or self, that requirements of the CCALA and the CCLR are met and maintained at all times.

Review the responsibilities below and identify the person who is responsible for or provides input for each section. Include additional comments to provide clarity if needed.

R = Responsible I = Input

Responsibilities	Licensee	Manager	Comments
Compliance with CCALA and CCLR			
Notification of Schedule B changes			
Responsible for inspection report findings and compliance plans			
Responsible to implement immediate Health and Safety Plans when required by Licensing, including providing the submission to Licensing			
Planning and implementation of program			
Development of and adherence to facility policies and procedures			
Manager hiring, orientation, evaluation, and supervision			
Employee hiring, orientation, evaluation, and supervision			

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Responsibilities	Licensee	Manager	Comments
Maintenance of facility records and documentation as required by the CCALA and CCLR			
Submission of reportable incidents			
Facility / equipment repair and maintenance			
Admission, orientation, and communication with families or representatives			
Other			

The above responsibilities have been discussed and agreed upon.

Licensee (Contact) Printed Name	Signature	Date Signed (dd/mm/yyyy)
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Manager Printed Name	Signature	Date Signed (dd/mm/yyyy)
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