

# Adult Care Home (ACH) Policy Guidance

**Policy Name:** Succession Planning

**Written By:** ACHP

**Effective Date:**

**ACH Operator Name:**

**Policy applies to:** Operator  Resident Manager  All ACH Staff

## Who is performing this action?

The Operator is responsible for ensuring there is a plan in place that would allow for continuity of care should the Operator or Resident Manager be unavailable due to unexpected illness, hospitalization, or death.

## What actions are to be taken?

In the event the Operator or Resident Manager is not able to perform their job duties due to illness, injury, death, or another unexpected event, the back-up Operator or the named succession plan designee must step in to support. The back-up Operator or succession plan designee will assist in necessary planning related to resident care, potential moves, and other needs in the ACH that may arise.

This is not a transfer of licensure. The individual named is performing a support role while there is a possible period of transition and change with the ACH. The back-up Operator or succession plan designee must inform the ACHP as soon as possible if their support is required.

## When are these actions taken?

These actions are to be taken in the event of an emergency and in consideration of resident health, safety and wellness.