

SUNRISE – LAKESIDE ADULT DAY HEALTH CARE CENTER

SUBJECT: **ADMINISTRATION – REGISTRANT COUNCIL**

POLICY:

It is the policy of this Center to encourage each registrant to exercise his/her rights and to provide opportunities for the registrant to take part in decision – making processes and make recommendations that could improve the quality of the life in the Center. To this end the Registrant Council is established.

PROCEDURE:

1. The Registrant Council shall be an organization created by the registrants of the Center and recognized by the Center as the group that represents the interests of its members.
2. The Program Director shall:
 - After consultation with the registrant council, assign to the council a staff person who is acceptable to the members of the registrant council to act as advisor/coordinator.
 - Assure that any complaints, problems or issues reported by the council to the Advisor/Coordinator or Administration are addressed.
 - Assure that a written report addressing the problem, issues or suggestions is sent to the council when requested.
 - Involve the Registrant Council in addressing the need to seek compromises between conflicting registrant and staff interests and needs.
 - Ensure that the Quality Improvement Committee provides consultation on at least quarterly bases with the Registrant Council to seek recommendations on quality improvement.
3. The Registrant Council shall:
 - Be open to each registrant for participation.
 - Be directed by the registrants and is chaired by a registrant or another person elected by the membership.
 - Meet as often as the membership deems necessary.

- Meet with any member of the supervisory staff provided that reasonable notice of the council's request is given to such staff.

4. The Advisor/Coordinator shall:

- Facilitate the Council in holding regular meetings.
- Ensure that the registrant's are notified of the scheduled meetings dates and times.
- Assist members in carrying out Council activities including obtaining necessary information to become informed of Center's policies.
- Explore solutions to identified problems.
- Convey to the Program Director issues and suggestions which require administrative action.