**Section 264.1750 Personnel**

a) Clinical Director. A birth center shall have a clinical director who shall be appointed by and responsible to the governing body and may also be designated as the individual responsible for the administrative operation of the birth center. *The clinical director shall be responsible for:*

1) The *development of policies and procedures for services* required by this Part;

2) *Coordinating the clinical staff and overall provision of* client *care;*

3) *Developing and approving policies defining the criteria to determine which pregnancies are accepted as normal, uncomplicated, and low risk;*

4) *Developing and approving policies regarding anesthesia services available at the center.* (Section 25(b) of the Act)

5) Advising and consulting with the staff of the birth center on all matters related to medical management of pregnancy; birth; postpartum, newborn, and gynecologic health care; and infection control;

6) Coordinating all professional medical consultants to the birth center (e.g., consulting obstetrical physicians, pediatricians, family physicians); and

7) Such other functions as may be deemed appropriate.

b) The clinical director shall also be responsible for determining whether a person or fetus found to have clinically significant risk factors (See Section 264.1550(g)) should be admitted to the birth center, or whether the birth center should continue to provide care to pregnant person and/or newborn during the puerperium period.

c) Administrator. The birth center shall have an administrator, who is an individual designated by the governing body to be responsible for the administrative operation of the birth center. One person may function in more than one capacity, provided that the person meets all the minimum qualifications and can perform all the prescribed duties.

1) The duties of the administrator include, but are not limited to:

A) Administratively supervising the provision of services at the birth center;

B) Organizing and directing the birth center's ongoing functions;

C) Employing qualified staff;

D) Ensuring education and evaluations of staff; and

E) Supervising non-professional staff.

2) The administrator shall implement a budgeting and accounting system, which shall include an auditing system for monitoring State or federal funds. The administrator shall ensure that all billings or insurance claims (e.g., Medicaid) submitted are accurate.

3) The administrator shall ensure that issues and complaints relating to the conduct or actions of licensed health care professionals are addressed and, if warranted, referred and reported to the appropriate licensing board, and that such review and action taken are documented.

4) The administrator shall administratively conduct or supervise the resolution of complaints received from clients concerning the delivery of their care or services at the birth center.

d) A birth center shall have a birth attendant and a birth assistant assigned to each client.

e) Professional and support staff shall be on duty or on call to meet the demands for services provided to assure client safety and satisfaction.

f) At each birth there shall be two staff on duty that are currently certified in:

1) Adult CPR equivalent to American Heart Association Class C life support; and

2) Neonatal Resuscitation Program equivalent to American Academy of Pediatrics/American Heart Association requirements.

g) Prior to employing any individual in a position that requires a State license, the birth center shall contact the Illinois Department of Financial and Professional Regulation to verify that the individual's license is active and in good standing. A copy of the verification shall be placed in the individual's personnel file.

h) All birth center employees who are exposed to blood shall have full immunization against hepatitis B or documented refusal.