

STATE OF OREGON - AGING AND PEOPLE WITH DISABILITIES

411-054-0065 ADMINISTRATOR QUALIFICATIONS AND REQUIREMENTS

(Amended 06/28/2016)

- (1) FULL-TIME ADMINISTRATOR. Each licensed residential care and assisted living facility must employ a full-time administrator. The administrator must be scheduled to be on-site in the facility at least 40 hours per week.
- (2) ADMINISTRATOR QUALIFICATIONS. The administrator must:
- (a) Be at least 21 years of age;
 - (b) Possess a high school diploma or equivalent; and
 - (A) Have at least two years professional or management experience that has occurred within the last five years, in a health or social service related field or program, or have a combination of experience and education; or
 - (B) Possess an accredited Bachelor's Degree in a health or social service related field.
- (3) ADMINISTRATOR REQUIREMENTS.
- (a) Facility administrators must meet the following training requirements before employment:
 - (A) Complete a Department approved classroom administrator training program of at least 40 hours;
 - (B) Complete a Department approved administrator training program that includes both a classroom training of less than 40 hours and a Department approved 40-hour internship program with a Department approved administrator; or
 - (C) Complete another Department approved administrator training program.
 - (b) CONTINUING EDUCATION. Administrators must have 20 hours of documented Department approved continuing education credits each year. The approved administrator training program fulfills the 20-hour continuing education requirement for the first year.
 - (c) Persons who have met Department approved training program requirements, but have been absent from an administrator position for five years or less, do not have to re-take the administrator training, but must provide evidence of 20 hours of annual continuing education.
 - (d) Before employment as a facility administrator, persons must complete the criminal records check requirements in [OAR 407-007-0200 to 407-007-0370](#) and comply with the tuberculosis screening recommendations in [OAR 333-019-0041](#). An administrator of a facility may not have convictions of any of the crimes described in [OAR 407-007-0275](#).
 - (e) ADMINISTRATOR REFERENCE SUMMARY. Newly hired administrators are responsible for the completion of form [SDS 0566](#), Administrator Reference Summary, and are required to email or fax the completed form to the Department upon hire. The Department may reject a form that has been falsified or is incomplete.
 - (f) DESIGNEE. The administrator must appoint a staff member as designee to oversee the operation of the facility in the administrator's absence. The administrator, or a designee, must at all times:
 - (A) Be in charge on-site;
 - (B) Ensure there are sufficient, qualified staff; and
 - (C) Ensure the care, health, and safety needs of the residents are met.