

2023.06 Delegation of Authority to Executive Director

The Oregon Board of Naturopathic Medicine (Board) has the authority to delegate authority to the Executive Director for the purpose of fulfilling the Board's mission in the licensing and regulation of naturopathic physicians.

The Board's statutory authority is found in ORS Chapter 685; Administrative Rules are OAR Chapter 850. The Executive Director is being delegated the following authorities.

The Board has delegated the following responsibilities to the Executive Director:

Day to Day Operations: Provide managerial oversight of all staff permanent and temporary following the policies and guidelines of DAS. Maintain database with licensee contact information for the public and contact information for board only use. Provide and maintain accessible complaint filing - process.

Licensure: Accept, review, process and ensure licensure applicants have submitted a complete application with all supporting documents for licensure. Ensure applicant meets licensure qualifications per ORS 685.010, 685.020, 685.060, 685.070, 685.080, 685.085, 685.091 and 685.100, and OAR Chapter 850.

License Renewal: Create an annual renewal questionnaire to be completed by licensees at annual renewal. Provide statutorily required notification of renewal deadlines, CE requirements and fees. Accept record and deposit all fees for renewals. Conduct random continuing education and criminal record audits. Assure all license renewals follow ORS 685.100, 685.102, 685.104, 685.106, 685.195 and OAR Chapter 850. If licensee's criminal record check or fitness for licensure questionnaire, by statute or rule present grounds for denial of licensure, the Executive Director will present the information to the Board for deliberation whether to deny the license and/or initiate an investigation.

Administer Examinations: Administer the state Jurisprudence examination per Oregon Administrative Rule.

Approval of CE Program and Licensee Applications: The Executive Director may approve continuing education applications from program providers or licensees that meet the standards set forth in OAR 850-040-0210, 850-040-0230, and OAR 850-040-0240; The Executive Director or designee will notify the applicant of approval and post approval information on the Board web site. The Executive Director will present to the Board CE applications for consideration when there is a question on meeting the standards set forth in the aforementioned rules.

Complaint Intake and Investigation: Issue subpoenas. Prepare and oversee investigations. Ensure investigations are timely, complete, and consistent with reports submitted to the Board. Issue Interim Consent Orders where licensee agrees not to practice during pendency of investigation.

Notices: After board vote, draft and issue notices of proposed discipline. When a hearing is requested, work with board counsel during hearing process.

Negotiate Discipline and Issue Final Orders: After notice has been issued, negotiate discipline terms and conditions with licensees and/or their counsel and execute Consent Orders. Issue final Default Orders upon expiration of time allotted for requesting a hearing.

Enforcement: Assure confidentiality, consistency and compliance with ORS 192, ORS 676, ORS 685.115, 685.125, 685.205, 685.210, 685.220, 685.225 and 685.990, and OAR 850.

Compliance: Assure compliance with all Board orders. Report to the Board when a licensee is not in compliance of a signed order. Draft, issue and execute an additional action voted on by the Board.

Publish Disciplinary Action: Publish all final disciplinary action taken by the Board in a timely manner, providing easily accessible and updated information to the public.

Administration: Provide the Board access to administrative matters relative to the operation of the Board. Provide the Board quarterly updates on accounting and information relevant to the financial wellbeing of the agency. Prepare and consider all administrative, personal services and services and supplies for the biennial budget to be presented to the Legislature by the Executive Director.

Public Presentation: Executive Director may speak as the Executive Director of Board at public meeting. The Executive Director may speak for the Board with prior approval on the presentation and content.


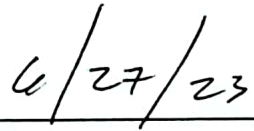

Board Representation: Executive Director may act as a representative of the Board to the North American Board of Naturopathic Medicine (NABNE), administrators of the Naturopathic Medical Examinations (NPLEX) and to the Federation of Naturopathic Medicine Regulatory Authorities (FNMRA) and other organizations approved by the Board.

This authority has been reviewed with the Executive Director and approved by the Board of Naturopathic Medicine.

This delegation of authority is to be reviewed and update biennially.

This delegation of authority is to be reviewed and updated upon hiring an Executive Director.

This has been updated and voted on June 12, 2023.

	
Joana Freedman, Board Chair	Date
	June 27, 2023
Mary-Beth Baptista, Executive Director	Date

June 2023