## RESIDENTIAL CARE FACILITY ADMINISTRATORS EXAMINATION

**WORKDAY OREGON ADMINISTRATION**

**EXAMINATION INFORMATION BULLETIN**

Revised: January 1, 2022 / Effective February 15, 2022

75 Questions; 90-minute Time Limit

<table>
<thead>
<tr>
<th>Domains:</th>
<th>Number of Questions on Examination:</th>
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<tbody>
<tr>
<td>HEALTH LICENSING OFFICE - 8%</td>
<td></td>
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<tr>
<td>OAR - Chapter 331 &amp; ORS Chapter 676</td>
<td>(6)</td>
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<tr>
<td>Health Licensing Office Laws and Rules</td>
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<td>Health Licensing Rules</td>
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<td>Health Licensing Laws</td>
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<tr>
<td>Department of Human Services Rules - 89%</td>
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<tr>
<td>OAR - Chapter 411</td>
<td>(67)</td>
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<tr>
<td>Department of Human Services Rules</td>
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<tr>
<td>Definitions</td>
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<tr>
<td>Licensing Standard</td>
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<td>Change of Ownership or Management</td>
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<td>Facility Administration</td>
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<tr>
<td>Resident Rights and Protections</td>
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<tr>
<td>Abuse Reporting and Investigation</td>
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<tr>
<td>Resident Services</td>
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<td>Resident Move-In and Evaluation</td>
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<td>Service Plan — General</td>
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<td>Change of Condition and Monitoring</td>
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<td>Medications and Treatments</td>
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<tr>
<td>Restraints and Supportive Devices</td>
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<tr>
<td>Staffing Requirements and Training</td>
<td>2</td>
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<tr>
<td>Involuntary Move-out Criteria</td>
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<td>Refunds and Financial Management</td>
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<td>Fire and Life Safety</td>
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<td>Emergency and Disaster Planning</td>
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<tr>
<td>Residential Care and Assisted Living Facility Building Requirements</td>
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<td>Long Term Care Administrators Board Rules - 3%</td>
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<tr>
<td>OAR – Chapter 853</td>
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<td>Long Term Care Administrators Board Rules</td>
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<td>Professional Standards Model</td>
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<td>o Total = 75</td>
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**Passing the written examination requires a score of at least 75%**

### EXAMINATION REFERENCE SOURCES

<table>
<thead>
<tr>
<th>Oregon Revised Statutes:</th>
<th>Oregon Administrative Rules:</th>
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<tbody>
<tr>
<td>• Chapter 676, Divisions 150, 560-625, 850 and 992</td>
<td>• Chapter 331, Divisions 001-030</td>
</tr>
<tr>
<td>• Chapter 411, Divisions 020 and 054</td>
<td>• Chapter 853, Divisions 020-060</td>
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</tbody>
</table>

- Attached is the Candidate Information Bulletin that includes specific content covered within each domain.
Health Licensing Office
Laws and Rules 8%

- Notification Requirements
- Unprofessional Conduct
  - License Renewals
    - Renewal Requirements
  - License Term
- Reporting Prohibited Conduct
  - Duty to Report
  - Reporting Requirements
- Conduct of Investigations
  - Appearance Before the Health Licensing Office
  - Contact with Complainant
- Civil Penalties

Department of Human Services Rules 89%

- Definitions
- Licensing Standard
  - Separate Facility License
  - Remodel or Renovation
  - Permanent Closure
  - License Term
- Change of Ownership or Management
- Facility Administration
  - Background Checks
  - Staffing Plans
  - Posting Requirements
- Resident Rights and Protections
  - Residents’ Bill of Rights
  - Guardianship
  - Resident Funds
- Abuse Reporting and Investigation
- Resident Services
  - Nutrition Services
  - Activities
  - Modified Special Diets
- Resident Move-In and Evaluation
  - Move-in Evaluation Timeframes
  - Move-in Evaluation Administrator Responsibilities
- Service Plan - General
  - Person-Centered Service Plan
  - Service Plan Timeframes
  - Service Plan Required Content
  - Risk Agreements
- Change of Condition and Monitoring
  - Short Term Change Definition
  - Significant Change of Condition Definition
  - Resident Monitoring and Reporting System
- Medications and Treatments
  - Oversight of the Medication Administration
  - Medication Review
  - Medication Administration
  - Medication Administration Record
  - Medication Self-administration
- Restraints and Supportive Devices
  - Permitted use of Restraints
  - Documentation of Restraints
- Staffing Requirements and Training
  - Direct Care Staffing Requirements
  - Direct Care Staff Training Hours
- Involuntary Move-out Criteria
  - Involuntary Move-out Notice
  - Hearing Requests
- Refunds and Financial Management
  - Refunds upon Resident Death
  - Rate Change Notice
- Fire and Life Safety
  - Fire Drills
  - Fire Extinguishers Requirements
- Emergency and Disaster Planning
  - Emergency preparedness Drills
  - Emergency preparedness Plan Posting
- Residential Care and Assisted Living Facility Building Requirements
  - Exterior Pathways
  - Hallways and Corridors
  - Grounds and Refuse Containers
  - Recreation area Available
  - Reception Area
  - Floor Surfaces
  - Resident Unit Size and Occupancy
  - Resident Storage Areas
  - Residents Closets
  - Dining Area Capacities
  - Resident Lounge Sizing
• Linens and Cloths Washing Requirements
• Food Storage Requirements
  Hot Water Temperature in Residents' Units

Long Term Care Administrators Board Rules 3%

➢ License Renewals
  • Renewal Requirements
  • Renewal of Expired License
  • Continuing Education Hours

Examination originally Implemented: January 1, 2021
Revised: February 15, 2022