

**RESIDENTIAL CARE FACILITY ADMINISTRATORS EXAMINATION  
 WORKDAY OREGON ADMINISTRATOR  
 EXAMINATION INFORMATION BULLETIN**  
 Revised: January 1, 2022 / Effective February 15, 2022  
 75 Questions; 90-minute Time Limit

Domains:	Number of Questions on Examination:
<b>HEALTH LICENSING OFFICE - 8%</b> <b>OAR - Chapter 331 &amp; ORS Chapter 676</b>	<b>(6)</b>
<b>Health Licensing Office Laws and Rules</b>	
Health Licensing Rules	4
Health Licensing Laws	2
<b>Department of Human Services Rules - 89%</b> <b>OAR - Chapter 411</b>	<b>(67)</b>
<b>Department of Human Services Rules</b>	
Definitions	10
Licensing Standard	2
Change of Ownership or Management	2
Facility Administration	4
Resident Rights and Protections	2
Abuse Reporting and Investigation	2
Resident Services	2
Resident Move-In and Evaluation	2
Service Plan — General	6
Change of Condition and Monitoring	2
Medications and Treatments	6
Restraints and Supportive Devices	2
Staffing Requirements and Training	2
Involuntary Move-out Criteria	2
Refunds and Financial Management	2
Fire and Life Safety	1
Emergency and Disaster Planning	1
Residential Care and Assisted Living Facility Building Requirements	17
<b>Long Term Care Administrators Board Rules- 3%</b> <b>OAR – Chapter 853</b>	<b>(2)</b>
➤ <b>Long Term Care Administrators Board Rules</b>	
Professional Standards Model	2
	Total = 75

**Passing the written examination requires a score of at least 75%**

**EXAMINATION REFERENCE SOURCES**

Oregon Revised Statutes: <ul style="list-style-type: none"> <li>Chapter 676, Divisions 150, 560-625, 850 and 992</li> </ul>	Oregon Administrative Rules: <ul style="list-style-type: none"> <li>Chapter 331, Divisions 001-030</li> <li>Chapter 411, Divisions 020 and 054</li> <li>Chapter 853, Divisions 020-060</li> </ul>
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➤ 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 Availably
  - 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