



Health Facility Licensing and Certification

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To: Oregon In-Home Care Agencies

From: Health Facility Licensing and Certification (HFLC)
In-Home Care Agency (IHC) Program

RE: **In-Home Care Agency Administrator Requirements**

The purpose of this memo is to address the specific qualifications required to be an administrator for an In-Home Care Agency. The Oregon Administrative Rule (OAR) 333-536-0050(6)(a)&(b) requires administrators to meet the following qualifications:

- (a) Must show evidence of at least two years of professional* or management* experience in a health related field or program
- (b) Must show evidence of high school diploma or equivalent

* These terms are defined in OAR 333-536-0005 (13) & (21):

(13) "Management experience" means the administration, supervision or management of individuals in a health-related field including hiring, assigning, evaluating and taking disciplinary actions.

(21) "Professional experience" means having a nursing, medical, therapeutic license, certificate or degree used to work in a health-related field or program or completion of a Division approved training program.

Resume needs to be current and include:

- the employer's name and location
- the dates of employment including month and year
- the title of the position held
- the detailed description of duties performed

If you have any questions please email the IHC survey team at mailbox.hclc@state.or.us.