

OKLAHOMA
LONG TERM CARE
ADMINISTRATOR
STATUTES

*Title 63 Oklahoma Statutes
Public Health and Safety
Chapter 12
Section 330.51 – 330.65*

"Unofficial Copy"

Official copies of all Oklahoma Statutes can be obtained from the Oklahoma State Courts Network (OSCN) via its website: www.oscn.net/

Official copies of the Statutes governing the Oklahoma State Board of Examiners for Long Term Care Administrators can be obtained from the following OSCN link:

<http://www.oscn.net/applications/oscn/Index.asp?ftdb=STOKST63&level=1>

Once you have accessed the above OSCN webpage, scroll-down to Chapter 12, "Nursing Home Administrators", which begins with §330.51. All Board Statutes were in full force and effect as of November 1, 2008.

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330.51. Definitions

For the purposes of this act, and as used herein:

1. "Board" means the Oklahoma State Board of Examiners for Long-Term Care Administrators;
2. "Long-term care administrator" means a person licensed by the State of Oklahoma pursuant to this act. A long-term care administrator must devote at least one-half (1/2) of such person's working time to on-the-job supervision of a long-term care facility; provided that this requirement shall not apply to an administrator of an intermediate care facility for the mentally retarded with sixteen or fewer beds (ICF-MR/16), in which case the person licensed by the state may be in charge of more than one ICF-MR/16, if such facilities are located within a circle that has a radius of not more than fifteen (15) miles, and the total number of facilities and beds does not exceed six facilities and sixty-four beds. The facilities may be free-standing in a community or may be on campus with a parent institution. The ICF-MR/16 may be independently owned and operated or may be part of a larger institutional ownership and operation;
3. "Nursing home", "rest home" and "specialized home" shall have the same meaning as the term "nursing facility" as such term is defined in the Nursing Home Care Act; and
4. "Administrator" and "owner" shall have the same meanings as such terms are defined in the Nursing Home Care Act.

Added by Laws 1968, c. 100, § 1, emerg. eff. April 1, 1968. Amended by Laws 1991, c. 168, § 1, eff. July 1, 1991; Laws 1995, c. 289, § 1, eff. Nov. 1, 1995; Laws 1996, c. 118, § 2, eff. Nov. 1, 1996; Laws 2005, c. 168, § 1, emerg. eff. May 13, 2005; Laws 2006, c. 291, § 1, eff. July 1, 2006.

330.52. State Board of Examiners

A. There is hereby re-created, to continue until July 1, 2012, in accordance with the provisions of the Oklahoma Sunset Law, the Oklahoma State Board of Examiners for Long-Term Care Administrators. The Oklahoma State Board of Examiners for Long-Term Care Administrators shall consist of fifteen (15) members, ten of whom shall be representative of the professions and institutions concerned with the care and treatment of critically ill or infirm elderly patients, three members representing the general public, and the State Commissioner of Health and the Director of the Department of Human Services, or their designees. The thirteen members shall be appointed by the Governor, with the advice and consent of the Senate.

B. Five of the thirteen appointive members shall each be presently an owner or a licensed administrator and shall have had five (5) years' experience in the nursing home profession as an owner or administrator. Three members shall be representatives of the general public. No members other than the five owners or licensed administrators shall have a direct or indirect financial interest in nursing homes.

C. Effective July 1, 2005, all appointed positions of the current Board shall be deemed vacant. The Governor shall make initial appointments pursuant to the provisions of this subsection upon the effective date of this act. Initial appointments shall become effective on July 1, 2005. The new members of the Board shall be initially appointed as follows:

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1. Two members who are owners or licensed administrators, one member representing the general public and two other members shall be appointed for a term of one (1) year to expire on July 1, 2006;

2. Two members who are owners or licensed administrators, one member representing the general public and two other members shall be appointed for a term of two (2) years to expire on July 1, 2007; and

3. One member who is an owner or licensed administrator, one member representing the general public and one other member shall be appointed for a term of three (3) years to expire on July 1, 2008.

D. After the initial terms, the terms of all appointive members shall be three (3) years. Any vacancy occurring in the position of an appointive member shall be filled by the Governor, with the advice and consent of the Senate, for the unexpired term.

E. Any member of the Board shall recuse himself or herself from voting on any matter that originated from or involves an entity with which the Board member is affiliated.

Added by Laws 1968, c. 100, § 2, emerg. eff. April 1, 1968. Amended by Laws 1973, c. 264, § 1, emerg. eff. May 24, 1973; Laws 1980, c. 175, § 1, eff. Oct. 1, 1980; Laws 1982, c. 196, § 1, emerg. eff. April 27, 1982; Laws 1988, c. 225, § 21; Laws 1991, c. 168, § 2, eff. July 1, 1991; Laws 1995, c. 17, § 1, emerg. eff. March 31, 1995; Laws 2000, c. 91, § 1; Laws 2005, c. 168, § 2, emerg. eff. May 13, 2005; Laws 2006, c. 291, § 2, eff. July 1, 2006; Laws 2007, c. 347, § 10, eff. Nov. 1, 2007.

330.53. Qualifications for license

A. The Oklahoma State Board of Examiners for Long-Term Care Administrators shall have authority to issue licenses to qualified persons as long-term care administrators, and shall establish qualification criteria for such long-term care administrators.

B. No license shall be issued to a person as a long-term care administrator unless:

1. The person shall have submitted evidence satisfactory to the Board that the person is:

- a. not less than twenty-one (21) years of age, and
- b. of reputable and responsible character; and

2. The person shall have submitted evidence satisfactory to the Board of the person's ability to supervise a nursing home or specialized home.

C. For purposes of this section, any person licensed as a nursing home administrator by this state prior to the effective date of this act shall be deemed to have a valid license in accordance with this section.

D. The provisions of this section shall not be construed to add additional requirements for the licensure of assisted living administrators.

Added by Laws 1968, c. 100, § 3, emerg. eff. April 1, 1968. Amended by Laws 1991, c. 168, § 3, eff. July 1, 1991; Laws 1995, c. 289, § 2, eff. Nov. 1, 1995; Laws 2006, c. 291, § 3, eff. July 1, 2006; Laws 2006, c. 273, § 2, emerg. eff. June 7, 2006.

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330.54. License fees - Expiration date

Each person licensed as a long-term care administrator pursuant to the provisions of Section 330.53 of this title shall be required to pay an annual license fee which shall be deposited in the Oklahoma State Board of Examiners for Long-Term Care Administrators Revolving Fund. Such fee shall be determined by the Oklahoma State Board of Examiners for Long-Term Care Administrators. Each such license shall expire on the 31st day of December following its issuance, and shall be renewable for a calendar year, upon payment of the annual license fee.

Added by Laws 1968, c. 100, § 4, emerg. eff. April 1, 1968. Amended by Laws 1984, c. 172, § 3, operative July 1, 1984; Laws 1988, c. 171, § 3, operative July 1, 1988; Laws 1991, c. 168, § 4, eff. July 1, 1991; Laws 2006, c. 291, § 4, eff. July 1, 2006.

330.56. Officers - Rules - Travel expenses – Personnel

The Oklahoma State Board of Examiners for Long-Term Care Administrators shall elect from its membership a chair, vice-chair, and secretary-treasurer, and shall adopt rules to govern its proceedings. Each member shall be allowed necessary travel expenses, as may be approved by the Board pursuant to the State Travel Reimbursement Act. The Board may employ and fix the compensation and duties of necessary personnel to assist it in the performance of its duties.

Added by Laws 1968, c. 100, § 6, emerg. eff. April 1, 1968. Amended by Laws 1985, c. 178, § 46, operative July 1, 1985; Laws 2006, c. 291, § 5, eff. July 1, 2006.

330.57. Qualifications of administrator

The Oklahoma State Board of Examiners for Long-Term Care Administrators shall have sole and exclusive authority to determine the qualifications, skill and fitness of any person to serve as an administrator of a nursing home or specialized home under the provisions of the Nursing Home Care Act. The holder of a license under the provisions of Section 330.51 et seq. of this title shall be deemed qualified to serve as the administrator of a nursing home or specialized home.

Added by Laws 1968, c. 100, § 7, emerg. eff. April 1, 1968. Amended by Laws 1991, c. 168, § 5, eff. July 1, 1991; Laws 2006, c. 291, § 6, eff. July 1, 2006.

330.58. Duties of Board

The Oklahoma State Board of Examiners for Long-Term Care Administrators shall:

1. Develop, impose, and enforce standards which must be met by individuals in order to receive a license as a long-term care administrator, which standards shall be designed to ensure that long-term care administrators will be individuals who are of good character and are otherwise suitable, and who, by training or experience in the field of institutional administration, are qualified to serve as long-term care administrators;

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2. Develop and apply appropriate techniques, including examinations and investigations, for determining whether an individual meets such standards;

3. Issue licenses to individuals determined, after the application of such techniques, to meet such standards. The Board may deny an initial application, deny a renewal application, and revoke or suspend licenses previously issued by the Board in any case where the individual holding any such license is determined substantially to have failed to conform to the requirements of such standards. The Board may also warn, censure, impose administrative fines or use other remedies that may be considered to be less than revocation and suspension. Administrative fines imposed pursuant to this section shall not exceed One Thousand Dollars (\$1,000.00) per violation. The Board shall consider the scope, severity and repetition of the violation and any additional factors deemed appropriate by the Board when issuing a fine;

4. Establish and carry out procedures designed to ensure that individuals licensed as long-term care administrators will, during any period that they serve as such, comply with the requirements of such standards;

5. Receive, investigate, and take appropriate action with respect to any charge or complaint filed with the Board to the effect that any individual licensed as a long-term care administrator has failed to comply with the requirements of such standards. The long-term care ombudsman program of the Aging Services Division of the Department of Human Services shall be notified of all complaint investigations of the Board so that they may be present at any such complaint investigation for the purpose of representing long-term care facility consumers;

6. Receive and take appropriate action on any complaint or referral received by the Board from the Department of Human Services or any other regulatory agency. Complaints may also be generated by the Board or staff. A complaint shall not be published on the web site of the Oklahoma State Board of Examiners for Long-Term Care Administrators unless there is a finding by the Board that the complaint has merit. The Board shall promulgate rules that include, but are not limited to, provisions for:

- a. establishing a complaint review process,
- b. creating a formal complaint file, and
- c. establishing a protocol for investigation of complaints;

7. Enforce the provisions of Sections 330.51 through 330.65 of this title against all persons who are in violation thereof including, but not limited to, individuals who are practicing or attempting to practice as long-term care administrators without proper authorization from the Board;

8. Conduct a continuing study and investigation of long-term care facilities and administrators of long-term care facilities within the state with a view toward the improvement of the standards imposed for the licensing of such administrators and of procedures and methods for the enforcement of such standards with respect to administrators of long-term care facilities who have been licensed;

9. Cooperate with and provide assistance when necessary to state regulatory agencies in investigations of complaints;

10. Develop a code of ethics for long-term care administrators which includes, but is not limited to, a statement that administrators have a fiduciary duty to the facility and cannot serve as guardian of the person or of the estate, or hold a durable power of attorney or power of attorney for any resident of a facility of which they are an administrator;

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11. Report a final adverse action against a long-term care administrator to the Healthcare Integrity and Protection Data Bank pursuant to federal regulatory requirements;

12. Refer completed investigations to the proper law enforcement authorities for prosecution of criminal activities;

13. Impose administrative fines, in an amount to be determined by the Board, against persons who do not comply with the provisions of this act or the rules adopted by the Board. Administrative fines imposed pursuant to this section shall not exceed One Thousand Dollars (\$1,000.00) per violation. The Board shall consider the scope, severity and repetition of the violation and any additional factors deemed appropriate by the Board when issuing a fine;

14. Assess the costs of the hearing process, including attorney fees;

15. Grant short-term provisional licenses to individuals who do not meet all of the licensing requirements, provided the individual obtains the services of a currently licensed administrator to act as a consultant and meets any additional criteria for a provisional license established by the Board;

16. Order a summary suspension of an administrator's license or an Administrator in Training (AIT) permit, if, in the course of an investigation, it is determined that a licensee or AIT candidate for licensure has engaged in conduct of a nature that is detrimental to the health, safety or welfare of the public, and which conduct necessitates immediate action to prevent further harm; and

17. Promulgate rules governing the employment of assistant administrators for long-term care facilities including, but not limited to, minimum qualifications.

Added by Laws 1968, c. 100, § 8, emerg. eff. April 1, 1968. Amended by Laws 1980, c. 175, § 2, eff. Oct. 1, 1980; Laws 1991, c. 168, § 6, eff. July 1, 1991; Laws 2005, c. 168, § 3, emerg. eff. May 13, 2005; Laws 2006, c. 291, § 7, eff. July 1, 2006; Laws 2007, c. 347, § 11, eff. Nov. 1, 2007; Laws 2008, c. 411, § 2, eff. Nov. 1, 2008.

330.59. Service as administrator without license prohibited

It shall be unlawful and a misdemeanor for any person to act or serve in the capacity as a long-term care administrator unless the person is the holder of a license as a long-term care administrator, issued in accordance with the provisions of this act.

Added by Laws 1968, c. 100, § 9, emerg. eff. April 1, 1968. Amended by Laws 2006, c. 291, § 8, eff. July 1, 2006.

330.60. Rules and regulations

The Board shall establish such rules and regulations governing operations, reporting of fees, and compensation of employees, the maintenance of books, records and manner and time of employee compensation, all as may be in the public interest.

Laws 1968, c. 100, § 10, emerg. eff. April 1, 1968; Laws 1974, c. 48, § 1, emerg. eff. April 13, 1974. Amended by Laws 1990, c. 85, § 1, operative July 1, 1990.

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330.61. Additional fees

A. In addition to fees necessary to implement the provisions of this act, the Oklahoma State Board of Examiners for Long-Term Care Administrators may impose fees for:

1. Training programs conducted or approved by the Board; and
2. Education programs conducted or approved by the Board.

B. All revenues collected as a result of fees authorized in this section and imposed by the Board shall be deposited into the Oklahoma State Board of Examiners for Long-Term Care Administrators Revolving Fund.

Added by Laws 1988, c. 171, § 4, operative July 1, 1988. Amended by Laws 1990, c. 85, § 2, operative July 1, 1990; Laws 1991, c. 168, § 7, eff. July 1, 1991; Laws 2006, c. 291, § 9, eff. July 1, 2006.

330.62. Oklahoma State Board of Examiners for Long-Term Care Administrators Revolving Fund

There is hereby created in the State Treasury a revolving fund for the Oklahoma State Board of Examiners for Long-Term Care Administrators to be designated the "Oklahoma State Board of Examiners for Long-Term Care Administrators Revolving Fund". The fund shall be a continuing fund, not subject to fiscal year limitations, and shall consist of such sources of income as are provided by law. All monies accruing to the credit of said fund are hereby appropriated and may be budgeted and expended by the Oklahoma State Board of Examiners for Long-Term Care Administrators to carry out the duties established by law. Expenditures from said fund shall be made upon warrants issued by the State Treasurer against claims filed as prescribed by law with the Director of State Finance for approval and payment.

Added by Laws 1988, c. 171, § 5, operative July 1, 1988. Amended by Laws 1991, c. 168, § 8, eff. July 1, 1991; Laws 2006, c. 291, § 10, eff. July 1, 2006.

330.63. Repealed by Laws 2006, c. 291, § 13, eff. July 1, 2006

330.64. Complaints – Registry

A. Each investigation of a complaint received by the Oklahoma State Board of Examiners for Long-Term Care Administrators shall be initiated within ninety (90) days from the date the complaint is received by the Board. Each complaint investigation shall be completed within twelve (12) months of initiation. The time period may be extended by the Board for good cause.

B. Effective May 13, 2005, the Board shall create and maintain a registry of all complaints or referrals, found by the Board to have merit, complaining of acts or omissions of licensed administrators. The registry shall be maintained in both electronic and paper formats and shall be available for inspection by the public. Such registry shall be organized both in chronological order by the date of the complaint and by the name of the licensed administrator. The registry shall contain information about the nature of the complaint and the action, if any, taken by the Board. The registry shall also contain the number of complaints made against an individual administrator.

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Added by Laws 2005, c. 168, § 4, emerg. eff. May 13, 2005. Amended by Laws 2006, c. 291, § 11, eff. July 1, 2006; Laws 2008, c. 411, § 3, eff. Nov. 1, 2008.

330.65. Complaint procedures

A. Any decision by the Oklahoma State Board of Examiners for Long-Term Care Administrators pursuant to a complaint received against an individual administrator shall be voted upon by a quorum of the Board in an open meeting.

B. Any person or agency may submit to the Board a complaint against a long-term care administrator. Complaints may also be generated by the Board or staff.

C. A committee or committees of three Board members appointed by the chair of the Board shall review complaints to determine if probable cause exists that a violation of this act or the rules of the Board has occurred. No committee shall be composed of a majority of board members who are long-term care administrators or owners. The committee may cause the allegations to be investigated, and, if this committee determines that such probable cause exists, this committee shall draft a formal complaint against the long-term care administrator alleged to have committed the violation.

D. To ensure the confidentiality of an investigative file obtained during the investigation, the information in the investigative file shall not be deemed to be a record as that term is defined in the Oklahoma Open Records Act nor shall the information be subject to subpoena or discovery in any civil or criminal proceeding, except that the Board may give the information to law enforcement and other state licensing agencies as necessary and appropriate in the discharge of the duties of that agency and only under circumstances that will ensure against unauthorized access to the information. The respondent may acquire information obtained during an investigation, unless the disclosure of the information is otherwise prohibited, except for the investigative report, if the respondent signs a protective order whereby the respondent agrees to use the information solely for the purpose of defense in the Board proceeding and in any appeal therefrom and agrees not to otherwise disclose the information.

E. Upon completion of an investigation, the probable cause committee may make a recommendation to the Board to set the case for hearing, or for dismissal or other action.

F. The respondent may be given an opportunity to participate in an informal resolution of the case. Discussions to resolve the case without a hearing may be conducted by the Director, the prosecutor of the Board, or both the Director and the prosecutor, in consultation with the probable cause committee. Any recommendation for informal resolution shall be presented to the Board for its consideration and approval.

G. If the case is not resolved, the respondent shall be afforded notice and a hearing in accordance with the provisions of Article II of the Administrative Procedures Act. The members of the probable cause committee that reviewed the complaint shall recuse themselves from any participation in a hearing. Any party aggrieved by a decision of the Board following a hearing may appeal directly to district court pursuant to the provisions of Section 318 of Title 75 of the Oklahoma Statutes.

Added by Laws 2005, c. 168, § 5, emerg. eff. May 13, 2005. Amended by Laws 2006, c. 291, § 12, eff. July 1, 2006; Laws 2008, c. 411, § 4, eff. Nov. 1, 2008.

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- §63-330.71. Repealed by Laws 1990, c. 320, § 20, emerg. eff. May 30, 1990.
- §63-330.72. Repealed by Laws 1990, c. 320, § 20, emerg. eff. May 30, 1990.
- §63-330.73. Repealed by Laws 1990, c. 320, § 20, emerg. eff. May 30, 1990.
- §63-330.74. Repealed by Laws 1990, c. 320, § 20, emerg. eff. May 30, 1990.
- §63-330.75. Repealed by Laws 1990, c. 320, § 20, emerg. eff. May 30, 1990.
- §63-330.76. Repealed by Laws 1990, c. 320, § 20, emerg. eff. May 30, 1990.
- §63-330.77. Repealed by Laws 1990, c. 320, § 20, emerg. eff. May 30, 1990.
- §63-330.78. Repealed by Laws 1990, c. 320, § 20, emerg. eff. May 30, 1990.
- §63-330.79. Repealed by Laws 1990, c. 320, § 20, emerg. eff. May 30, 1990.
- §63-330.80. Repealed by Laws 1990, c. 320, § 20, emerg. eff. May 30, 1990.
- §63-330.81. Repealed by Laws 1999, c. 156, § 6, eff. Nov. 1, 1999.
- §63-330.82. Repealed by Laws 1990, c. 320, § 20, emerg. eff. May 30, 1990.
- §63-330.83. Repealed by Laws 1990, c. 320, § 20, emerg. eff. May 30, 1990.
- §63-330.84. Renumbered as § 2451 of this title by Laws 1990, c. 320, § 19, emerg. eff. May 30, 1990.
- §63-330.85. Renumbered as § 2452 of this title by Laws 1990, c. 320, § 19, emerg. eff. May 30, 1990.
- §63-330.86. Renumbered as § 2453 of this title by Laws 1990, c. 320, § 19, emerg. eff. May 30, 1990.
- §63-330.87. Renumbered as § 2454 of this title by Laws 1990, c. 320, § 19, emerg. eff. May 30, 1990.
- §63-330.88. Renumbered as § 2455 of this title by Laws 1990, c. 320, § 19, emerg. eff. May 30, 1990.
- §63-330.89. Repealed by Laws 1990, c. 320, § 21, emerg. eff. May 30, 1990.
- §63-330.90. Repealed by Laws 1999, c. 156, § 6, eff. Nov. 1, 1999.
- §63-330.91. Repealed by Laws 1999, c. 156, § 6, eff. Nov. 1, 1999.
- §63-330.92. Repealed by Laws 1999, c. 156, § 6, eff. Nov. 1, 1999.
- §63-330.93. Repealed by Laws 1999, c. 156, § 6, eff. Nov. 1, 1999.
- §63-330.94. Repealed by Laws 1999, c. 156, § 6, eff. Nov. 1, 1999.
- §63-330.95. Repealed by Laws 1999, c. 156, § 6, eff. Nov. 1, 1999.
- §63-330.96. Repealed by Laws 1999, c. 156, § 6, eff. Nov. 1, 1999.
- §63-330.97. Renumbered as § 1-2522 of this title by Laws 2002, c. 374, § 11, eff. July 1, 2002.