



To: Oregon In-home Care Agencies

From: In-Home Care Agency (IHC) program

RE: In-home Care Agency Qualified Individual, Qualified Entity, and Qualified Trainer Memo  
**(Updated)**

The purpose of this memo is to provide updated information on qualified individuals, qualified entities, and qualified trainers.

### **Qualified Trainer**

#### **1. What is a qualified trainer?**

Oregon Administrative Rule ([OAR 333-536-0005\(38\)](#)): A "qualified trainer" means an individual who:

(a) Has completed an Authority approved training program; or

(b) Is designated by an agency to conduct caregiver training on behalf of the agency, including but not limited to agency specific orientation, initial caregiver training and annual caregiver training required by these rules, and meets the following criteria:

(A) Has two or more years of experience working with an agency, a long-term care facility as defined under ORS 442.015, a residential care facility as defined under ORS 443.400, or other health care setting; and

(B) If the designated individual is a caregiver, the individual must be current with the caregiver training requirements under these rules.

#### **2. Are there Authority approved training programs for qualified trainer under OAR 333-536-0005(38)(a)?**

At this time there are no Authority approved training programs to become a qualified trainer to provide caregiver training.

#### **3. Can a qualified trainer conduct orientation?**

Yes, a qualified trainer can conduct agency specific orientation.

#### **4. Can a qualified trainer conduct medication training?**

No, a qualified trainer cannot conduct medication training listed in OAR 333-536-0070(8).

### **Qualified Individual**

#### **1. What is a qualified individual?**

Oregon Administrative Rule ([OAR 333-536-0005\(37\)](#)): A "qualified individual" means an individual who:

- a) Has completed an Authority approved training program (there is no approved training program at this time); or
- b) Is currently a Licensed Independent Practitioner (LIP), registered nurse (RN), licensed practical nurse (LPN), physician assistant (PA), or pharmacist; or,
- c) Is another health care professional, not listed in subsection (36)(b), who has been approved by the Authority to conduct training.

#### **2. Are there Authority approved training programs for qualified individuals under OAR 333-536-0005(37)(a)?**

At this time there are no Authority approved training programs to become a qualified individual to provide caregiver or medication training.

#### **3. How do I become an Authority approved training program under OAR 333-536-0005(37)(a)?**

Requests to become an approved training program for qualified individuals must be submitted to the IHC program. The request must include:

- a) A written request for approval of the training program; and,
- b) The curriculum, written materials, or login information (in the case of online training) so that the training program can be reviewed.

#### **4. How does a health care professional, as described in OAR 333-536-0005(37)(c), obtain approval by the Authority to conduct training?**

Requests to become an approved Healthcare Professional by the Authority to conduct training must be submitted to the IHC program. Requests must include:

- a) A written request for approval of a health care professional to conduct training, including the applicant's healthcare degree, certificate or licensure, resume, and information on the appropriateness of the applicant to conduct caregiver or medication training;
- b) Details that specify if you are requesting caregiver training, medication training, or both training; and,
- c) The applicant's resume.

**5. How long does it take to become an approved qualified individual under OAR 333-536-0005(37)(a) or and approved health care professional under OAR 333-536-0005(37)(c)?**

The length of the approval process for these requests will vary depending on the accuracy and completeness of submitted materials. Approval requests are part of the general workload of requests for initial licensure, license renewals, and requests for changes to existing licensed entities. All requests are tracked, and work is completed in the order in which it is received.

**Qualified Entity**

**1. What is a qualified entity?**

Oregon Administrative Rule (OAR) 333-536-0005(36): A "qualified entity" means an entity whose training program has been approved by the Authority. A qualified entity can provide caregiver training, medication training, or both.

**2. How do I become an approved Authority qualified entity to provide training?**

For caregiver and medication training requests, submit the following to the IHC program:

- a) A written request for approval of the training program, indicating which training type(s) are being requested; and,
- b) The curriculum, written materials, or login information (for online training) so that the training program can be reviewed.

If it is determined that the program is compliant with the applicable OARs, the entity will receive formal written notification of approval.

Complete documentation includes, but is not limited to:

- c) Compliance with caregiver training topics listed in [OAR 333-536-0070\(7\)](#) (A-N) and/or medication training topics listed in [OAR 333-536-0075\(8\)](#);
- d) Compliance with competency evaluation process and documentation listed in [OAR 333-536-0075\(6\)](#);
- e) Compliance with training documentation listed in [OAR 333-536-0070\(9\)](#); and,
- f) Availability of login information for training curriculum.

Failure to submit complete and accurate information will affect the timeline for the qualified entity approval process. Orientation topics are agency specific and are not included in the qualified entity process.

**3. How long does it take to become an approved qualified entity?**

The length of the approval process for these requests will vary depending on the accuracy and completeness of the submitted materials. Approval requests are part of the general workload of requests for initial licensure, license renewals, and requests for changes to existing licensed entities. All requests are tracked, and work is completed in the order in which it is received.

## **Lists of Qualified Entities (QE)**

The following is a list of approved QEs for caregiver training topics listed in 333-536-0070(7)(d) (A-M) (All approvals valid until 7/31/2025 or revised OARs become effective):

- Relias <https://www.relias.com>, see list of required class modules below.
- Oregon Care Partners <https://oregoncarepartners.com/>, see list of required class modules below.
- CareAcademy <https://careacademy.com>, see list of required class modules below.
- Home Care Pulse <https://www.homecarepulse.com/>, see list of required class modules below.
- Nevvon [www.nevvon.com](http://www.nevvon.com), see list of required class modules below.

The following is a list of approved QEs for medication training topics listed in OAR 333-536-0070(8) (All approvals valid until 7/31/2025 or revised OARs become effective):

- Relias <https://www.relias.com>, see list of required class modules below; all modules listed must be completed.
- Oregon Care Partners <https://oregoncarepartners.com/>, see list of required class modules below; all modules listed must be completed.
- CareAcademy <https://careacademy.com>, see list of required class modules below; all modules listed must be completed.
- Home Care Pulse <https://www.homecarepulse.com/>, see list of required class modules below; all modules listed must be completed.

Per OAR 333-536-0070(8)(b), agencies who use a Qualified Entity for caregiver medication training must still include documentation of the caregiver demonstrating appropriate and safe techniques in the provision of medication tasks described in the rule. These techniques must be evaluated by a qualified individual through a successful return demonstration, documented as required in OAR 333-536-0070(9)(e), and kept in the caregiver record. Qualified Entities cannot provide and are not approved for the caregiver medication training return demonstration competency evaluation.

For the caregiver to be compliantly trained, they must complete all the modules included in the QE Class Modules listed below. If the QE program is longer than 8 hours, the entire program still must be completed before a caregiver is compliantly trained. QE courses cannot be mixed between entities, the entire program must be completed for each QE.

See individual modules required for each QE below:

## Relias Class Modules

Below are the approved class modules for Relias IHC caregiver and medication training. A class transcript with all the classes listed must be kept in the caregiver's file as proof of training completion.

### Caregiver Training:

- Basic Cleaning in the Home
- Duties of the Unlicensed Caregiver
- Emergency Management in Home-Based Care
- First Aid
- Helping Clients with Bathing
- Helping Clients with Dressing
- Infection Control: Essential Principles
- Maintaining a Safe Home Environment
- Managing Aggressive Behaviors
- Managing Medications for Oregon In-Home Care Agencies
- Nutrition and Hydration: The Basics
- Oral Hygiene: Assisting with Brushing and Flossing
- Prevention of Back Injuries
- Recognizing and Reporting Skin Conditions
- Use of Cultural Competence in Home Care

### Medication Training:

- Basics of Medication Management
- Documenting Medications
- Infection Control: Essential Principles
- Managing Medications for Oregon In-Home Care Agencies
- Providing Medication Assistance
- Safely Monitoring the Medication

For more information contact:

Relias Learning  
[www.relias.com](http://www.relias.com)  
877-200-0020

## Oregon Care Partner Class Modules (Updated)

Below are the approved class modules for Oregon Care Partner's IHC caregiver and medication training. A class transcript with all the classes listed must be kept in the caregiver's file as proof of training completion.

### Caregiver Training:

- About Infection Control and Prevention
- Aging and Body Systems (NEW)
- Assisting with ADLs
- Basic Cleaning in the Home

- Basics of Medication Management
- Challenging Behaviors: Effective Approaches to Common Behaviors in the Non-dementia Adult Population [**NOTE:** this course is only available as a Webinar]
- Cultural Diversity and the Older Adult
- Elder Abuse Prevention, Investigation, and Reporting
- Fire Safety and Emergency Preparedness
- First Aid
- Understanding Falls in the Home
- Understanding Nutrition and Hydration

Medication Training:

- Medications and Dementia
- Medication Management Assistance
- Polypharmacy and the Older Adult (**NEW**)
- Providing Medication Assistance

For more information contact:

Oregon Care Partners  
 www.OregonCarePartners.com  
 800-930-6851  
 Email: [info@oregoncarepartners.com](mailto:info@oregoncarepartners.com)

### CareAcademy Class Modules

Below are the approved class modules for CareAcademy's IHC caregiver and medication training. A class transcript with all the classes listed must be kept in the caregiver's file as proof of training completion.

Caregiver Training:

- CARE0100 - What Does It Mean to Be a Professional Caregiver?
- CARE0113 - Professionalism: Communication, Problem Solving & Cultural Competency
- CARE0300 - Assisting with Personal Care Through ADLs
- CARE0400 - Assisting with Independent Living Through IADLs
- CARE0404 - Assisting with Range of Motion Exercises
- CARE0515 - Assisting with Medication Self-Administration: Part 1
- CARE0517 - Overview of Skin Care & Wound Prevention
- CARE0518 - Assisting with Medication Self-Administration: Part 2
- CARE0600 - Overview of Nutrition & Food Preparation
- CARE0700 - Maintaining a Clean & Healthy Environment (Infection Control)
- CARE0803 - Safety Precautions & Falls Prevention: Part 2
- CARE0804 - Recognizing Fire and Medical Emergencies
- CARE0805 - Performing Basic First Aid During Medical Emergencies
- CARE0806 - Performing Basic First Aid During Medical Non-Emergencies
- CARE0807 - Emergency Procedures

Medication Training:

- CARE0205 - Observation, Reporting & Documentation: Part 3
- CARE0515 - Assisting with Medication Self-Administration: Part 1
- CARE0518 - Assisting with Medication Self-Administration: Part 2
- CARE0520 - Medication Administration Basics

For more information contact:

CareAcademy

[www.careacademy.com](http://www.careacademy.com)

866-227-3895

Email: [hello@careacademy.com](mailto:hello@careacademy.com)

## Home Care Pulse Class Modules

Below are the approved class modules for Home Care Pulse IHC caregiver and medication training. A class transcript, with all the classes listed, or a program certificate of completion must be kept in the caregiver's file as proof of training completion.

Caregiver Training (Titled "Oregon Initial Caregiver Curriculum"):

- Basic First Aid
- Guarding Against Neglect
- Helping with Activities of Daily Living
- Helping with Instrumental Activities of Daily Living
- Observing and Documenting Client Care
- Preventing Infections and Falls
- Protecting Against Fires and Disasters
- Providing Client-Centered Care
- Understanding Cultural Diversity
- Working with Difficult and Combative People
- Your Role as a Non-Medical Caregiver

Medication Training (Titled "Oregon Medication Training"):

- Medication Abbreviations, Orders, and Labels
- Administering Non-Injectable Medications
- Over-the-counter Medications
- Techniques for Safe and Accurate Medication Administration
- Understanding Common Medications

For more information contact:

Home Care Pulse

[www.homecarepulse.com](http://www.homecarepulse.com)

877-307-8573

## Nevvon Class Modules

Below are the approved class modules for Nevvon IHC caregiver training. A class transcript, with all the classes listed must be kept in the caregiver's file as proof of training completion.

Caregiver Training:

- Activities of Daily Living
- Anxiety Disorders
- Assisting with Medication
- Cultural Competence Cultural Sensitivity and Awareness
- Disruptive Impulse-Control and Conduct Issues
- Eating Disorders
- Emergency Preparedness Plan
- Etiquette for Caregivers
- Fall Prevention
- Fire Prevention and Safety
- First Aid
- Footprints of a Caregiver
- Healthy Eating for Older People
- Household Safety
- Infection Control: OSHA Standards and Training
- Lifting and Mobility Assistance
- Skin Care

For more information contact:

Nevvon

[www.nevvon.com](http://www.nevvon.com)

Toll Free: 855-963-8866

If you have any questions, please contact the IHC team at:  
[mailbox.inhomecare@odhsoha.oregon.gov](mailto:mailbox.inhomecare@odhsoha.oregon.gov).