

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Health Care Facilities Surveyor-Entry (Adult Care)

SERIES NO.:

6151

MAJOR AGENCIES:

Health only

EFFECTIVE DATE:

03/25/2001

SERIES PURPOSE:

The purpose of the health care facilities surveyor (adult care) occupation is to conduct onsite inspections of adult family homes, adult group homes, and community alternative homes in order to determine operator compliance with applicable state licensure laws and rules. The focus of the inspections, consultation, and technical assistance will vary based upon the employee's level of expertise and assigned discipline (i.e., licensed social work or registered nursing).

At the lowest level, incumbents receive training and orientation on inspection protocols and tasks and organization operational procedures, and laws and rules pertinent to their assigned discipline and the facility type.

At the second level, incumbents provide consultation and technical assistance, and conduct onsite inspections independently, as part of a team, or as a team leader for the facility inspection type. When assigned, they will also precept newer surveyors in assigned discipline.

CLASS TITLE:

HC Facilities Surveyor-Entry (Adult Care)

CLASS NUMBER:

61511

EFFECTIVE DATE:

03/25/2001

CLASS CONCEPT:

The entry level class works under general supervision & requires considerable knowledge of registered nursing or social work as it applies to social welfare systems, adult care facility laws, rules & regulations, inspection protocols & guidelines, organization operational procedures, duties & responsibilities of team leader & state licensure regulation & quality regulations in order to receive training & orientation on inspection tasks & protocols applicable to adult care facilities, organization operational procedures, & laws, rules, guidelines & regulations pertinent to assigned discipline (i.e., identifying residents with impaired psychological functioning & well-being or assessing health care status of residents of adult-care facilities & community alternative homes) through extensive reading, program briefings & supervised participation in field activities pertaining to facilities to be inspected.

CLASS TITLE:

HC Facilities Surveyor-Independent (Adult Care)

CLASS NUMBER:

61512

EFFECTIVE DATE:

03/25/2001

CLASS CONCEPT:

The full performance level class works under direction & requires thorough knowledge of registered nursing or social work as it applies to social welfare systems, adult care facility laws, rules & regulations, survey protocols & guidelines, organization operational procedures, state licensure regulation & quality regulations in order to conduct onsite visits of adult care facilities & community alternative homes independently, as member of team, or as team leader, & provide consultation & assistance for assigned discipline (i.e., registered nursing or licensed social work) & area of expertise (e.g., assessing health status of residents in adult care facilities & community alternative homes; or identifying residents with impaired psychosocial functioning in adult care facilities & community alternative homes).

CLASS TITLE: HC Facilities Surveyor-Entry (Adult Care)	CLASS NUMBER: 61511	BARGAINING UNIT: 011
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EFFECTIVE DATE:

03/25/2001

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives training & orientation on **inspection** tasks & protocols, organization operational procedures, clerical & administrative processing of inspection documents, duties & responsibilities of team leader, & laws, rules, guidelines & regulations pertinent to assigned discipline (i.e., registered nursing or licensed social work) & facility type (i.e., adult care facilities & community alternative homes) through extensive reading, program briefings & supervised participation in field activities pertaining to facilities to be inspected to determine compliance,

AND

In addition, provides consultation & technical assistance to other members of team &/or facility operator/staff relative to one of following, based upon assigned area of expertise.

Assessing health care status of residents of adult care facilities & community alternative homes to include identifying patterns of human responses to actual or potential health problems, identifying need for health care or personal care services beyond the allowable in adult care facility or community alternative home, & in evaluating resident assessment & medication records as in adult care facility program as licensed registered nurse,

OR

Assessing care planning to treat psychological & other social problem conditions, adequacy & appropriateness of personal care services being provided to residents with special psychological needs in adult care facility program as licensed social worker.

Operates laptop computer using state-provided software to learn to prepare written reports of inspection findings in accordance with applicable procedures & protocols; carries laptop, reference materials & forms to & from work sites; notifies supervisor of any problems that may jeopardize meeting time frames.

Researches special problems, evaluates data & recommends corrective action to supervisor when assigned; attends in-service training & training programs; works with other staff of other agencies to facilitate effective review of findings & reports & resolve consumer complaints; gathers evidence for cases that may involve legal action under guidance & supervision; participates in hearing preparations & hearings as member of team when licensure inspections or agency licensure decisions will result in legal action; prepares & delivers speeches to facility operators, consumers & other agencies as directed; learns to draft letters in response to problems/questions; recommends changes in orientation/training materials related to inspection procedures; evaluation materials & policies & procedures as requested; learns to & provides training to other surveyors.

MAJOR WORKER CHARACTERISTICS:

Knowledge of registered nursing or social work as it applies to social welfare systems; adult care facility laws*; clerical & administrative processing of inspection documents; applicable rules & regulations*; inspection protocols & guidelines*; organization operational procedures; state licensure regulation & quality regulations; human/public relations; interviewing; employee training & development*. Skill in operation of laptop computer & use of office systems software*. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals & percentages; use proper research methods in gathering data; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with facility operators, consumers & representatives of other agencies; lift up to 25 lbs.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Agency is to post only one of the following sets of minimum qualifications, whichever is applicable to the assigned program, type of inspections to be conducted & assigned discipline. PSMQ's are not required.

For positions assigned to adult care facility program involved in assessing health care status of residents of adult care facilities & community alternative homes, applicants must satisfy the following: licensed as registered nurse in state of

Ohio; 2 yrs. long-term care (nursing home) exp., &/or non-long term care, &/or advocacy exp., &/or acute care (hospital staff) exp.; must be able to provide own transportation.

For positions assigned to adult care facility program involved in identifying residents with impaired psychosocial functioning & well-being in adult care facilities & community alternative homes, applicants must satisfy the following: licensed as social worker in state of Ohio; 12 mos. long term care (nursing home) exp., &/or non-long-term care, &/or advocacy exp., &/or acute care (hospital staff) exp.; must be able to provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of licensure for assigned discipline as required by Ohio Revised Code.

UNUSUAL WORKING CONDITIONS:

Requires travel 12 mos. per year, regardless of weather conditions; possible exposure to infectious waste during observation of care; required to inspect kitchen areas, attics, basements, toilet facilities & other locations in facility being inspected; probationary period is one year.

CLASS TITLE: HC Facilities Surveyor-Independent (Adult Care)	CLASS NUMBER: 61512	BARGAINING UNIT: 011
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EFFECTIVE DATE:

03/25/2001

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts onsite visits of assigned adult care facilities & community alternative homes independently, as member of team, or as team leader (e.g., monitors progress of each team member, oversees orientation & training of new employees, reviews documentation of team members for accuracy of findings, & prepares team's inspection documentation pertaining to facility operators that are licensed or seeking licensure) in order to determine compliance with state law rules, regulatory requirement & other applicable standards,

AND

In addition, provides consultation & technical assistance to other members of inspection team &/or facility operator/staff relative to one of following, based upon assigned area of expertise:

Assessing health care status of residents of adult care facilities & community alternative homes to include identifying patterns of human responses to actual or potential health problems, identifying need for health care or personal care services beyond that allowable in adult care facility or community alternative home, & in evaluating resident assessment & medication records in adult care facility program as licensed registered nurse,

OR

Assessing mental health care planning to deal with psychosocial & other social problem conditions & coordination of rehabilitation, counseling, psychology, end-of-life services within special psychosocial needs of adult care facility or community alternative home residents with impaired psychosocial functioning & well-being in adult care facility program as licensed social worker.

Operates laptop computer using state-provided software to prepare written reports of inspection findings in accordance with applicable procedures & protocols; carries laptop, reference materials & forms to & from work sites; notifies supervisor of any problems that may jeopardize meeting time frames.

Researches special problems, evaluates data & recommends corrective action to supervisor when assigned; attends in-service training & training programs; works with other staff of other agencies to facilitate effective review of findings & reports & resolve consumer complaints; gathers evidence for cases that may involve legal action; provides expert testimony before judicial bodies as necessary; participates in hearing preparations & hearings as member of team or independent surveyor when licensure inspections or agency licensure decisions will result in legal action; prepares & delivers speeches to community groups, providers, consumers & other agencies as directed; drafts letters in response to problems/questions; recommends changes in orientation/training materials related to inspection procedures; evaluation materials & policies & procedures as requested; provides in-service education for operator staff, other medical, nursing & allied health professionals; precepts newer surveyors for assigned discipline & inspection type; provides cross-training to other surveyors as assigned; collaborates with national, state & local agencies, advisory groups & organizations in development of standards, policies & procedures related to assigned discipline.

MAJOR WORKER CHARACTERISTICS:

Knowledge of registered nursing or social work as it applies to social welfare systems; adult care facility laws; clerical & administrative processing of survey documents; applicable rules & regulations; inspection protocols & guidelines; organization operational procedures; state licensure regulation & quality regulations; human/public relations; interviewing; employee training & development. Skill in operation of laptop computer & use of office systems software. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals & percentages; use proper research methods in gathering data; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with facility operators, consumers & representatives of other agencies; lift up to 25 lbs.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Agency is to post only one of the following sets of minimum qualifications, whichever is applicable to the assigned

program, type of inspections to be conducted & assigned discipline. PSMQ's are not required.

For positions assigned to adult care facility program involved in assessing health care status of residents of adult care facilities & community alternative homes, applicants must meet the following:

Be licensed as registered nurse in state of Ohio; 12 mos. exp. as Health Care Facilities Surveyor-Entry (Adult Care), 61511 learning to conduct inspections of adult care facilities & community alternative homes & providing technical assistance to other surveyors & facility operators in assessing health care status of residents of adult care facilities & community alternative homes; must be able to provide own transportation.

-Or be licensed as registered nurse in state of Ohio; 12 mos. exp. as health care facilities surveyor-independent in bureau of long term care, or bureau of regulatory compliance, or bureau of diagnostic safety & personal certification; must be able to provide own transportation.

For positions assigned to adult care facility program involved in identifying residents with impaired psychosocial functioning & well-being in adult care facilities & community alternative homes, applicants must meet one of the following:

Be licensed as social worker in state of Ohio; 12 mos. exp. as health care facilities surveyor-independent in bureau of long-term care, or bureau of regulatory compliance, or bureau of diagnostic safety & personnel certification; must be able to provide own transportation.

-Or be licensed as social worker in state of Ohio; 12 mos. exp. as health care facilities surveyor-independent in bureau of long term care, or bureau of regulatory compliance, or bureau of diagnostic safety & personnel certification; must be able to provide own transportation.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of licensure for assigned discipline as required by Ohio revised code.

UNUSUAL WORKING CONDITIONS:

Requires travel 12 mos. per year, regardless of weather conditions; possible exposure to infectious waste during observation of care; required to inspect kitchen areas, attics, basements, toilet facilities & other locations in facility being surveyed.