

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

Health Care Facilities Surveyor (Long Term Care)

SERIES NUMBER

6153

MAJOR AGENCIES

Health only

EFFECTIVE

01/09/2005

SERIES PURPOSE

The purpose of the health care facilities surveyor (long term care) is to conduct onsite inspections and/or surveys of health or residential care providers and suppliers in order to determine providers/suppliers compliance with Medicare and Medicaid program participation requirements and/or state licensure laws and rules and/or plan, develop, implement and evaluate training programs for professional survey staff; or plan, develop, implement and evaluate training programs for matters pertaining to minimum data set (i.e., MDS) and nurse aide training & competency evaluation program. The focus of the role of the surveyor on the survey team will vary based upon the employee's level of expertise and assigned discipline (i.e., licensed social work, registered nursing, registered sanitarian, or licensed dietitian).

At the lowest level, incumbents receive training and orientation on survey tasks and protocols, organization operational procedures, and laws and rules pertinent to their assigned discipline and/or on how to plan, develop, implement and evaluate training programs for professional survey staff; or on how to plan, develop, implement and evaluate training programs for matters pertaining to minimum data set and nurse aide training and competency evaluation program.

At the second level, incumbents conduct onsite survey independently, as part of a team, or as a team leader for assigned discipline and survey type and/or, when assigned as office-based reviewer, review survey packages prior to processing and data entry, and/or plan, develop, implement and evaluate training programs for professional survey staff; or plan, develop, implement and evaluate training programs for matters pertaining to minimum data set and nurse aide training and competency evaluation program. When assigned, employees will also precept newer surveyors in assigned discipline.

At the first supervisory level, incumbents supervise assigned health care facilities surveyors and perform one of the following options: assist higher-level supervisor in planning and coordinating survey and/or inspection activities relative to the long term care program, and where applicable, state licensure for long term care providers and suppliers, or plans, directs, organizes, prioritizes & monitors work activity of Nurse Aide Training Competency Evaluation Program (i.e., NATCEP) & minimum data set (i.e., MDS) function & ensures compliance with applicable federal & state laws & rules governing assigned programs.

At the highest level, incumbents plan and coordinate licensure surveys and/or inspection activities of long term care providers and suppliers relative to the Medicare and Medicaid program, and where applicable, state licensure for long term health care providers and suppliers as supervisor in assigned district office, or as section chief, incumbents coordinate one or more statewide functions (i.e., all training statewide for all health care facilities surveyors; all abuse and neglect activities throughout state), and/or manage and oversee daily operations of one or more assigned district offices, and assume responsibility for all bureau programs in absence of bureau chief of long term care quality when assigned.

CLASS TITLE

Health Care Facilities Surveyor – Entry (Long Term Care)

CLASS NUMBER

61531

PAY RANGE

12

EFFECTIVE

07/01/2001

CLASS CONCEPT

The entry level class works under general supervision & requires considerable knowledge of registered nursing, registered dietetics, social work, or environmental health & protection, Medicare & Medicaid regulations & provider laws & state health care facility laws & rules, survey protocols & guidelines, organization operation procedures, duties & responsibilities of survey team leader & office-based reviewer, & state licensure regulation & quality regulations in order to receive training & orientation on survey tasks & protocols applicable to long term care providers & suppliers, organization operational procedures, & laws, rules, guidelines & regulations pertinent to assigned discipline (i.e., registered nursing, licensed dietetics, licensed social work, or registered sanitarian) & assistance & consultation to be provided to other team members (i.e., identifying residents/patients with impaired psychological functioning & well-being; or assessing health status through nursing assessment techniques; or in areas of environmental health & protection; or assessing nutritional needs/status of clients/patients in health care setting) through extensive reading, program briefings & supervised participation in field activities pertaining to long term care providers & suppliers &/or on how to plan, develop, implement & evaluate training programs for professional survey staff; or to receive training & orientation/on-job training on how to plan, develop, implement & evaluate training programs & identify training needs on matters pertaining to minimum data set & nurse aide training & competency evaluation program for professional survey staff & providers or prospective providers & on how to ensure MDS reporting is being appropriately monitored & evaluated by field surveyor staff & provide consultation & assistance to surveyor staff engaged in survey & certification of long term care facilities as licensed registered nurse.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Health Care Facilities Surveyor-Independent (Long Term Care)	61532	13	07/01/2001

CLASS CONCEPT

The full performance level class works under direction & requires thorough knowledge of registered nursing, licensed dietetics, social work or environmental health & protection, Medicare & Medicaid regulations & provider laws & state health care facility laws & rules, survey protocols & guidelines, organization operational procedures, state licensure regulation & quality regulations in order to conduct onsite survey visits of long term care providers & suppliers, &/or when assigned as office-based reviewer, review survey packages prior to processing & data entry, & provide consultation & assistance to other team members for assigned discipline (i.e., registered nursing, licensed dietetics, licensed social work, or registered sanitarian) & area of expertise (i.e., identifying residents/patients with impaired psychosocial functioning & well-being; or assessing health status through nursing assessment techniques; or in areas of environmental health & protection; or assessing nutritional needs/status of clients/patients in health care setting), &/or plan, develop, implement & evaluate training programs for professional survey staff; or plan, develop, implement & evaluate training programs & identify training needs on matters pertaining to minimum data set & nurse aide training & competency evaluation program for professional survey staff & providers or potential providers, review field survey reports of long term care providers to ensure MDS reporting is being appropriately monitored & evaluated by field surveyor staff, & provide consultation & assistance to surveyor staff engaged in survey & certification of long term care facilities as licensed registered nurse.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Health Care Facilities Surveyor Supervisor 1 (Long Term Care)	61535	14	01/09/2005

CLASS CONCEPT:

The first supervisory level class works under general direction & requires thorough knowledge of registered nursing, licensed dietetics, social work, or environmental health & protection, Medicare & Medicaid regulations & state health care facility laws & rules, employee training & development, clerical & administrative processing of survey documents, rules & regulations, survey protocols & guidelines, organization operational procedures, state licensure regulation & quality regulations in order to supervise assigned health care facilities surveyors & other staff & perform one of the following options: assist higher-level supervisor in planning & coordinating survey & inspection activities relative to long term care providers & suppliers, or plan, direct, organize, prioritize & monitor work activity of Nurse Aide Training Competency Evaluation Program (i.e., NATCEP) & minimum data set (i.e., MDS) function & ensure compliance with applicable federal & state laws & rules governing assigned programs.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Health Care Facilities Surveyor Supervisor 2 (Long Term Care)	61536	15	01/09/2005

CLASS CONCEPT:

The second supervisory level class works under general direction & requires thorough knowledge of registered nursing, licensed dietetics, social work, or environmental health & protection, Medicare & Medicaid regulations & state health care facility laws & rules, employee training & development, survey protocols & guidelines, organization operational procedures, state licensure regulations, quality regulations, & supervisory principles & techniques, in order to plan & coordinate licensure surveys &/or inspection activities of long term care providers & suppliers relative to Medicare & Medicaid program & where applicable, state licensure of long term health care providers or suppliers, & supervise lower-level health care facilities surveyor supervisors & assigned staff or health care facilities surveyors & other staff in assigned district office, or manage & oversee daily operations of one or more assigned district offices in bureau of long term care quality as section chief, & assume responsibility for all bureau programs in absence of bureau chief of long term care quality when assigned, & if assigned, also coordinate one or more statewide functions (i.e., all training statewide for all health care facilities surveyors; all non-abuse & neglect activities throughout state).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Health Care Facilities Surveyor – Entry (Long Term Care)	61531	11	07/01/2001	12

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 survey tasks & protocols, organization operational procedures, clerical & administrative processing of survey documents, duties & responsibilities of survey team leader & office-based reviewer, & laws & rules, guidelines & regulations pertinent to assigned discipline (i.e., registered nursing, licensed dietitian, licensed social work, registered sanitarian) through extensive reading, program briefings & supervised participation in field activities pertaining to onsite inspections &/or surveys of long term care providers or suppliers to determine compliance, &/or on how to plan, develop, implement & evaluate training programs for professional survey staff & includes traveling to district offices to conduct training as assigned;

&/OR

Receives training & orientation/on-job training on how to plan, develop, implement & evaluate training programs & identify training needs on matters pertaining to minimum data set & nurse aide training & competency evaluation program for professional survey staff & providers or prospective providers & on how to ensure MDS reporting is being appropriately monitored & evaluated by field surveyor staff & provides consultation & assistance to surveyor staff engaged in survey & certification of long term care facilities as licensed registered nurse,

&

In addition, provides consultation & assistance to other members of survey team relative to one of following, based upon assigned area of expertise:

Identifying residents/patients with impaired psychosocial functioning & well-being to include assessment of care planning to treat psychosocial & other social problem conditions, assessment of coordination of rehabilitation, counseling & psychology as appropriate to specified provider type as licensed social worker;

OR

Assessing nutritional needs/status of clients/patients in health care setting to include assessment of enteral & parenteral nutrition, evaluation of diet & hydration programs & care planning, medication & nutrition interaction, evaluation of dietary/nutritional factors, & causes, effects & responses to malnutrition &/or unintended weight loss as may be appropriate to specified provider type as licensed dietitian;

OR

Assessing health status through nursing techniques assessment to include identifying patterns of human responses to actual or potential health problems amenable to nursing regimen, execution of nursing regimen, evaluation of nursing actions, health counseling, teaching & consultation, & delivery of health care in specified health care setting as licensed registered nurse;

OR

Identifying & assessing linkage of environmental conditions/hazards to adverse health conditions, sanitation, potable water, wastewater, soiled & hazardous waste, hazardous material handling, vector & pest control, air quality, & safety problems appropriate to specified provider type as registered sanitarian.

Operates laptop computer using state-provided software to learn to prepare written reports of survey findings or survey report review 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 &/or uses MDS to monitor, evaluate & report on quality indicators & learns to review quality indicator reports, identify significant results & methodologies to advise/assist field surveyor staff; or reviews &/or develops reports & other material required for CMS &/or state agency, & write synopsis of all CMS transmittals, program letters & other CMS information/guidance for distribution to all district offices, reviews & evaluates publications, revised regulations & laws to identify change & develops system to ensure information is consistently provided to districts in timely manner, maintains administrative & training records as needed &/or library of current reference literature, prepares correspondence regarding training issues,

clarification of regulations, rules, policies & procedures for review by section chief, & assists with budget preparation as directed; participates in developing & ensuring timely updates & distribution of policies, procedures &/or protocols related to assigned area when assigned.

Researches special problems, evaluates data & recommends corrective action to supervisor when assigned; attends-in-service training & training programs, workshops &/or conferences & maintains working knowledge of current federal & state laws, rules & regulations; works with other staff of other agencies to facilitate effective review of survey findings & reports & resolve consumer complaints; gathers evidence for cases that may involve legal action under guidance & supervision; testifies as expert witness in legal proceedings; participates in hearing preparations & hearings as member of survey team when state licensure &/or federal certification surveys will result in legal action; prepares & delivers speeches to community groups, providers, consumers & other agencies as directed or assists in preparing speeches; learns to or drafts letters in response to problems/questions/complaints; recommends changes in orientation/training materials related to survey procedures, evaluation materials & policies & procedures as requested; reviews survey documentation for accuracy of findings pertaining to monitoring & evaluation of MDS related requirements as assigned & within set parameters; represents bureau in meetings; assists in planning & coordinating bureau/division conferences; serves as resource person for supervisory/survey staff on survey procedures & protocols in all provider types for assigned bureau.

MAJOR WORKER CHARACTERISTICS:

Knowledge of registered nursing or licensed dietetics, or social work, or environmental health & protection; Medicare & Medicaid regulations & provider laws & state health care facility laws & rules*; clerical & administrative processing of survey documents*; applicable rules & regulations*; survey protocols & guidelines*; organization operational procedures*; state licensure & certification & 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 & 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 discipline & assigned area of assistance & consultation. PSMQ's are not required.

For positions involved in assessing health care status through nursing assessment techniques &/or learning to plan, develop, implement & evaluate training programs for professional survey staff, applicants must satisfy the following: licensed as registered nurse in state of Ohio; 2 yrs. exp in ICF/MR, &/or acute care (hospital staff), &/or long term care (nursing home); must be able to provide own transportation.

For positions involved in identifying residents with impaired psychosocial functioning & well-being, applicants must satisfy the following: licensed as social worker in state of Ohio; 2 yrs. long term care (nursing home) exp., &/or acute care (hospital staff) exp., &/or exp. in ICF/MR setting; must be able to provide own transportation.

For positions involved in assessing nutritional needs/status of clients/patients in health care setting, applicants must satisfy the following: licensed as dietitian in state of Ohio; 2 yrs. acute care (hospital staff) exp., &/or long-term care (nursing home) exp., &/or exp. in ICF/MR setting; must be able to provide own transportation.

For positions involved in identification & assessment of environmental health & protection, applicants must satisfy the following: certificate of registration as sanitarian in state of Ohio; 2 yrs. acute care (hospital staff) exp., &/or local, state, federal, or community health protection exp., &/or long-term care (nursing home) exp.; must be able to provide own transportation.

For positions involved in learning how to plan, develop, implement & evaluate training programs & identify training needs on matters pertaining to minimum data set & nurse aide training & competency evaluation program for professional survey staff & providers or prospective providers & on how to ensure MDS reporting is being appropriately monitored & evaluated by field surveyor staff & provide consultation & assistance to surveyor staff engaged in survey & certification of long term care facilities, applicants must satisfy the following: licensed as registered nurse in state of Ohio; 2 yrs. exp in acute care (hospital staff) &/or long term care (nursing home) facility &/or experience in ICF/MR setting.

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

Renewal of licensure/registration pertinent to assigned discipline as mandated 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 service areas, attics, basements & other locations in facility being surveyed; probationary period is one year.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Health Care Facilities Surveyor – Independent (Long Term Care)	61532	11	07/01/2001	13

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 long term care facilities, independently, as member of team, or as team leader (e.g., monitors progress of each team member, oversees orientation & training of new surveyors, reviews documentation of team members for accuracy of findings, & prepares team's survey documentation pertaining to provider/suppliers that are licensed or seeking licensure) in order to determine compliance with state laws, rules, regulatory requirement & Medicare & Medicaid regulations &/or, when assigned as office-based reviewer, reviews survey packages prior to processing & data entry, &/or plans, develops, implements & evaluates training programs for professional survey staff, which includes traveling to district offices to conduct training & conducting regular meetings with district staff to ensure consistency of training provided;

&/OR

Plans, develops, implements & evaluates training programs & identifies training needs on matters pertaining to minimum data set & nurse aide training & competency evaluation program for professional survey staff & providers or prospective providers, reviews field survey reports of long term care providers to ensure MDS reporting is being appropriately monitored & evaluated by field surveyor staff, & provides consultation & assistance to surveyor staff engaged in survey & certification of long term care facilities as licensed registered nurse,

&

In addition, provides consultation & assistance to other members of survey team relative to one of following, based upon assigned area of expertise:

Identifying residents/patients with impaired psychosocial functioning & well-being to include assessment of care planning to treat psychosocial & other social problem conditions, assessment of coordination of rehabilitation, counseling & psychology as appropriate to specified provider type as licensed social worker;

OR

Assessing nutritional needs/status of clients/patients in health care setting to include assessment of enteral & parenteral nutrition, evaluation of diet & hydration programs & care planning, medication & nutrition interaction, evaluation of dietary/nutritional factors, & causes, effects & responses to malnutrition &/or unintended weight loss as may be appropriate to specified provider type as licensed dietitian;

OR

Assessing health status through nursing techniques assessment to include identifying patterns of human responses to actual or potential health problems amenable to nursing regimen, execution of nursing regimen, evaluation of nursing actions, health counseling & teaching, & delivery of health care in specified health care setting as licensed registered nurse;

OR

Identifying & assessing linkage of environmental conditions/hazards to adverse health conditions, sanitation, potable water, wastewater, soiled & hazardous waste, hazardous material handling, vector & pest control, air quality, & safety problems appropriate to specified provider type as registered sanitarian.

Operates laptop computer using state-provided software to prepare written reports of survey 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 &/or reviews or develops reports & other materials required for CMS &/or state agency as directed, writes synopsis of all CMS transmittals, program letters & other CMS information/guidance for distribution to all district offices, reviews & evaluates publications, revised regulations & laws to identify change & develops system to ensure information is consistently provided to districts in timely manner, maintains administrative & training records as needed &/or library of current reference literature, prepares correspondence regarding

training issues, clarification of regulations, rules, policies & procedures for review by section chief, & assists with budget preparation as directed; participates in developing or reviews, evaluates & ensures timely updates & distribution of policies, procedures, regulations, &/or protocols related to assigned area when assigned; &/or uses MDS to monitor, evaluate & report on quality indicators, review quality indicator reports, identify significant results & methodologies to advise/assist field surveyor staff & work with providers to assist in accessing, reviewing & interpreting quality indicators reports as needed.

Researches special problems, evaluates data & recommends corrective action to supervisor when assigned; attends-in-service training & training programs, workshops &/or conferences & maintains working knowledge of current federal & state laws, rules & regulations; works with other staff of other agencies to facilitate effective review of survey 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 survey team when state licensure surveys &/or federal certification surveys will result in legal action; testifies as expert witness in legal proceedings; 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 survey or certification procedures &/or evaluation materials, policies, & procedures as requested; precepts newer surveyors for assigned discipline & survey 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; represents bureau in meetings; assists in planning & coordinating bureau/division conferences; serves as resource person for supervisory/survey staff on survey procedures & protocols in all provider types for assigned bureau &/or serves as resource & monitors newer surveyors' performance as related to MDS activities & provides written feedback to supervisor.

MAJOR WORKER CHARACTERISTICS:

Knowledge of registered nursing, or licensed dietetics, or social work, or environmental health & protection; Medicare & Medicaid regulations & provider laws & state health care facility laws; clerical & administrative processing of survey documents; applicable rules & regulations; survey 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 & 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 surveys to be conducted & assigned discipline. PSMQ's are not required.

For positions involved in assessing health care status of residents applicants must be licensed as registered nurse in state of Ohio; 12 mos. exp. as Health Care Facilities Surveyor-Entry (Long Term Care), 61531 learning to conduct surveys of long term care providers & suppliers & providing assistance to other surveyors in assessing health care status of residents in long term care facilities; must have completed successfully the Center for Medicare/Medicaid Services (i.e., CMS) Surveyor Minimum Qualifications Test (i.e., SMQT); must be able to provide own transportation.

For positions involved in identifying residents with impaired psychosocial functioning & well-being, applicants must be licensed as social worker in state of Ohio; 12 mos. exp. as Health Care Facilities Surveyor - Entry (Long Term Care), 61531 learning to conduct surveys of long term care providers & suppliers & providing assistance to other surveyors in identifying residents of long term care facilities with impaired psychosocial functioning & well-being; must have completed successfully the Center for Medicare/Medicaid Services (i.e., CMS) Surveyor Minimum Qualifications Test (i.e., SMQT); must be able to provide own transportation.

For positions involved in assessing nutritional needs/status of clients/patients in health care setting, applicants must be licensed as dietitian in state of Ohio; 12 mos. exp. as Health Care Facilities Surveyor - Entry (Long Term Care), 61531 learning to conduct surveys of long term care providers & suppliers & providing assistance to other surveyors in assessing nutritional needs/status of clients/patients in health care setting; must have completed successfully the Center for Medicare/Medicaid Services (i.e., CMS) Surveyor Minimum Qualifications Test (i.e., SMQT); must be able to provide own transportation.

For positions involved in areas of environmental health & protection, applicants must have certificate of registration as sanitarian in state of Ohio; 12 mos. exp. as Health Care Surveyor -Entry (Long Term Care), 61531 learning to conduct

surveys of long term care providers & suppliers & providing assistance & consultation relative to identifying & assessing linkage of environmental health conditions/hazards to adverse health conditions, sanitation, solid & hazardous waste, hazardous material handling, vector & pest control, or quality, & safety problems; must have completed successfully the Center for Medicare/Medicaid Services (i.e., CMS) Surveyor Minimum Qualifications Test (i.e., SMQT); must be able to provide own transportation.

For positions involved in planning, developing, implementing & evaluating training programs for professional survey staff, providers & potential providers on matters related to MDS, applicants must be licensed as registered nurse in state of Ohio; have 12 mos. exp. as Health Care Facilities Surveyor-Entry (Long Term Care-Entry, 61531 & successfully passed probation; must have completed successfully the Center for Medicare/Medicaid Services (i.e., CMS) Surveyor Minimum Qualifications Test (i.e., SMQT).

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

Renewal of licensure or certificate pertinent to 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 service areas, attics, basements, & other locations in facility being surveyed.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Health Care Facilities Surveyor Supervisor 1 (Long Term Care)	61535	EX	01/09/2005	14

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.)

Supervises assigned health care facilities surveyor & other staff & performs one of the following options:

Assists higher-level supervisor in planning & coordinating survey & inspection activities relative to long term health care providers & suppliers, state licensure surveys & federal certification surveys, complaints investigation surveys, & licensure activities not requiring onsite visits to providers or suppliers (e.g., plans, schedules & coordinates actions of assigned surveyor or survey teams, & makes recommendation for licensure as appropriate or for enforcement action using laptop; leads/guides activities of staff through staff meetings, routine communications, focused monitoring & periodic performance evaluations; provides additional training/re-training as necessary; oversees orientation of new staff; approves workload scheduling & travel itineraries of staff; reviews management reports & takes corrective action when & where indicated; conducts informal dispute resolution activities in response to provider or operator requests on deficiency citations issued from federal certification surveys when assigned; participates in or monitors onsite surveys of providers or operators with severe problems such as threat to patient/client health or safety) & monitors field staff performance as needed;

OR

Plans, directs, organizes, prioritizes & monitors work activity of Nurse Aide Training & Competency Evaluation Program (i.e., NATCEP) & minimum data set (i.e., MDS) function, develops training & orientation program for staff, reviews all provider requests for nurse aide waivers, makes recommendation to director of health for approval or disapproval of waiver requests in conjunction with federal & state regulations, ensures compliance with applicable federal & state laws & rules within mandated time frames, acts as contract leader for nurse aide testing company, assures nurse aide testing is done according to state & federal laws, acts as Ohio Department of Health (i.e., ODH) liaison with nurse aide testing company, performs on-site visits to testing sites to ensure compliance, reviews written & skills tests at least quarterly & coordinates changes & updates with testing company, provides daily guidance via phone, computer & fax to providers & ODH staff regarding nurse aide training & MDS, acts as state MDS / RAI coordinator, ensures program compliance with federal laws regarding MDS clinical issues, prepares bi-annual report for federal regional office regarding MDS clinical issues, oversees, monitors & organizes training for providers & staff regarding MDS program, & works closely with Ohio Department Of Jobs & Family Services to ensure state compliance with MDS.

Assists in review of survey or inspection documentation prior to transmittal to provider or supplier, enforcement bureau, or central files; recommends corrective action plans to correct deficient practices, inferior or inadequate work products among staff; evaluates & makes recommendations to supervisor relative to operational program needs &/or changes in goals & objectives & operating budget projections & procedures; timely notifies supervisor of staff problems that may jeopardize meeting survey time frames.

Directs assigned staff in gathering evidence for cases which may involve legal action or assists supervisor as assigned; provides expert testimony as survey manager before judicial bodies as necessary; participates in hearing preparations & hearings when licensure surveys or state survey licensure decisions will result in legal actions; researches special problems, evaluates data & recommends appropriate action when assigned; prepares & delivers speeches to community groups, providers, suppliers, consumers, other agencies, or other audiences; responds to inquiries & / or drafts letters in response to public or legislative queries/requests; attends in-service training & training for bureau supervisors; attends meetings with provider groups & presents information regarding assigned area; works with staff of other agencies as appropriate or directed to facilitate effective review of survey findings & reports & resolve consumer complaints.

MAJOR WORKER CHARACTERISTICS:

Knowledge of registered nursing, or licensed dietetics, or social work, or environmental health & protection; Medicare & Medicaid regulations & state health care facility laws & rules; clerical & administrative processing of survey documents; applicable rules & regulations; survey protocols & guidelines; organization operational procedures; state licensure regulation & quality regulations; human/public relations; interviewing; employee training & development; supervisory principles & techniques*. Skill in operation of laptop computer & use of office systems software. Ability to define problems, collect data, establish facts & 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:

Applicants must be licensed as registered nurse in state of Ohio, or licensed as dietitian in state of Ohio, or licensed as social worker in state of Ohio, or hold certificate of registration as sanitarian in state of Ohio; 6 mos. exp. as Health Care Facilities Surveyor - Independent (Long Term Care), 61532 involved in identifying residents/patients with impaired psychosocial functioning & well-being, or assessing nutritional needs/status of clients/patients in health care setting, or assessing health care status through nursing techniques, &/or in areas of environmental health & protection.

-Or licensed as registered nurse in state of Ohio, or licensed as dietitian in state of Ohio, or licensed social worker in state of Ohio, or hold certificate of registration as sanitarian in state of Ohio; 2 yrs. exp. in state &/or federal laws, regulations, & standards governing health care providers/suppliers; 2 yrs. exp. in acute care (hospital staff), &/or exp. in ICF/MR setting, &/or long-term care (nursing home) exp.

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:

May require travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Health Care Facilities Surveyor Supervisor 2 (Long Term Care)	61536	EX	01/09/2005	15

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.)

1- A In assigned district office, plans & coordinates licensure surveys & federal certification surveys &/or inspection activities for long term health care providers & suppliers, federal certification & state licensure surveys, complaint investigation surveys, & licensure activities not requiring onsite visits to providers or suppliers, supervises lower-level health care facilities surveyor supervisors & other assigned staff or health care facilities surveyors & other staff, directs implementation of policies & procedures pertaining to operations, & oversees administrative/clerical staff in maintenance of library of current reference & resources literature & correspondence (e.g., plans schedules & coordinates actions of assigned surveyors or survey teams; reviews survey documentation for accuracy, approves work product of surveyors or survey teams, & makes recommendation for certification/licensure as appropriate or for enforcement action using laptop; leads/guides activities of staff through staff meetings, routine communications, focused-monitoring & periodic performance evaluations; provides additional training/re-training as necessary; oversees orientation of & training of new staff; approves workload scheduling & travel itineraries of staff; reviews management reports & takes corrective action when & where indicated);

OR

1- B Manages & oversees daily operations of one or more assigned district offices in bureau of long term care quality as section chief (e.g., supervises/directs assigned program staff responsible for provider/supplier surveys; assigns & reviews work, scheduling & prioritizing of workload, performance evaluations, leave requests, discipline, & grievances; supervises & directs district office/unit program supervisors on matters pertaining to survey/certification/licensing & bureau program administrative or management functions; assesses existing program policies & procedures to evaluate compliance with applicable division, state &/or federal guidelines governing survey & licensing process; develops & revises policies, standards & forms & recommends cost effective reporting procedures; develops methods, procedures & forms to evaluate proficiency & effectiveness of survey & other program operations; advises bureau chief on administrative & management practices & procedures to maintain consistency in bureau & program offices; conducts regular staff meetings; reviews reports & takes appropriate action; monitors training & development of employees; assists in development of training material/curriculum; instructs/provides training), & assumes responsibility for all bureau programs in absence of bureau chief of long term care quality when assigned;

& IF ASSIGNED, ALSO

Coordinates one or more statewide functions (i.e., all training statewide for all health care facilities surveyors; all abuse & neglect activities throughout state),

2 - A In assigned district office as supervisor, receives & reviews provider or operator requests for review of deficiency citations issued from certification/licensure surveys, reviews & approves survey documentation prior to transmittal to provider, supplier, enforcement bureau, or central files, develops appropriate action plans to correct deficient practices among staff or inferior or inadequate work products, directs training & development of new surveyors & serves as subject matter expert in own professional discipline, develops position descriptions & training materials, participates in or monitors onsite surveys of providers or suppliers with severe problems such as threat to patient/client health or safety as needed, & participates in provider-specific training possibly available through external sources;

OR

2 - B As section chief, develops & implements various evaluation tools & methodologies needed for cost effective program assessment, designs & implements scientific systems approach to health care program through use of computer program, develops & publishes guidelines of standing operating procedures for use by bureau staff, provides guidance to bureau supervisors in preparation of federal & state budget submissions, analyzes budget requirements in conjunction with program needs, & oversees annual operating budget projections & development of bureau input in response to CMS call letter/instructions.

3 - A In assigned district office as supervisor, directs assigned staff in gathering evidence for cases which may involve legal action or assists supervisor as assigned, provides expert testimony as survey manager before judicial bodies as necessary, participates in hearing preparations & hearings when state licensure surveys &/or federal certification surveys

will result in legal action, researches special problems, evaluates data & recommends appropriate action when assigned, prepares & delivers speeches to community groups, providers, suppliers, consumers, or other agencies, drafts letters in response to public or legislative queries/requests, attends in-service training & training for bureau supervisors, & works with staff of other agencies as appropriate or directed to facilitate effective review of survey findings & reports & resolve consumer complaints; acts as designee for section chief as needed; or as section chief, monitors regulatory guidelines & advises bureau chief on required state &/or federal survey/review requirements & presents written positions as required, directs development of survey certification/licensure actions, processes & protocols, reviews adequacy of documentation gathered in cases that may require legal action, provides testimony as expert witness in hearings of legal proceedings as assigned, represents bureau/division by preparing & delivering speeches to professional associations, community groups & agency staff, drafts letters in response to public or legislative inquiries, attends workshops, conferences & meetings, & assists with other program administrative/management activities (e.g., resolution of consumer complaints; researches special problems, evaluates data & recommends appropriate action).

MAJOR WORKER CHARACTERISTICS:

Knowledge of registered nursing, or licensed dietetics, or social work, or environmental health & protection; Medicare & Medicaid regulations & state health care facility laws & rules; clerical & administrative processing of survey documents; applicable rules & regulations; survey protocols & guidelines; organization operational procedures; state licensure regulation & quality regulations; human/public relations; interviewing; employee training & development; supervisory principles & techniques, budgeting*. Skill in operation of laptop computer & use of office systems software. Ability to define problems, collect data, establish facts & 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:

Applicants must be licensed as registered nurse in state of Ohio, or licensed as dietitian in state of Ohio, or licensed as social worker in state of Ohio, or hold certificate of registration as sanitarian in state of Ohio; 6 mos. exp. as Health Care Facilities Surveyor Supervisor 1 (Long Term Care), 61535 involved in identifying residents/patients with impaired psychosocial functioning & well-being, or assessing nutritional needs/status of clients/patients in health care setting, or assessing health care status through nursing techniques &/or in areas of environmental health & protection.

-Or licensed as registered nurse in state of Ohio, or licensed as dietitian in state of Ohio, or licensed as social worker in state of Ohio, or hold certificate of registration as sanitarian in state of Ohio; 12 mos. exp. as Health Care Facilities Surveyor - Independent (Long Term Care), 61532.

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:

May require travel.