

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

Health Care Facilities Surveyor (Non-Long Term Care)

SERIES NO.:

6155

MAJOR AGENCIES:

Health only

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the health care facilities surveyor (non-long term care) is to conduct onsite inspections and/or surveys of non-long term care providers and suppliers in order to determine providers'/suppliers' compliance with Medicare program participation requirements and, where applicable, state licensure laws and rules. The focus of the inspections/surveys, will vary based upon the employee's level of expertise and assigned discipline (i.e., licensed social work, registered nurse, registered sanitarian, or licensed dietitian), or to plan, develop, implement, and evaluate training programs for the home health care agency surveyors and home health agency providers specific to outcome and assessment data reporting (i.e., OASIS).

At the lowest level, incumbents receive training and orientation on inspection/survey tasks and protocols, organization operational procedures, and laws and rules pertinent to their assigned discipline; or on home health care outcome and assessments education and consultation, how to provide consultation and assistance to specified non-long term care surveyor staff, how to provide technical assistance and consultation to providers of home health care or prospective providers in preparation and reporting of core data sets for assessment of home health care patients and clients, and integration of outcome and assessment information set (i.e., OASIS) data items in agency record keeping systems as licensed registered nurse.

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. When assigned, they will also precept newer surveyors in assigned discipline; or provide consultation and assistance to specified non-long term care surveyor, provide technical assistance and consultation to providers of home health care or prospective providers in preparation and reporting of core data sets for assessment of home health care patients and clients, and integration of outcome and assessment information set (i.e., OASIS) data items in agency record keeping systems, identify training needs, and develop and conduct education and training programs to meet needs of home health agency providers participating in OASIS, and review field survey reports of home health providers to ensure federal requirements pertaining to OASIS are being appropriately monitored and evaluated by field surveyor staff as licensed registered nurse.

At the first supervisory level, incumbents supervise assigned health care facilities surveyors and assist higher-level supervisor in planning and coordinating survey and/or inspection activities relative to the federal Medicare program, and where applicable, state licensure for non-long term care providers and suppliers.

At the highest level, incumbents plan and coordinate licensure surveys and/or inspection activities of non-long term care providers and suppliers relative to the federal Medicare program, and where applicable, state licensure for non-long term health care providers and suppliers.

CLASS TITLE

Health Care Facilities Surveyor-Entry (Non-LTC)

CLASS NUMBER

61551

PAY RANGE

12

EFFECTIVE

03/07/2004

CLASS CONCEPT:

The entry level class works under general supervision & requires considerable knowledge of registered nursing, registered dietetics, social work, or environmental health & protection, federal Medicare regulations & state health care facility laws & rules &/or Medicare provider laws, acute &/or ancillary care, 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 non-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) & professional knowledge (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 non-long term care providers & suppliers; or to receive training & orientation on home health care outcome & assessments education & consultation & how to provide consultation & assistance to non-long term care surveyor staff engaged in survey & certification of Medicare-certified home health care agencies, in assessing provider compliance with compilation & reporting requirements pertaining to patient/client assessment & outcome measurement, evaluating nursing assessment techniques, identifying patterns of human responses to actual or potential health problems amenable to nursing regimen, executing nursing regimen, evaluating nursing actions, health counseling, teaching & consultation, & delivery of care appropriate to home health agencies & how to provide technical

assistance & consultation to providers of home health care or prospective providers in preparation & reporting of core data sets for assessment of home health care patients & clients, & integration of outcome & assessment information set (i.e., OASIS) data items in agency record keeping systems as licensed registered nurse.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Health Care Facilities Surveyor – Independent (Non-LTC)	61552	13	03/07/2004

CLASS CONCEPT:

The full performance level class works under direction & requires thorough knowledge of registered nursing, licensed dietetics, social work or environmental health & protection, federal Medicare regulations & state health care facility laws & rules &/or Medicare provider laws, acute &/or ancillary care, survey protocols & guidelines, organization operational procedures, state licensure regulation & quality regulations in order to conduct onsite survey visits of non-long term care providers & suppliers 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 or clients/patients in health care setting); or to provide consultation & assistance to non-long term care surveyor staff engaged in survey & certification of Medicare-certified home health care agencies, in assessing provider compliance with compilation & reporting requirements pertaining to patient/client assessment & outcome measurement, evaluating nursing assessment techniques, identifying patterns of human responses to actual or potential health problems amenable to nursing regimen, executing nursing regimen, evaluating nursing actions, health counseling, teaching & consultation, & delivery of care appropriate to home health agencies, provide technical assistance & consultation to providers of home health care or prospective providers in preparation & reporting of core data sets for assessment of home health care patients & clients, & integration of outcome & assessment information set (i.e., OASIS) data items in agency record keeping systems, identify training needs, & develop & conduct education & training programs to meet needs of home health agency providers participating in oasis, & review field survey reports of home health providers to ensure federal requirement pertaining to OASIS are being appropriately monitored & evaluated by field surveyor staff 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 (Non-LTC)	61555	14	01/09/2005

CLASS CONCEPT:

The first supervisory level class works under general direction & requires thorough knowledge of registered nursing, Medicare regulations & state health care facility laws & rules, acute &/or ancillary care, 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 surveyor & other staff assigned to non-long term care survey program & assist higher-level supervisor in planning & coordinating survey & inspection activities relative to non-long term care providers & suppliers.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Health Care Facilities Surveyor Supervisor 2 (Non-LTC)	61556	15	01/09/2005

CLASS CONCEPT:

The second supervisory level class works under general direction & requires thorough knowledge of registered nursing, Medicare regulations & state health care facility laws & rules, acute &/or ancillary care, 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 non-long term care providers & suppliers relative to federal Medicare program & where applicable, state licensure of non-long term health care providers or suppliers, & supervise lower-level health care facilities surveyor supervisors & other staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Health Care Facilities Surveyor – Entry (Non-LTC)	61551	11	03/07/2004	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 home health care outcome & assessments education & consultation & how to provide consultation & assistance to non-long term care surveyor staff engaged in survey & certification of & Medicare-certified home health care agencies, in assessing provider compliance with compilation & reporting requirements pertaining to patient/client assessment & outcome measurement, evaluating nursing assessment techniques, identifying patterns of human responses to actual or potential health problems amenable to nursing regimen, executing nursing regimen, evaluating nursing actions, health counseling, teaching & consultation, & delivery of care appropriate to home health agencies, & how to provide technical assistance & consultation to providers of home health care or prospective providers in preparation & reporting of core data sets for assessment of home health care patients & clients, & integration of outcome & assessment information set (i.e., OASIS) data items in agency record keeping systems as licensed registered nurse;

OR

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, or registered sanitarian) through extensive reading, program briefings & supervised participation in field activities pertaining to non-long term care providers or suppliers to determine compliance,

&

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, & end-of-life services within hospice or hospital setting, or 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 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; uses OASIS data management system.

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 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 surveys or state survey agency licensure or certification decisions will result in legal action; prepares & delivers speeches to community groups, providers, consumers & other agencies as directed or assists in preparing speeches; drafts letters in response to problems/questions; recommends changes in orientation/training materials related to survey procedures, evaluation materials & policies & procedures as requested; participates in developing policies & procedures related to home health agency survey & certification activities; reviews survey documentation for accuracy of findings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of registered nursing or licensed dietetics, or social work, or environmental health & protection; Medicare regulations & state health care facility laws & rules &/or Medicare provider laws*; acute &/or ancillary care; 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 discipline & assigned area of assistance & consultation. PSMQ's are not required.

For positions involved in assessing health care status through nursing assessment techniques, applicants must satisfy the following: licensed as registered nurse in state of Ohio; 2 yrs. home health nursing exp., &/or hospice care exp., &/or acute care (hospital staff) exp. & /or long term care (nursing home) exp.; 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. home health care exp., &/or hospice care, &/or long term care (nursing home) exp., &/or acute care (hospital staff) exp.; 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 hospice care exp., &/or long-term care (nursing home) exp.; 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 classroom & on-job training to develop skills to plan, develop, implement, & evaluate training & education programs for home health agency surveyors & providers in matters relating to OASIS, applicants must satisfy the following: licensed as registered nurse in state of Ohio; 2 yrs. exp. in acute care (hospital staff), or home health nursing, or hospice care.

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 treatment & 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 (Non-LTC)	61552	11	03/07/2004	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.)

Provides consultation & assistance to non-long term care surveyor staff engaged in survey & certification of Medicare-certified home health care agencies, in assessing provider compliance with compilation & reporting requirements pertaining to patient/client assessment & outcome measurement, evaluating nursing assessment techniques, identifying patterns of human responses to actual or potential health problems amenable to nursing regimen, executing nursing regimen, evaluating nursing actions, health counseling, teaching & consultation, & delivery of care appropriate to home health agencies, provides technical assistance & consultation to providers of home health care or prospective providers in preparation & reporting of core data sets for assessment of home health care patients & clients, & integration of outcome & assessment information set (i.e., OASIS) data items in agency record keeping systems, identifies training needs, & develops & conducts education & training programs to meet needs of home health providers participating in OASIS, & review field survey reports of home health agency providers to ensure federal requirement pertaining to OASIS are being appropriately monitored & evaluated by field surveyor staff as licensed registered nurse;

OR

Conducts onsite visits of non-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 as team leader), in order to determine compliance with state laws, rules, regulatory requirement & Medicare regulations,

&

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, & end-of-life services within hospice or hospital setting, or 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 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 operates computer using federal or state-provided survey & certification software to prepare reports of survey review findings pertaining to provider OASIS performance monitoring, uses OASIS data management system to monitor, evaluate & report on OASIS assessment information, reviews case mix

outcome reports, identifies significant results, & advises/assists field surveyor staff in identifying potential clinical groups of patients who can be included in case mix stratified sample for onsite record review & home visits.

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 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 surveys or state survey agency licensure or certification decisions will result in legal action; prepares & deliver 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 procedures, evaluation materials & policies & procedures as requested; precepts newer surveyors for assigned discipline & survey type or assists in initial training of newer home health surveyors, serves as resource & monitors their performance in OASIS-related survey activities to provide written feedback to supervisor; 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; makes recommendations for changes in home health agency survey or certification activity procedure orientation/training materials, evaluation materials & other policies & procedures as assigned; participates in developing policies & procedures related to home health agency survey certification activities; receives, reviews, evaluates, & distributes information pertaining to home health agency regulations & OASIS program to surveyor staff & home health agency providers as appropriate; reviews survey documentation for accuracy of findings pertaining to monitoring & evaluation of OASIS-program when requested by supervisor; reviews & evaluates information pertaining to provider's or supplier's plan of action to correct deficient practices or situations identified on home health agency survey when assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of registered nursing, or licensed dietetics, or social work, or environmental health & protection; Medicare regulations & state health care facility laws &/or Medicare provider 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 clients/patients, applicants must meet one of the following:

Be licensed as registered nurse in state of Ohio; 12 mos. exp. as Health Care Facilities Surveyor-Entry (Non-Long Term Care), 61551 learning to conduct surveys of non-long term care providers & suppliers & providing assistance to other surveyors & providers & suppliers in assessing health care status of residents in non-long term care facilities; must be able to provide own transportation.

-Or be licensed as registered nurse in state of Ohio; successful completion of one year probationary period as Health Care Facilities Surveyor-Entry in Bureau of Long Term Care Quality, Bureau of Regulatory Compliance, or Bureau of Diagnostic Safety & Personnel Certification; must be able to provide own transportation.

For positions involved in identifying clients/patients 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 (Non-Long Term Care), 61551 learning to conduct surveys of non-long term care providers & suppliers & providing assistance to other surveyors & providers & suppliers in identifying residents of non-long term care facilities with impaired psychosocial functioning & well-being; must be able to provide own transportation.

-Or be licensed as social worker in state of Ohio; successful completion of one year probationary period as Health Care Facilities Surveyor-Entry in Bureau of Long Term Care Quality, Bureau of Regulatory Compliance, or Bureau of Diagnostic Safety & Personnel Certification; 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 a dietitian in state of Ohio; 12 mos. exp. as Health Care Facilities Surveyor-Entry (Non-Long Term Care), 61551 learning to conduct surveys of non-long term care providers & suppliers & providing assistance to other surveyors & providers & suppliers in assessing nutritional needs/status of clients/patients in health care setting; must be able to provide own transportation.

-Or be licensed as dietitian in Ohio; successful completion of one year probationary period as Health Care Facilities Surveyor-Entry in Bureau of Long Term Care Quality, Bureau of Regulatory Compliance, or Bureau of Diagnostic Safety & Personnel Certification; 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 (Non-Long Term Care), 61551 learning to conduct surveys of non-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 be able to provide own transportation.

-Or have certificate of registration as sanitarian in state of Ohio; successful completion of one year probationary period as Health Care Facilities Surveyor-Entry in Bureau of Long Term Care Quality, Bureau of Regulatory Compliance, or Bureau of Diagnostic Safety & Personnel Certification; must be able to provide own transportation.

For positions involved in planning, developing, implementing, & evaluating training & education programs for home health agency surveyors & providers in matters relating to OASIS, applicants must be licensed as registered nurse in state of Ohio,

& MEET ONE OF THE FOLLOWING:

12 mos. exp. as Health Care Facilities Surveyor-Entry (Non-Long Term Care), 61551.

-Or successful completion of one year probationary period as health care facility surveyor-entry in one of the following classifications: Health Care Facilities Surveyor-Entry (Adult Care), 61511, or Health Care Facilities Surveyor-Entry (Complaints), 61521, or Health Care Facilities Surveyor-Entry (Long Term Care), 61531, or Health Care Facilities Surveyor-Entry (Regulatory Compliance), 61561, with onsite non-long term care survey exp. within the past 36 mos.

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 treatment & service areas, attics, basements, & other locations in facility being surveyed.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Health Care Facilities Surveyor Supervisor 1 (Non-LTC)	61555	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 surveyors & other staff & assists higher-level supervisor in planning & coordinating survey & inspection activities relative to non-long term care providers & suppliers, state licensure 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; reviews provider or operator requests for administrative review of deficiency citations issued from surveys or licensure inspections when assigned; participates in or monitors onsite surveys of providers or operators with severe problems such as threat to patient/client health or safety).

Assists in review of survey or inspection documentation prior to transmittal to provider or supplier, enforcement bureau, health care financing administration, 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 surveys or state survey licensure or certification 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, 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.

MAJOR WORKER CHARACTERISTICS:

Knowledge of registered nursing; Medicare regulations & state health care facility laws & rules; acute &/or ancillary care; 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; 12 mos. exp. as Health Care Facilities Surveyor-Independent (Non-Long Term Care), 61552 involved in assessing health care status through nursing techniques.

-Or completion of undergraduate core coursework in registered nursing; licensed as registered nurse in state of Ohio; 2 yrs. exp. in state &/or federal laws, regulations, & standards governing health care providers/suppliers; 2 yrs. exp. in acute &/or ancillary care (hospital staff), or home health care, or hospice care, or long-term care (nursing home).

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

Renewal of licensure as registered nurse as mandated 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 (Non-LTC)	61556	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.)

Plans & coordinates licensure surveys &/or inspection activities for non-long term care providers & suppliers, 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 (e.g., public health nurse specialists), directs implementation of policies & procedures pertaining to operations through subordinate supervisors, & 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 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).

Receives & reviews provider or operator requests for review of deficiency citations issued from surveys or licensure inspections; reviews & approves survey or inspection documentation prior to transmittal to provider, supplier, enforcement bureau, health care licensing administration, 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; participates in provider-specific training possibly available through external sources.

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 surveys or state survey licensure or certification decisions 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.

MAJOR WORKER CHARACTERISTICS:

Knowledge of registered nursing; Medicare regulations & state health care facility laws & rules; acute &/or ancillary care; 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; 12 mos. exp. as Health Care Facilities Surveyor Supervisor 1 (Non-Long Term Care), 61555 involved in assessing health care status through nursing techniques.

-Or licensed as registered nurse in state of Ohio; 24 mos. exp. as Health Care Facilities Surveyor-Independent (Non-Long Term Care), 61552.

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

Renewal of licensure as registered nurse as mandated by Ohio Revised Code.

UNUSUAL WORKING CONDITIONS:

May require travel.