

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

Health Care Facilities Surveyor (Regulatory Compliance)

SERIES NO.:

6156

MAJOR AGENCIES:

Health only

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the health care facilities surveyor (regulatory compliance) occupation is to recommend and coordinate enforcement actions against health care facilities and health care providers or suppliers.

At the lowest level, incumbents learn program requirements (e.g., Medicare/Medicaid facility requirements, survey process, preparation for SMQT), the enforcement options for long term care facilities and other health care providers or suppliers requirements and learn to perform other duties associated with Medicare/Medicaid certification and licensing of long term care facilities, and provide expertise and consultation to other bureau staff on professional standards of practice for assigned discipline (i.e., licensed dietitian, registered nurse, licensed social worker, or registered sanitarian).

At the middle level, incumbents recommend and coordinate enforcement actions against health care facilities and other health care providers or suppliers, conduct informal dispute resolution involving Medicare and/or Medicaid certified skilled nursing and nursing facilities, review provider documentation for Medicaid certified intermediate care facilities for the mentally retarded and nursing facilities, and provide expertise and consultation to other bureau staff on professional standards of practice for assigned discipline (i.e., licensed dietitian, registered nurse, licensed social worker, or registered sanitarian).

At the highest level, incumbents administer and manage the Medicare/Medicaid enforcement program and supervises health care facilities surveyors (regulatory compliance) and other staff as assigned.

CLASS TITLEHC Facilities Surveyor – Entry
(Regulatory Compliance)**CLASS NUMBER**

61561

PAY RANGE

12

EFFECTIVE

03/25/2001

CLASS CONCEPT:

The entry level classification works under general supervision and requires considerable knowledge of registered nursing, registered dietetics, social work or environmental health & protection in order to learn enforcement options for long term care facilities & other health care providers or suppliers & to perform other duties associated with Medicare/Medicaid certification & licensing of long term care facilities, & provide expertise & consultation to other bureau staff on professional standards of practice for assigned discipline (i.e., registered dietitian, registered nursing, social work, or environmental health & protection).

CLASS TITLEHC Facilities Surveyor – Independent
(Regulatory Compliance)**CLASS NUMBER**

61562

PAY RANGE

13

EFFECTIVE

03/25/2001

CLASS CONCEPT:

The full performance level classification works under direction & requires thorough knowledge of registered nursing, registered dietetics, social work or environmental health & protection, state & federal survey, certification & enforcement procedures & protocols, & Medicare/Medicaid provider laws, rules & regulations in order to recommend & coordinate enforcement actions against health care facilities & other health care providers or suppliers, conduct informal dispute resolution involving Medicare &/or Medicaid certified skilled nursing & nursing facilities, review provider documentation for reconsideration of proposed decertification of Medicaid certified intermediate care facilities for mentally retarded & denial of certification for nursing facilities, & provide expertise & consultation to other bureau staff on professional standards of practice for assigned discipline (i.e., registered dietitian, registered nursing, social work, environmental health & protection).

CLASS TITLE

HC Facilities Surveyor Supervisor 2
(Regulatory Compliance)

CLASS NUMBER

61566

PAY RANGE

15

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of registered nursing, licensed dietetics, social work or environmental health & protection, state & federal survey, certification & enforcement procedures & protocols, & Medicare/Medicaid provider laws, rules & regulations in order to administer & manage Medicare/Medicaid enforcement program & supervise health care facilities surveyors (regulatory compliance) & other staff as assigned.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
HC Facilities Surveyor-Entry (Regulatory Compliance)	61561	11	03/25/2001	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.)

Learns program requirements (e.g., Medicare/Medicaid facility requirements; survey process; preparation for SMQT), enforcement options for long term care facilities & other health care providers or suppliers (e.g., administration & coordination of licensing & certification enforcement actions with applicable state & federal agencies/offices; determination of appropriate enforcement option based upon seriousness of violation & other factors using menu of enforcement options; determination of & drafting of written notice of appropriate enforcement responses to be recommended to director through managerial personnel; review of plans of correction; evaluating providers' compliance with plans of correction; tracking status of enforcement action) & to perform other duties associated with Medicare/Medicaid certification & licensing (e.g., organizing certification packages & files; writing summary of case status; conducting research using survey tracking compliance system & other data bases; disapproval or revocation of facility nurse aide training & testing; notification of attending physicians & board of examiners of nursing home administrators when sub-standard quality of care has been identified in long term care facility; conducting informal dispute resolution concerning contested deficiency statements & reporting recommended changes to supervisor & advising provider of district office or bureau findings; conducting informal reconsideration of department's proposal to deny, not renew, cancel, or terminate Medicaid certification of ICF/MR facility or of department's proposal to deny certification to nursing facility; assisting state & federal attorneys with gathering documentation & presenting testimony related to enforcement action in appeal hearings), & provides expertise & consultation to other bureau staff on professional standards of practice for assigned discipline (i.e., registered dietitian, registered nursing, social work, or environmental health & protection).

Operates personal computer using state-provided software to learn to produce typed records & reports (e.g., remedy notice letters; certification & transmittal forms; waiver documents; director's journal entries & accompanying documents).

Organizes & maintains documentation for files; assists supervisor in developing procedures; prepares & delivers speeches to consumer & provider organizations; attends surveys as observer when assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of registered nursing, or registered dietetics, or social work, or environmental health & protection; state & federal survey, certification & enforcement procedures & protocols*; state & Medicare/Medicaid provider laws, rules & regulations*; dispute resolution*; employee training & development*. Skill in operation of personal computer & 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; develop complex reports & position papers; handle sensitive inquiries & contacts with health care facility operators & other health care providers or suppliers, other governmental representatives, & general public.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Agency is to post only one of the following sets of minimum qualifications, whichever is appropriate to the assigned discipline. PSMQ's are not required.

For positions assigned to provide dietetic expertise & consultation to other bureau staff on professional standards of practice, applicants must be licensed as registered dietitian in state of Ohio; 2 yrs clinical exp. in long term care, &/or non-long term care health care facility, &/or acute care, &/or ICF/MR setting.

For positions assigned to provide nursing/medical expertise & consultation to other bureau staff on professional standards of practice, applicants must be licensed as registered nurse in state of Ohio; 2 yrs clinical exp. in long term care, &/or non-long term care health care facility, &/or acute care, &/or ICF/MR setting.

For positions assigned to provide psycho-social expertise & consultation to other bureau staff on professional standards of practice, applicants must be licensed social worker in state of Ohio; 2 yrs clinical exp. in long term care, &/or non-long term care health care facility, &/or acute care, &/or ICF/MR setting.

For positions assigned to provide sanitation/environmental health & protection expertise & consultation to other bureau staff on professional standards of practice, applicants must be licensed as registered sanitarian in state of Ohio; 2 yrs local, state, federal &/or community health protection experience.

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

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

UNUSUAL WORKING CONDITIONS:

Probationary period is one year.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
HC Facilities Surveyor-Independent (Regulatory Compliance)	61562	11	03/25/2001	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.)

Recommends & coordinates enforcement actions (e.g., license suspension or revocation, compliance orders, civil money penalties, denial of payment for new admissions, suspension of admissions, directed inservice education, directed plans of correction, temporary management & termination of certification for Medicare &/or Medicaid) against health care facilities & other health care providers or suppliers (e.g., reviews & analyzes health care provider deficiency statements prepared by district office surveyors for completeness, consistency with regulations & legal soundness; determines appropriate enforcement remedy to be recommended to management based upon seriousness of facility's non-compliance & other factors; reviews plans of correction submitted by health care providers for acceptability; directs preparation of letters of substandard quality of care to attending physicians & board of examiners of nursing home administrators; calculates fines; evaluates provider's compliance with plans of correction), tracks status of enforcement action, conducts informal dispute resolution involving Medicare &/or Medicaid certified skilled nursing & nursing facilities, conducts informal reconsideration of proposed decertification &/or denial of certification by reviewing documentation submitted by facilities disputing deficiencies for Medicaid certified intermediate care facilities for mentally retarded & nursing facilities, assists state & federal attorneys with gathering documentation & presenting testimony related to enforcement action in appeal hearing, & provides expertise & consultation to other bureau staff on professional standards of practice for assigned discipline (i.e., registered dietitian, registered nursing, social work, or environmental health & protection).

Operates personal computer using state-provided software to produce typed records & reports (e.g., enforcement/remedy notice letters; nurse aide training & competency evaluation program disapprovals; certification & transmittal forms; waiver documents; director's journal entries & accompanying documents; activity reports; monthly report forms) & records information into computerized databases.

Organizes & maintains documentation for files; performs other duties associated with Medicare/Medicaid certification & licensing (e.g., organizes certification packages & files; writes summary of case status for public affairs office; researches regulations & regulatory issues; notifies attending physicians & board of examiners of nursing home administrators when substandard quality of care has been identified in long term care facility; disapproves or revokes facility nurse aide training/testing); assists supervisor in developing procedures; prepares & delivers speeches to consumer & provider organizations; attends surveys as observer in order to maintain familiarity with survey procedures when assigned; orients other division enforcement & survey staff regarding enforcement actions & procedures.

MAJOR WORKER CHARACTERISTICS:

Knowledge of registered nursing, or registered dietetics, or social work, or environmental health & protection; state & federal survey, certification & enforcement procedures & protocols; state & Medicare/Medicaid provider laws, rules & regulations; dispute resolution; employee training & development*. Skill in operation of personal computer & 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; develop complex reports & position papers; handles sensitive inquiries & contacts with health care facility operators & other health care providers or suppliers, other governmental representatives, & general public.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Agency is to post only one of the following sets of minimum qualifications, whichever is appropriate to the assigned discipline. PSMQ's are not required.

For positions assigned to provide dietetic expertise & consultation to other bureau staff on professional standards of practice, applicants must meet one of the following:

Be licensed as registered dietitian in state of Ohio; 12 mos. exp. as Health Care Facilities Surveyor- Entry (Regulatory Compliance), 61561, providing dietetic expertise & consultation; successful completion of SMQT.

-Or licensed as registered dietitian in state of Ohio; successful completion of one year probationary period as Health Care Facilities Surveyor-Entry in Bureau of Long Term Care Quality, or Bureau of Diagnostic Safety & Personnel Certification,

or Bureau of Community Health Care Facilities & Services; successful completion of SMQT.

For positions assigned to provide nursing/medical expertise & consultation to other bureau staff on professional standards of practice, 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 (Regulatory Compliance), 61561, providing nursing/medical expertise & consultation; successful completion of SMQT.

-Or 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, or Bureau of Diagnostic Safety & Personnel Certification, or Bureau of Community Health Care Facilities & Services; successful completion of SMQT.

For positions assigned to provide psycho-social expertise & consultation to other bureau staff on professional standards of practice, applicants must meet one of the following:

Be licensed social worker in state of Ohio; 12 mos. exp. as Health Care Facilities Surveyor-Entry(Regulatory Compliance), 61561, providing psycho-social expertise & consultation; successful completion of SMQT.

-Or licensed 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, or Bureau of Diagnostic Safety & Personnel Certification, or Bureau of Community Health Care Facilities & Services; successful completion of SMQT.

For positions assigned to provide sanitation/environmental health & protection expertise & consultation to other bureau staff on professional standards of practice, applicants must meet one of the following:

Be licensed as registered sanitarian in state of Ohio; 12 mos. exp. as Health Care Facilities Surveyor-Entry (Regulatory Compliance), 61561, providing sanitation/environmental expertise & consultation; successful completion of SMQT.

-Or licensed as registered 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, or Bureau of Diagnostic Safety & Personnel Certification, or Bureau of Community Health Care Facilities & Services; successful completion of SMQT.

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

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

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
HC Facilities Surveyor Supervisor 2 (Regulatory Compliance)	61566	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.)

Administers & manages Medicare/Medicaid enforcement program (e.g., develops & revises enforcement procedures & notices; recommends changes in policies, rules & procedures; applies federal enforcement penalties; reports questionable deficiency statements based on clarity &/or scope & severity to other appropriate section chiefs for clarification &/or revisions; coordinates enforcement actions with other agencies & district offices; monitors & coordinates actions against facilities that have lost nurse aide training programs from extended surveys, CMP's above stipulated dollar amount &/or denial of payment for new admission with appropriate parties; coordinates CMS authorized state directed denial of payments; finalizes informal dispute decisions at completion of phase 2; reviews survey packages & certification & transmittal forms for accuracy; reviews accuracy of journal entries prepared for director of health's signature; directs support staff in preparation of special reports assignment sheets & special enforcement actions; recommends staff needs for budget preparation; acts in absence of bureau chief) & supervises health care facilities surveyors (regulatory compliance) & other staff as assigned (e.g., develops performance standards for staff performance evaluations; schedules & prioritizes workload of assigned staff; observes, monitors & evaluates staff performance; conducts staff meetings for staff development & receives staff input; corroborates with staff to ensure accuracy & consistency of enforcement decisions; interviews & recommends staff for employment; reviews position descriptions to ensure current duties are reflected; recommends disciplinary action).

Develops &/or implements training opportunities for & provides technical assistance to staff, division staff & provider community to include acting as instructor when directed; attends CMS sponsored training for process changes affecting survey & enforcement protocols; provides on-going consultation regarding nursing issues to non-nursing professionals within assigned bureau; participates in on-going reviews of program processes & regulations to maintain expertise in survey & certification processes; researches current professional standards of practice & maintains reference library for staff.

Coordinates enforcement actions & appeal processes with office of attorney general, departmental legal staff & federal office of general counsel; advises & consults with legal staff; acts as expert witness when assigned; tracks all pending & requested hearings for state & federal appeal processes; represents program in meetings addressing enforcement & certification issues; operates personal computer to generate required records, reports & correspondence; prepares & delivers speeches to consumer & provider organizations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of registered nursing laws, rules, standards of practice, or licensed dietetics & dietary laws, rules & standards of practice, or social work laws, rules & standards of practice, or environmental health & protection; state & federal survey, certification & enforcement procedures & protocols; Medicare/Medicaid provider laws, rules & regulations; dispute resolution; employee training & development; supervisory principles & techniques. Skill in operation of personal computer & 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; develop complex reports & position papers; handles sensitive inquiries & contacts with health care facility operators & other health care providers or suppliers, other governmental representatives, & general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Licensed as registered nurse or licensed dietitian or licensed social worker in state of Ohio, or possess certificate of registration as sanitarian in state of Ohio; 12 mos. exp. as Health Care Facilities Surveyor-Independent (Regulatory Compliance), 61562.

-Or licensed as registered nurse, or licensed dietitian, or licensed social worker or possess certificate of registration as sanitarian in state of Ohio; 24 mos. exp. as Health Care Facilities Surveyor-Independent in Bureau of Long Term Care Quality, or Bureau of Diagnostic Safety & Personnel Certification, or Bureau of Community Health Care Facilities & Services.

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

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

UNUSUAL WORKING CONDITIONS:

Not applicable.