

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**
Clinical Health Care Surveyor**MAJOR AGENCIES:**
Health**SERIES NO.:**
8613**EFFECTIVE DATE:**
06/26/1994**SERIES PURPOSE:**

The purpose of the clinical laboratory surveyor occupation is to conduct surveys of clinical laboratories (e.g., hospitals, nursing homes, plasmapheresis centers) as defined by the Clinical Laboratory Improvement Act of 1988 in order to determine compliance with federal legislation, state plasmapheresis laws & related regulations.

This classification is reserved for use by the Department of Health only.

CLASS TITLE:

Clinical Health Care Surveyor 1

CLASS NUMBER:

86131

EFFECTIVE DATE:

04/04/1993

CLASS CONCEPT:

The developmental level class works under close supervision & requires some knowledge of clinical laboratory survey methods in order to receive training in survey & evaluation techniques of clinical laboratories.

CLASS TITLE:

Clinical Health Care Surveyor 2

CLASS NUMBER:

86132

EFFECTIVE DATE:

04/04/1993

CLASS CONCEPT:

The first full performance level class works under general supervision & requires working knowledge of clinical laboratory survey methods in order to independently conduct surveys of clinical laboratories (e.g., hospitals, nursing homes, plasmapheresis centers) for compliance with state & federal clinical laboratory regulations.

CLASS TITLE:

Clinical Health Care Surveyor 3

CLASS NUMBER:

86133

EFFECTIVE DATE:

04/04/1993

CLASS CONCEPT:

The second full performance level class works under direction & requires considerable knowledge of clinical laboratory survey methods in order to act as lead worker (e.g., provides work direction & training) to lower- level clinical laboratory surveyors.

CLASS TITLE:

Clinical Health Care Surveyor Supervisor

CLASS NUMBER:

86135

EFFECTIVE DATE:

06/26/1994

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of clinical laboratory survey methods in order to manage statewide clinical laboratory survey/review program & supervise clinical laboratory surveyors & support personnel.

CLASS TITLE: Clinical Health Care Surveyor 1	CLASS NUMBER: 86131	BARGAINING UNIT: 11
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EFFECTIVE DATE:

04/04/1993

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.)

During one year orientation period, participates in training provided by division of health facilities regulation &/or federal health care financing administration, works with higher-level surveyors individually & in groups to learn to conduct surveys of clinical laboratories as defined by Clinical Laboratory Improvement Act of 1988 for compliance with federal legislation & state plasmapheresis laws & other applicable standards.

Through onsite visits, receives training in survey & evaluation techniques in order to survey & evaluate clinical laboratories individually & as team member, surveys special procedures performed by facilities to include microbiological, immunological, chemical, hematological, immunohematological, cytologic & histological, surveys facilities' equipment, test methodologies, quality control & procedures defined by Clinical Laboratory Improvement Act of 1988.

Reviews & discusses survey findings with facility managers, explains & clarifies areas of non-compliance problems & discrepancies with facility staff; conducts exit interviews with facility staff to discuss outcome of surveys.

Prepares written reports of results of survey on personal computer/microcomputer using various software (e.g., Wordperfect); recommends certification or re-certification of clinical laboratories in accordance with federal regulations, state laws & guidelines.

Assists higher-level surveyors in gathering evidence (e.g., proficiency test documentation, facility compliance with federal regulations, facility quality control) for cases which require legal action; provides expert testimony before judicial bodies.

MAJOR WORKER CHARACTERISTICS:

Knowledge of survey; Clinical Laboratory Improvement Act of 1988*; state & federal survey laws, rules & regulations*; clinical laboratory procedures; medical technology; microbiology; chemistry; bacteriology. Skill in clinical laboratory techniques; use of software*; use of personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; deal with many variables & determine specific course of action; prepare complex reports & position papers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in microbiology, chemistry, bacteriology, health science, pulmonary function, allied health or related field; 3 yrs. trg. or 3 yrs. exp. in clinical laboratory procedures; valid driver's license.

-Or completion of undergraduate core program in laboratory or medical technology; 2 yrs. trg. or 2 yrs. exp. in clinical laboratory procedures; valid driver's license.

-Or completion of associate core program in laboratory or medical technology; 5 yrs. trg. or 5 yrs. exp. in clinical laboratory procedures; valid driver's license.

-Or successful completion of health education & welfare/health & human services proficiency examination as clinical laboratory technologist pursuant to Section 241 of Public Law 92-603.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Clinical Health Care Surveyor 2	CLASS NUMBER: 86132	BARGAINING UNIT: 11
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EFFECTIVE DATE:

04/04/1993

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.)

Independently conducts surveys of clinical laboratories (e.g., hospitals, nursing homes, plasmapheresis centers) for compliance with federal legislation, state plasmapheresis laws & standards, conducts on-site surveys & evaluates clinical laboratories to include survey procedures for specialties (i.e., microbiological, immunological, chemical, hematological, immunohematological, cytologic & histological) performed by facility, checks equipment, test methodologies, quality control, administrative & personnel requirements & conducts complex surveys (e.g., facilities performing multiple specialty & sub specialty testing procedures; facilities with numerous deficiencies, facilities with multiple analyzers or methodologies; previously unregulated facilities).

Reviews survey findings with facility officials/managers in order to discuss non-compliance problems & discrepancies with facility officials/managers; conducts exit interview meetings with facility staff at conclusion of on-site survey to discuss outcome of surveys.

Provides training in completion of survey process as part of initial orientation of new employees &/or cross trains on different providers (e.g., hospital labs, physician office labs, independent labs, plasmapheresis centers).

Prepares written reports of the results of survey on personal computer using software (e.g., Wordperfect); recommends certification or re-certification of clinical laboratories.

Reviews survey packages for completeness; prepares packages for certification & transmittal; prepares cases for hearings; gathers evidence (e.g., facility compliance with federal regulations) for cases which require legal action; provides expert testimony before judicial bodies.

Writes letters in response to problems &/or questions; prepares & delivers speeches to community groups (e.g., providers, consumers).

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development*; Clinical Laboratory Improvement Act of 1988*; survey; state & federal survey laws, rules & guidelines; clinical laboratory procedures; medical technology; microbiology; chemistry; bacteriology. Skill in clinical laboratory techniques; use of software*; personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; deal with many variables & determine specific course of action; prepare complex reports & position papers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. conducting surveys of clinical laboratories applying federal regulations; valid driver's license & in addition, one of following options:

Completion of associate core program in laboratory or medical technology; 5 yrs. trg. or 5 yrs. exp. in clinical laboratory procedures.

-Or completion of undergraduate core program in laboratory or medical technology; 2 yrs. trg. or 2 yrs. exp. in clinical laboratory procedures; valid driver's license.

-Or completion of undergraduate core program in microbiology, chemistry, bacteriology or related field (e.g., health science, pulmonary function, allied health); 3 yrs. trg. or 3 yrs. exp. in clinical laboratory procedures; valid driver's license.

-Or successful completion of Health Education & Welfare/Health & Human Services proficiency examination as Clinical Laboratory Technologist pursuant to Section 241 of Public Law 92-603; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Clinical Health Care Surveyor 3	CLASS NUMBER: 86133	BARGAINING UNIT: 11
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EFFECTIVE DATE:

04/04/1993

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.)

Acts as lead worker over lower-level clinical laboratory surveyors (e.g., leads activities of survey teams, sets schedules of surveys to be performed; assigns components of survey to individual team members; coordinates clinical laboratory survey activity with overall facility team leader; monitors & reviews survey documents to assure completion; monitors & assures all components of survey are completed while team is on-site; coordinates exit conference with other team members in accordance with established procedures; reviews reports of team members for accuracy of findings), provides orientation in survey processes; provides cross training of different providers (e.g., hospital labs, physician office labs, independent labs, plasmapheresis centers), trains lower-level surveyors in classroom & field settings; provides feedback to supervisor on surveyor performance (e.g., level of independent functioning, additional training needed), makes recommendations for changes in survey procedures, orientation/training materials, evaluation materials, assists supervisor & higher-level surveyors in planning, preparing & scheduling training sessions).

Conducts surveys of clinical laboratories (e.g., hospitals, nursing homes, plasmapheresis centers) for compliance with federal legislation, state plasmapheresis laws & related standards, conducts on-site visits, surveys & evaluates clinical laboratories to include survey procedures for specialties (i.e., microbiological, immunological); conducts complex surveys (e.g., facilities performing multiple specialty & sub specialty testing procedures, previously unregulated facilities), conducts controversial surveys (e.g., large laboratories performing specialized testing, labs where enforcement is involved or politically sensitive situations).

Makes recommendations for corrections to problems identified in survey; reviews & discusses survey findings & explains & clarifies areas of non-compliance, problems & discrepancies with facility officials/managers; conducts exit interviews meetings with facility staff at conclusion of on-site surveys.

Prepares written reports of results of survey on personal computer using various software (e.g., Wordperfect); recommends certification or re-certification of clinical laboratories.

Reviews survey packages for completeness; prepares packages for certification & transmittal; prepares cases for hearings & gathers evidence (e.g., proficiency test documentation); provides expert testimony before judicial bodies as assigned).

Writes letters in response to problems & questions; prepares & delivers speeches to community groups (e.g., providers; consumers).

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training & development; survey; state & federal survey laws, rules & guidelines, Clinical Improvement Act of 1988*; clinical laboratory procedures; microbiology; chemistry; bacteriology; medical technology. Skill in clinical laboratory techniques; use of software*; use of personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; deal with many variables & determine specific course of action; prepare complex reports & position papers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

24 mos. exp. conducting surveys of clinical laboratories applying federal regulations (e.g., CLIA '67 Amend/CLIA '88; 12 mos. trg. or 12 mos. exp. precepting &/or training lower-level surveyors & in addition, one of following options:

Completion of associate core program in laboratory or medical technology; 5 yrs. trg. or 5 yrs. exp. in clinical laboratory procedures; valid driver's license.

-Or completion of undergraduate core program in laboratory or medical technology; 2 yrs. trg. or 2 yrs. exp. in clinical laboratory procedures; valid driver's license.

-Or completion of undergraduate core program in microbiology, chemistry, bacteriology or related field (e.g., health

science, pulmonary function, allied health); 3 yrs. trg. or 3 yrs. exp. in clinical laboratory procedures; valid driver's license.

-Or successful completion of Health Education & Welfare/Health & Human Services proficiency examination as Clinical Laboratory Technologist pursuant to Section 241 of Public Law 92-603; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

CLASS TITLE: Clinical Health Care Surveyor Supervisor	CLASS NUMBER: 86135	BARGAINING UNIT: EX
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EFFECTIVE DATE:

06/26/1994

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.)

Manages statewide clinical laboratory survey/review program, supervises clinical health care surveyors & support staff (e.g., schedules & prioritizes workload; reviews & approves administrative forms & reports such as travel orders & expense reports), monitors staff during field surveys & in office to assure quality & consistency of survey process & to assess training needs, directs clerical support staff in preparation of reports & certification action (e.g., enforcement recommendations; disapproval of addition of specialties; denial of initial application), reviews survey packages for appropriateness of citations (e.g., condition level documentation; enforcement recommendations) & to determine whether certification/licensure action is consistent with survey findings (e.g., consistent between reviewers & consistent between teams), conducts regular staff meetings to keep staff aware of program issues, writes new &/or revised position descriptions, interviews & recommends selection of applicants, acts for supervisor as assigned, directs implementation of policies & procedures, coordinates survey & decision making process when survey findings are adverse, recommends unit & program goals & objectives, develops proposals for & recommends changes in program policies & procedures, provides feedback to supervisor as appropriate (e.g., surveyor status; legal issues), assists supervisor in developing annual budget recommendations for staff & equipment & analyzes expenditures to assure containment within approved budget.

Plans & directs training of employees (e.g., coordinates survey cross-training in different disciplines or provider types; sets goals for individual training & development; evaluates individual progress towards goals & provides feedback), provides training in survey reporting & reviewing techniques, attends workshops & conferences.

Conducts & monitors surveys, especially in facilities with severe problems (e.g., threat to health or safety of clients) as part of expert survey team; approves reports of surveys & certifications; reviews & determines adequacy of documentation gathered in cases which require legal action; provides testimony as expert witness in legal proceedings; evaluates acceptability of plans of correction submitted by facility.

Maintains library of current reference literature (e.g., laws, rules, policies, procedures & precedents) regarding all areas of survey/review process; prepares correspondence regarding clarification of regulations, rules, policies & procedures; monitors maintenance of records of complaints & other surveys.

Acts as liaison between other agencies & state & federal programs; represents bureau chief in meetings relative to clinical laboratory program (e.g., with facility personnel & representatives); prepares & delivers speeches regarding program (e.g., regulations, rules & procedures).

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles & techniques; employee training & development; Clinical Improvement Act of 1988*; state & federal survey laws, rules & guidelines; clinical laboratory procedures; microbiology; chemistry; bacteriology; medical technology. Skill in clinical laboratory techniques. Ability to define problems, collect data, establish facts & draw valid conclusions; deal with many variables & determine specific course of action; prepare complex reports & position papers.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 yrs. trg. or 3 yrs. exp. conducting surveys of clinical laboratories applying federal regulations; 2 yrs. trg. or 2 yrs. exp. in supervisory principles & techniques; valid driver's license & in addition, one of following options:

Completion of associate core program in laboratory or medical technology; 5 yrs. trg. or 5 yrs. exp. in clinical laboratory procedures.

-Or completion of undergraduate core program in laboratory or medical technology; 2 yrs. trg. or 2 yrs. exp. in clinical laboratory procedures.

-Or completion of undergraduate core program in microbiology, chemistry, bacteriology or related field (e.g., health

science, pulmonary function, allied health); 3 yrs. trg. or 3 yrs. exp. in clinical laboratory procedures.

-Or successful completion of Health Education & Welfare/Health & Human Services proficiency examination as Clinical Laboratory Technologist pursuant to Section 241 of Public Law 92-603.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel, & if so, must be able to provide own transportation.