

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HEALTH FACILITIES SURVEYOR I

POSITION CODE: 18011
Effective Date: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under general supervision, carries out progressively responsible inspections, surveys and reinspections in accordance with state and federal laws and guidelines, explaining related laws and outlining violations; as a team member, participates in the conduct of investigations and exit interviews with health facility providers; receives instruction and on-the-job training in the conduct of state licensure, Medicare or Medicaid certification surveys and inspections of care of health care facilities.

The Health Facilities Surveyor I is the entry level of this series, where incumbents participate in inspections, surveys and reinspections as team members. In contrast, the Health Facilities Surveyor II is designed for those positions that are additionally responsible for coordinating the work of Health Facilities Surveyor team members and independently performing Health Facilities Surveyor work when the presence of a team is not required.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Participates in and completes agency sponsored and federal training programs to develop professional skills and knowledge of applicable rules and regulations concerning licensure standards and conditions of participation in Medicare and Medicaid programs for health facilities providing long term care or those providing associated services for people with intellectual and/or developmental disabilities; through study of licensing and certification laws, regulations, policies and procedures, learns applicable principles and statutes used by health facility surveyors.
2. As a member of a health facility licensure or certification survey team, performs public health inspections and surveys of long-term care facilities, hospitals, state correctional facilities, home health agencies, ambulatory surgical treatment centers, end state renal disease facilities and child and adult day care facilities to determine the level of compliance with state licensure requirements and federal Medicare and Medicaid certification standards; through interview, inspection and other investigative processes, monitors and observes facility conditions and care provided to recipients and evaluates facility progress in meeting plans of correction; reports unusual situations and problems to the team leader or supervisor for consideration and disposition; documents findings, discusses deficiencies with other team members and prepares all necessary survey forms, memoranda, reports of findings and recommendations concerning licensure and certification of health facilities.
3. As a team member, assists in investigating complaints in health facilities concerning patient care or the operation of the facility or agency; discusses complaint findings with other team members and prepares related reports; reviews the content and significance of findings with operating and management personnel of the facility or agency and recommends methods to develop adequate programs; assists in moving residents to other facilities in decertification or emergency situations.

4. As a team member, provides assistance to providers by participating in pre-planning conferences, on-site visits and workshops; explains and interprets laws, standards, rules, regulations, policies and procedures related to licensure and certification of health facilities.
5. Attends staff meetings, inter-agency meetings, professional meetings and workshops as a means of maintaining expertise in the professional discipline area and in concepts applicable to health care facilities.
6. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

DESIRABLE REQUIREMENTS:Education and Experience:

Requires completion of four years of college with a minimum of 30 semester hours in the physical and/or biological sciences, supplemented by one year of professional experience in environmental health sanitation or in a health care facility.

OR

Requires a bachelor's degree in a human services professional field such as sociology, special education, rehabilitation counseling or psychology, supplemented by one year of experience working directly with persons with intellectual or other developmental disabilities and an additional two years of professional experience in which the problems and needs of individuals with intellectual disabilities and/or those with related conditions are addressed; or a master's degree in a human services professional field and one year of experience working directly with persons with intellectual or other developmental disabilities.

OR

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a master's degree in nutrition, dietetics or food service management, preferably including registration by the American Dietetic Association and possession of a valid Illinois certificate as a registered Dietitian.

Knowledge, Skills and Abilities

Requires working knowledge of the applicable professional specialty discipline, which is either that of an Environmental Health Practitioner, a Dietitian or a Qualified Intellectual Disabilities Professional.

Requires working knowledge of acceptable standards of practice in health facilities and professions and the principles related to the delivery of care to patients.

Requires working knowledge of curriculum development, teaching methodologies, techniques and strategies.

Requires ability to satisfactorily complete state and federal training concerning laws and regulations governing licensure, Medicare/Medicaid certification and inspections of health care facilities and/or to obtain federal Surveyor Minimum Qualification Training certification.

Requires ability to conduct the survey process effectively and efficiently, including the evaluation of the environment, records and care and service delivered by the health care provider, identifying areas of non-compliance, problems and discrepancies, and determining possible resolution or action.

Requires ability to gather, collate and classify information about data, people or things and to interpret an extensive variety of technical materials in books, journals and manuals.

Requires ability to establish and maintain effective working relationships with professional personnel, supervisors, peers, the general public and consumers.

Requires ability to communicate effectively, both orally and in writing.

Requires ability to exercise judgment, discretion and maintain confidentiality during the conduct of the survey process.

Requires ability to travel to health care provider locations to conduct on-site reviews.