

## CLASSIFICATION SPECIFICATION

|                           |             |                         |                 |
|---------------------------|-------------|-------------------------|-----------------|
| <b>FLSA:</b>              | <b>NEXP</b> | <b>Job Code:</b>        | <b>ACV35434</b> |
| <b>Job Class Code:</b>    | <b>580</b>  | <b>Salary Schedule:</b> | <b>AREG</b>     |
| <b>EEO Category:</b>      | <b>02</b>   | <b>Grade:</b>           | <b>19</b>       |
| <b>Workers Comp Code:</b> | <b>8833</b> |                         |                 |

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|------------------------------|-----------------|------------------------|--|
| <b>Job Code Established:</b> | <b>07/01/85</b> | <b>Effective Date:</b> |  |
| <b>Job Code Revised:</b>     | <b>01/01/96</b> | <b>Effective Date:</b> |  |

**JOB CODE SERIES:** Health Care Series

**JOB CODE TITLE:** HEALTH CARE FACILITIES INSPECTIONS SPECIALIST

**HRIS TITLE:** HLTH CARE FAC INSPNS SPCT

**WORK DESCRIPTION:** Conducts in-depth inspections and/or evaluations of a wide range of health care facilities, to include both short term and long term care facilities, for State licensing and Medicare certification purposes; conducts investigations into consumer/patient complaints; takes necessary actions against providers found to be in noncompliance with State and Federal regulations and standards.

**WORK ACTIVITIES:** Examines records of health care facilities to verify that all are being maintained in compliance with legal requirements. Writes drafts of notices of violation or cease and desist orders and routes them for mailing to health care facilities under regulation. Informs licensed health care facilities of violations they may have; makes suggestions for correction. Tours and inspects medical care facilities to verify that adequate records are maintained and that other factors in the facility affecting the health, welfare and safety of residents, staff and visitors are properly controlled; evaluates and determines compliance with state licensing and Medicare standards and continued eligibility for funding. Examines practices, procedures, equipment, materials and supplies in pharmacy and drug room services in health care facilities; evaluates in accordance with established standards; makes recommendations. Examines and inspects patient care services, equipment and procedures in health care facilities; evaluates and makes recommendations. Confers with and advises administrators and staff of health care facilities regarding areas not in compliance with federal and state standards, and methods for bringing areas into compliance. Investigates and evaluates consumer complaints resulting from care provided at health care facilities. Examines program and inventory records of a food service operation in a health care facility to verify compliance with laws and regulations. Writes detailed reports based on investigation or inspection, in prescribed format or on established form provided. Composes detailed investigative or inspection reports. Performs related work as required.

**WORK CONDITIONS:** Frequent daily travel, involving occasional overnight stays away from home base; occasional contact with hostile providers.

**SUPERVISION:** Works under the direction of a first line supervisor, and exercises independent judgment within established program policies and procedures.

**WORK RESULTS/PRODUCTS:** Completed inspections for licensure and Medicare certification; completed complaint investigations; completed inspection/investigation reports, to include recommendations for actions; completed reviews of license applications.

**RESPONSIBILITY:** Timely and accurate completion of inspections and investigations; scheduling and prioritizing work assignments within established time frames.

**AUTHORITY:** Makes recommendations for approving/denying facilities licenses; makes recommendations for issuing cease and desist orders; determines facilities' compliance with applicable standards, policies and procedures.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Knowledge of Federal and State statutes, rules and regulations applicable to the licensure and Medicare certification of health care facilities. Knowledge of inspection methods, procedures and techniques used to ensure health care meets established standards. Knowledge of organizational structures, management practices and programs commonly found in health care facilities. Knowledge of contemporary concepts and practices of general and/or generic nursing.

**Skill/Ability to:** Skill in oral and written communication. Skill in analyzing and evaluating a wide variety of medical and administrative records to ensure compliance with applicable standards. Skill in interpersonal relations, as applied to contacts with health care facility administrators and staff, representatives of local, State and Federal governmental agencies and the public. Skill in making level care determinations on long-term care patients.

**SPECIAL SELECTION FACTORS:** Completion of a two year registered nursing program and two years of general nursing experience; OR a Bachelor of Science degree in nursing, health services administration, health administration, public health sanitation or a closely related health science field and one year of experience in a related health care field. Some positions may require successful completion of a Surveyor Minimum Qualification test prior to attaining permanent status. Some positions may require possession of a license to practice as a Registered Nurse in the State of Arizona or proof of eligibility for reciprocity or registration as a Sanitarian in the State of Arizona.