

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV35464
Job Class Code:	510	Salary Schedule:	AREG
EEO Category:	02	Grade:	21
Workers Comp Code:	9410		

Job Code Established:	07/01/01	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Care & Health Facility Licensure Series

JOB CODE TITLE: FEDERAL & STATE LICENSING SURVEYOR

HRIS TITLE: FEDERAL & STATE LICG SURVEYOR

CHARACTERISTICS OF THE CLASS: Works independently and/or with a team of other surveyors within federal guidelines to conduct inspections, and/or evaluations of Medical and/or Long-Term care facilities for the purpose of Social Security Act, Title XVIII, Medicare Certification, social Security Act, Title XIX, Medicaid certification, and state licensing. Monitors poor performing facilities for Medicare; conducts complaint validation and accreditation surveys; performs complex nursing assessments; conducts consumer, client, resident, and/or patient complaint investigations; provides training and technical assistance to providers regarding federal and state regulation requirements; participates in enforcement actions as necessary; works with and in Medicare mainframe databases. Requires agility to become proficient in multiple sets of Federal regulations and multiple sets of State statutes and rules, and multiple linked survey processes. Requires travel throughout the state and occasional long-distance air travel; involves overnight stay up to as long as a week away from home base and flexibility in hours and/or days of the week worked; occasional confrontations with noncompliant providers; frequent hours sitting to compose and/or review survey documentation, or traveling.

EXAMPLES OF DUTIES: Tours of inspects facilities to verify that the health, welfare and safety of consumers, clients, residents and/or patients is maintained; learns multiple sets of Medicare certification requirements, multiple sets of state statutes and rules, and multiple lined survey processes; determines compliance with federal and/or state licensing and certification standards; makes recommendations regarding federal and/or state certification and licensure; evaluates facilities' policies and procedures, staffing levels, protocols, programs, provided services, records, implementation and/or monitoring of utilization review plans and quality assurance; provides technical assistance with regulations for providers, staff, media, and the public; conducts basic fire, sanitation, pool safety, and building inspections as necessary; conducts confidential interviews with clients, patients, residents, ombudsmen, and/or family members, and/or patient representatives to evaluate provision of services, care plans, and overall condition of client, patient, or resident; conducts complex and/or high profile complaint investigations and surveys; conducts joint investigations with local law enforcement and other agencies, as necessary; confers with and provides technical assistance to facility administrators and staff regarding noncompliant area and conducts entrance and exit conferences; provides technical assistance as appropriate; testifies at administrative and judicial hearings as necessary; composes detailed investigative and/or inspection reports, federal reports, and a variety of legal and other correspondence; participates in performance improvement committees and work groups; precepts new surveyors as required; participates in in-service training and continuing education programs.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: specialty area, e.g., medical, long-term care facilities; standards of good medical and nursing practice; medical terminology and coding; organizational management of

health care facilities; operation of and principles of health care administration; social services; and/or statistical analysis.

Skill/Ability to: observation, analysis and evaluation; problem-solving; oral and written communication and documentation, interpersonal relations with providers, public and law enforcement agencies, consumers, the media, and the public; utilization of investigative and interviewing techniques for assessments; public speaking; enforcing federal and state regulations and standard; recommending federal and state enforcement actions; identifying signs of abuse, neglect, and exploitation; educating and assisting providers on a variety of topics pertinent to facility's activities; compiling the findings of multiple surveyors into one clear, concise and defensible statement of Deficiencies; time management. learn to interpret and apply Federal Regulations (42 Code of Federal Regulations), Medicare State Operations Manual, Section 1128A of the Social Security Act, State Operations Manual Appendices, Interpretive Guidelines and State Agency Letters, federal Conditions of Participation, the Joint Commission on the Accreditation of Healthcare Organizations standards and requirements, and multiple sets of Federal regulations, multiple State statutes and rules, and multiple linked survey processes, including federal and state regulations regarding facilities, food, sanitation, infection control, nursing and nursing aides licensing and standards, pharmacy regulations, federal Emergency Medical Treatment and Labor Act ("dumping"), survey, validation, and enforcement processes, quality improvement planning; federal requirements for providing information to the State Long Term Care Ombudsman and information access by the state Medicaid (AHCCCS) Fraud Control Unit; federal mainframe databases, including MDS and/or OASIS, federal prospective Payment System (PPD).

SPECIAL SELECTION FACTORS: Positions require successful completion of Federal health & Human Services, Health Care Financing Administration basic training or the Federal 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 of an out-of-state license. Some positions may require registration as a Sanitarian or Dietician in the State of Arizona. May require and Arizona driver's licenses appropriate to assignment.(Specialty area will be announced during the recruitment process.) Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted. Typical ways to obtain the KSAs would be: Completion of a two (2) year Registered Nursing program and general nursing experience; or A Bachelor's degree in Nursing, Health Services Administration, Public Health Sanitation, Registered Dietician or a closely related health field and experience in a related health care field.