

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV35465
Job Class Code:	510	Salary Schedule:	AREG
EEO Category:	02	Grade:	22
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 TEAM LEADER

HRIS TITLE: FEDERAL & STATE LICG TM LDR

CHARACTERISTICS OF THE CLASS: Supervises and directs a group or team of surveyors who conduct inspections, and/or evaluations of Medical and/or Long-Term care facilities for the purpose of Social Security Act, Title XVIII, Medicare; social Security Act, Title XIX, Medicaid and state licensing involving multiple sets of Federal regulations, multiple sets of State statutes and rules, and multiple linked survey processes. Coordinates and reviews the work of subordinate staff, ensuring accurate and timely completion of on-site compliance surveys, and complaint investigations; schedules the monitoring of poor performing facilities for Medicare; transmits information to the State Long Term Care ombudsmen and the State Medicaid Fraud Control Unit. Provides training and technical assistance to providers regarding federal and state laws; participates in enforcement actions as necessary; represents the Program Manager at meetings and public functions, and acts in the stead of the Program Manager when requested. May be required to do on-site inspections and/or evaluations alone, as a preceptor, or as a member of a team; may conduct coordination meetings with other state agencies, advocacy groups and other stakeholders. Requires travel throughout the state of occasional long distance air travel, involving over-night stays up to as long as a week away from home base; flexibility in hours and/or days of the week worked; occasional confrontations with noncompliant providers and/or staff; frequent hours sitting to compose and/or review survey documentation, or traveling.

EXAMPLES OF DUTIES: Supervises and/or accompanies surveyors on difficult health care facility and/or Life Safety Code inspections, including state and federally funded programs, programs serving special needs persons and culturally diverse populations to ensure compliance with established state statutes and rules and federal regulations; conducts, supervises, and/or accompanies surveyors on difficult, complex, and/or high profile complaint investigations; precepts new surveyors; performs and/or reviews nursing assessments; conducts joint investigations with federal, state, and/or local law enforcement agencies, as necessary; performs quality assurance audits; provides technical assistance with states and rules for staff,, providers and the public; assists in statute and rule promulgation; prepares detailed investigation and/or inspection reports, legal orders, and a variety of administrative and statistical reports as needed; prepares and distributes informational publications related to the program; reviews inspection and investigation reports submitted by surveyors; assists in issue identification documented during inspections and/or investigations; discusses and implements appropriate corrective action; tracks repeat violations in order to recommend enforcement actions; develops recommendations to include in reports developed as a result of inspection/investigations conducted; analyzes and determines federal and/or state compliance; testifies at administrative and judicial hearings as necessary; participated in performance improvement committees and work groups; may additionally supervise office support staff; represents the Program Manager at meetings and public functions and acts in the absence of the Program Manager, as designated.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: principles and practices of administrative, supervisory and work management techniques; effective communication skills and interpersonal relations; 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, multiple sets of Federal regulations and multiple sets of 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 Prospective Payment System (PPS); organizational management of health care facilities operation of the principles of health care administration; social services; standards of good medical and nursing practical medical terminology and coding; medical and nursing practice standards; statistics; analysis; rule development' legal options and legal document preparation; inspection methods; health facility organizational and corporate structures, management practices and procedures; current concepts and characteristics and identification of abuse, neglect and exploitation, disease, and special needs; adult learning strategies utilized in the course of provider training; data collection and interpretation, research and statistical methods, and report formatting.

Skill/Ability in: people, program, and resource management; supervisory procedures; media relations; oral and written communication, observation; interviewing; investigative techniques; effective listening, public speaking, teaching; application of supervisory concepts; analysis and evaluation' problem-solving; identification of abuse, disease, and/or special needs; medical and/or nursing management and assessment, disease entitles, treatments and procedures; time management and organization. become proficient in multiple sets of Federal regulations, multiple sets of State statutes and rules, and multiple linked survey processes.

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, general nursing experience, and related regulatory experience; or A Bachelor's degree in Nursing, Health Services Administration, Public Health Sanitation, Registered Dietician or a closely related health field, experience in a related health care field, and related regulatory experience.