

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

HEALTH FACILITIES SURVEYOR II

POSITION CODE: 18012

Effective Date: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under direction, independently or as a member of a professional team, conducts and coordinates state licensure, Medicare or Medicaid certification surveys, investigations, inspections of care and reinspections of health facilities in accordance with state and federal laws and guidelines; explains related laws, deficiencies and violations to owners and operators of health facilities, conducts exit interviews and recommends appropriate corrective measures; recommends and assists supervisor with necessary enforcement actions.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Independently or 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 in order to determine the level of compliance with state licensure requirements or federal Medicare and Medicaid certification standards and to determine eligibility for licensure or certification; 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; discusses deficiencies with other team members, providing leadership in matters concerning the professional discipline specialty area; prepares all necessary survey forms, memoranda, reports of findings and recommendations concerning licensure and certification of health facilities.
2. Investigates complaints in health facilities concerning patient care or the operation of the facility or agency; prepares reports of complaint findings; reviews the content and significance of survey or investigation 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; compiles information for license revocation hearings or court proceedings; provides testimony during hearings or court proceedings against non-compliant facilities.
3. As a team coordinator, coordinates survey or inspection team member assignments; ensures appropriate completion of required records and reports, reviewing survey packages for accuracy, completeness and timeliness; conducts entrance and exit conferences with health facility owners and operators; prepares survey packages for certification and transmittal.
4. Provides assistance to providers by conducting and participating in pre-planning conferences, on-site visits and workshops; explains and interprets state laws, standards, department rules and regulations and policies and procedures as they relate to licensure and certification of providers.

## HEALTH FACILITIES SURVEYOR II (continued)

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 successful completion of both state and federal Basic Surveyor Orientation courses and, for positions engaged in long term care surveys, certification of having successfully completed the Health Care Financing Administration's Surveyor Minimum Qualifications Training.

Requires one year of experience as a health facilities surveyor.

Additionally requires either:

- 1) Completion of four years of college with a minimum of 30 semester hours in the physical and/or biological sciences, supplemented by three years of professional experience in environmental health sanitation or in a health care facility;

OR

- 2) 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 three 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, supplemented by one year of experience working directly with persons with intellectual or other developmental disabilities and an additional one year of professional experience in which of the problems and needs of individuals with intellectual disabilities and/or those with related conditions are addressed;

OR

- 3) Possession of a valid Illinois certificate as a registered Dietitian and 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 and one year of professional experience in nutrition, dietetics or food service management; preferably requires registration by the American Dietetic Association.

## HEALTH FACILITIES SURVEYOR II (continued)

Knowledge, Skills and Abilities

Requires extensive 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 state and federal laws and regulations governing licensure and certification of health care providers.

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 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.