

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HEALTH FACILITIES SURVEYOR III

POSITION CODE: 18013
Effective Date: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under general direction, independently or as a member of a professional team, serves at the expert level by regularly performing the most difficult and complex assignments associated with state licensure, Medicare or Medicaid certification surveys, investigations, inspections of care and reinspections of health facilities; regularly conducts and coordinates surveys, investigations and inspections of facilities with severe problems, such as those where certification or licensure revocation proceedings or other legal action is probable; serves as a preceptor for lower level surveyors.

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, regularly including those facilities that are experiencing severe problems in complying with state licensure requirements or federal Medicare and Medicaid certification standards and/or where probable fraud exists; through interview, inspection and other investigative processes, monitors and observes facility conditions and care provided to recipients; evaluates the need for legal action and facility progress in meeting plans of correction; prepares all necessary survey forms, memoranda, reports of findings and recommendations concerning licensure and certification of health facilities; discusses deficiencies with other team members, providing leadership in survey techniques and the professional specialty discipline.
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 expert testimony during hearings or court proceedings against non-compliant facilities.
3. As a preceptor to new surveyors, conducts training for purposes of initial orientation and continued development, including such topics as different provider types or changes in regulations and survey techniques; monitors performance of new surveyors and provides feedback to the supervisor; recommends changes in survey procedure, orientation or training materials and other policies and procedures.
4. 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.

5. 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.
6. 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.
7. 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, requires certification of having successfully completed federal Surveyor Minimum Qualifications Training.

Requires three years 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; preferably requires possession of an Environmental Health Practitioner license valid in Illinois.

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 the problems and needs of mentally retarded 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.

Knowledge, Skills and Abilities

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

Requires extensive 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 working knowledge of investigation and interrogation techniques, such as might be obtained through completion of police officer training.

Requires ability to satisfactorily complete training concerning state and federal law and regulations governing licensure and Medicare/Medicaid certification of health care facilities.

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, state and local police 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.