



Health Facilities Surveyor 2

Class Code:
9797

WEST VIRGINIA
Established Date: Nov 18, 1996
Revision Date: Mar 25, 2022

SALARY RANGE

\$3,179.75 - \$5,882.42 Monthly
\$38,157.00 - \$70,589.00 Annually

NATURE OF WORK:

Under general supervision, these positions perform advanced level professional work conducting complex regulatory compliance determinations during inspections of healthcare facilities including, but not limited to: hospitals, long-term care facilities, home health agencies, hospices, residential board and care facilities, personal care homes, ambulatory surgery centers, end stage renal dialysis units, rural health clinics, screening mammography facilities, emergency equipment, emergency vehicles, and clinical laboratories. These positions function as team leader of a disciplinary team. They survey facilities through observation of care and delivery of services, interview and review of documentation, such as policy and procedures, committee meeting minutes, facility operating records, personnel files, training records and patient/resident medical records. Work involves frequent overnight travel (up to 90% of the average workweek). Function as a lead worker. Perform related work as required.

Distinguishing Characteristics

These positions are working at the advanced level and act as a team leader of a multi-disciplinary survey team and/or as a lead worker on a regular, recurring basis.

EXAMPLE OF WORK:

- As team leader of a survey team, discuss areas of non-compliance with team members, compiles recommendations concerning licensure and/or certification status, edit final reports and review corrective measures.
- Participate in developing, reviewing and revising health care regulations based on changes in state or federal regulations or studies, submit drafts of proposed changes to various organizations and agencies for comment and discussion.
- Conduct on-site survey of behavioral and medical health care facilities; discuss survey procedures and practices with administrators and department directors.
- Observe client/patient care, collect and record objective data, review medical and other records, interview clients/patients in a group or individually, evaluate policy and treatment or therapeutic services to determine accuracy and adequacy of program/service delivery.
- Review facility operation and management records, committee meeting minutes and related records, as well as resident personal funds accounts to determine compliance with regulatory requirements.

- Review organizational charts, personnel credentials and training records, and policies and procedures to determine appropriate staffing levels and qualifications of staff to perform services.
- Tour the facility to evaluate compliance of the physical environment of areas, such as laboratory, patient treatment and living areas, as well as the kitchen and pharmacy.
- Evaluate social services, activities, recreation and resident rights issues to ensure quality of services and quality of life.
- Utilize laptop computer system to compile, document and record data and to print preliminary findings.
- Meet with other survey team members to research facility history, review appropriate regulations and to delegate survey duties for each survey, review accommodation and travel plans, submit detailed expense and activity reports.

Knowledge, Skills and Abilities

- Knowledge of health and safety related fields including special education, behavioral health and laboratory services.
- Knowledge of medical and behavioral terminology, health care organizations, professional credentialing and practice standards and treatment modalities as they relate to one or more of the following: medical, nursing, social, laboratory medicine or science, behavioral health, dietary, pharmaceutical, therapy services and documentation principles related to each.
- Knowledge of practices and procedures in medical care administration and health services provision.
- Ability to comprehend, interpret and apply complex information and program material.
- Ability to work well with a variety of people.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise good judgment in evaluating situations.
- Ability to manage time effectively.
- Ability to lead co-workers.

MINIMUM QUALIFICATIONS:

Training: Bachelor's degree from an accredited college or university with a major in nursing, social work, vocational rehabilitation, hospital or health care administration, nutrition, psychology, counseling, medical records management, clinical laboratory or related sciences, recreation, speech, physical or occupational therapies or other related health/social services/educational fields or safety, engineering or architectural design.

OR

Substitution: Any combination of experience as described below I substitute for the required training on a year-for- year basis.

AND

Experience: Four (4) years of full-time or equivalent part-time paid professional experience in public health, social work, nursing, vocational rehabilitation, hospital administration or related health program, safety, engineering or architectural design, as a building maintenance supervisor, OR as a paramedic or emergency medical technician.

OR

Substitution: A Master's degree in one (1) of the above subject areas may substitute for one (1) year of the required experience.

OTHER INFORMATION:

Market Rate: \$62,195

SUPPLEMENTAL INFORMATION:

Established: 12/19/1996

Revised: 01/06/1998; 03/02/2004; 03/18/2005; 08/08/2006; 10/25/2016; 01/17/2018;
03/25/2022

Effective: 03/25/2022