



Health Facilities Surveyor 1

Class Code:
9796

WEST VIRGINIA
Established Date: Aug 19, 1992
Revision Date: Mar 25, 2022

SALARY RANGE

\$2,999.50 - \$5,549.08 Monthly
\$35,994.00 - \$66,589.00 Annually

NATURE OF WORK:

Under general supervision, these positions perform full-performance level professional work conducting complex regulatory compliance determinations during inspections of health care 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 medical equipment, emergency vehicles, and clinical laboratories. Functioning individually, or as part of a multi-disciplinary team, these positions 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). Perform related work as required.

Distinguishing Characteristics

These positions are the first level in the series, and conduct surveys individually or as a member of a multi-disciplinary team. An incumbent would not be expected to act as a team leader or lead worker on a regular, recurring basis.

EXAMPLE OF WORK:

- 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, policies and procedures to determine appropriate staffing levels and qualifications of staff to perform services.
- Review emergency medical equipment and emergency vehicles.
- 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.
- As part of a survey team, discuss areas of non-compliance with team members.

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.
- Knowledge of medical equipment.
- Ability to comprehend and interpret 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 discern and evaluate situations using industry standards.
- Ability to manage time effectively.

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 may substitute for the required training on a year-for-year basis.

AND

Experience: Three (3) 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 areas may substitute for one (1) year of the required experience.

OTHER INFORMATION:

PG: 15 \$35,994 - \$66,589
 Market Rate: \$58,670

SUPPLEMENTAL INFORMATION:

Established: 08/20/1992

Title Changed: 12/19/1996

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

Effective: 03/25/2022