

Supervisor - Health Facilities Survey Program

Classification Number: 6016

Series Concept:

This classification manages both the processes of surveying and monitoring health care facilities throughout the state, and the survey staff. Health facilities surveying involves reviewing, evaluating, inspecting and certifying health care operations and procedures in public and private health facilities. Specifically, this includes surveying and certification of long-term care nursing facilities, surveying for participation in Medicare and Medicaid programs, State licensing inspections of long-term care facilities, nursing facilities, residential care facilities and assisted living facilities.

Schedules visits for surveys, revisits, complaint investigations, new facility initial licensure/certification and monitoring based on required state time frames. Assigns staff based on such considerations as facility size, geographic location, facility compliance history, current complaints, surveyor staff availability and team dynamics.

Reviews survey reports for accuracy, clarity, compliance with principles of documentation and legal defensibility. Reviews survey reports from facilities found to be providing substandard quality of care, and develops recommendations/action plans for corrections.

Consults with healthcare facilities and state, federal and local agencies. Develops, evaluates, applies and recommends changes in licensing and certification regulations, policies and procedures.

Provides technical advice and clarification to other departments, units, facilities' staff and surveyors.

Provides expert testimony at hearings on disputed findings. Consult with DOJ attorneys regarding court proceedings, affidavits and testimony. Assist surveyors in preparing for court proceedings.

Develops and maintains office policies. Works across functions and serves as functional expert on committees.

Positions in this class are in management service and have the authority to hire, promote, transfer, assign, retain, suspend, discharge, discipline, reassign, schedule work, relieve employees due to lack of work, and otherwise determine the methods, means and personnel by which operations are conducted.

Plans and conducts meetings, training sessions or briefings as needed.

Distinguishing Features

There is a single classification and not part of a series.

Minimum Qualifications & Skills:

EDUCATION: A Bachelor's degree in the subject matter surveyed or a Bachelor's degree in a recognized health field, i.e., microbiology, medical technology, nursing, physical therapy, psychology, social work, or other related field or the educational requirements for entrance into the profession.

EXPERIENCE: Two years experience performing the duties of a health facilities surveyor. Minimum of one year of responsible professional administrative or clinical experience requiring definition and implementation of operational program policy in a health facility, clinic, or related agency.

CERTIFICATION/LICENSURE: Some positions may require Oregon State licensure in the profession surveyed. Some positions may require current certification credentials.

KNOWLEDGE/SKILLS:

Demonstrated positive interpersonal and communication skills with colleagues, patients, families, physicians, and the community.

Training techniques and methods.

Principles of effective supervision, including effective communication, coaching, mentoring.

Critical thinking ability to include analyzing situations accurately and taking effective action.
Ability to apply the required technical knowledge.