



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEALTH FACILITIES INSPECTION MANAGER	38	B	10.508
HEALTH FACILITIES INSPECTOR III	36	B	10.510
HEALTH FACILITIES INSPECTOR II	35	B	10.509
HEALTH FACILITIES INSPECTOR I	32	B	10.516

SERIES CONCEPT

For purposes of initial licensing or ongoing regulatory compliance, Health Facilities Inspectors conduct inspections of health care facilities and services such as hospitals, skilled nursing facilities, inmate medical care in prisons and transitional living facilities, intermediate care facilities, home health agencies, health care referral agencies, community triage centers, facilities for refractive laser surgery, ambulatory surgical centers, facilities for treatment of irreversible renal disease, medical laboratories, independent physician offices, rural health clinics, hospices, comprehensive outpatient rehabilitative facilities, outpatient physical therapy facilities, adult day care and group care facilities, alcohol and drug abuse treatment centers and half-way houses, obstetrical centers, independent centers for emergency medical care, rehabilitation clinics, occupational and physical therapists, and other facilities and practitioners as directed. Examples of areas for inspection include health care services; policies and procedures regarding admission, discharge, and resident rights; and life safety code compliance.

Conduct inspections of assigned facilities independently or as part of a multi-disciplinary or multi-agency team through review of records, interviews, and observations to evaluate compliance with federal and/or State laws and regulations pertaining to licensure, permitting, certification, Medicare and/or Medicaid.

Inspect laboratory services including independent reference laboratories, physician office laboratories, and locations where testing is performed; review the qualifications of laboratory directors and other personnel; evaluate compliance with State and federal requirements for laboratories including the Clinical Laboratory Improvement Amendments (CLIA) administered by the Centers for Medicare & Medicaid Services (CMS); conduct complaint investigations.

Participate in initial meetings with facility owners, administrators, professional staff, legal representatives and/or consultants to explain the inspection process and statutory and regulatory requirements, solicit cooperation, and obtain access to the information needed to complete the inspection.

Review facility policies and procedures, quality assurance programs, patient medical records, and infection control measures to determine whether medical care and dietary and social services are being provided in accordance with applicable standards, physicians' orders, treatment plans, and assessments of residents' mental and physical condition.

Review facility profit and loss and other financial statements, operational records, resident agreements and related documents to ensure quality business practices in areas such as contracts, admissions, trust accounts, general ledgers, accounts payable and accounts receivable.

Inspect the physical plant by touring the facility, verifying room and bed numbers and reconciling with license applications and architectural drawings; note deficiencies in applying construction standards; evaluate environmental conditions relating to safety and sanitation; review fire and other emergency plans.

Review architectural drawings/plans to ensure compliance with State construction standards for facilities and life safety code standards; communicate final determinations to facilities and contractors.

HEALTH FACILITIES INSPECTION MANAGER	38	B	10.508
HEALTH FACILITIES INSPECTOR III	36	B	10.510
HEALTH FACILITIES INSPECTOR II	35	B	10.509
HEALTH FACILITIES INSPECTOR I	32	B	10.516

Page 2 of 6

SERIES CONCEPT (cont'd)

Summarize findings, including identification of violations, for presentation to the facility administrator during the exit interview; prepare a formal report detailing the results of the inspection; make recommendations to CMS concerning continued certification status; recommend enforcement actions and assist in the preparation of sanction notices and related documents.

Review and approve facility plans for correcting deficiencies; conduct informal dispute resolution meetings and review allegations or findings of noncompliance; coordinate joint inspections or meetings and collaborate with other regulatory or advocacy agencies for the protection of public health and safety.

Investigate and resolve complaints against facilities by determining whether a problem exists, responding to the complainant, and taking or recommending appropriate action.

Provide information to health care administrators and personnel and assist them in interpreting and meeting State and federal regulations and statutes; prepare and conduct formal provider training seminars on regulatory issues and new techniques for provision of medical and infection control services.

Perform related duties as assigned.

CLASS CONCEPTS

Health Facilities Inspection Manager: Under general direction, incumbents plan, organize, and manage the work of lower level Health Facilities Inspectors and other professional staff, who may include Registered Nurses. Incumbents draft legislation and develop rules and regulations; solicit and respond to public comments; testify before the State Board of Health and in court proceedings; develop and monitor budgets; oversee the development, maintenance, and revision of quality assurance systems; analyze document preparation and approve sanction action to be taken against violators; develop scope of work requirements for contracts and requests for proposal; manage grants; develop agreements with other agencies; participate on advisory committees for the advancement of quality care initiatives; collaborate with local health authorities to develop statewide initiatives; and recommend approval or denial of requests for waivers of, or variances from, regulatory requirements. This is the managerial level in the series.

Health Facilities Inspector III: Under limited supervision, incumbents perform and oversee the duties described in the series concept. Incumbents are assigned primary responsibility for the timely and accurate completion of inspections; develop quality assurance programs; and train, supervise and evaluate the performance of lower level Inspectors. This is the supervisory level in the series.

Health Facilities Inspector II: Under general supervision, incumbents perform the duties described in the series concept. This is the journey level in the series.

Health Facilities Inspector I: Under guidance of a higher level Inspector, incumbents perform basic file review and other non-complex aspects of inspections below the journey level. This is the entry level in the series, and progression to the next level may occur upon meeting the minimum qualifications, satisfactory performance, and with the approval of the appointing authority.

HEALTH FACILITIES INSPECTION MANAGER	38	B	10.508
HEALTH FACILITIES INSPECTOR III	36	B	10.510
HEALTH FACILITIES INSPECTOR II	35	B	10.509
HEALTH FACILITIES INSPECTOR I	32	B	10.516

Page 3 of 6

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A valid driver's license or evidence of equivalent mobility is required at the time of application and as a condition of continuing employment.

INFORMATIONAL NOTE:

- * Some positions require professional licensure or certification and will be identified at the time of recruitment.

HEALTH FACILITIES INSPECTION MANAGER

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public health, health care or business administration, the medical or biological sciences, criminal justice, or a specialty field identified for the specific recruitment such as dietetics, facilities construction and maintenance, finance or accounting, medical technology, social work or social science, and four years of professional experience as an inspector or surveyor in a health-related accrediting organization or in a state or federal regulatory compliance program which involved the inspection, licensing, or complaint investigation of health care facilities to determine compliance with state or federal laws and regulations, one year of which was supervisory and equivalent to the Health Facilities Inspector III level in Nevada State service; **OR** an equivalent combination of education and experience as described above; **OR** one year of experience as a Health Facilities Inspector III in Nevada State service. (*See Special Requirement and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: federal and State laws, rules, and regulations as applied to the inspection of health facilities. **Working knowledge of:** principles and practices related to project and program management. **Ability to:** set workload priorities and develop and implement goals and objectives; maintain organized tracking systems, interpret patterns and develop alternative plans; establish and maintain collaborative working relationships with related agencies, health care facility administrators, and the media; develop, maintain and revise a quality assurance system; supervise and evaluate the work of professionals and subordinate supervisors engaged in regulatory compliance activities; analyze and monitor legislative bills; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: mediation and adjudicatory practices and resources for resolving appeals from inspected facilities. **Working knowledge of:** State budgeting and legislative processes; grant management, including application, budget reconciliation, monitoring, reporting, review of documentation, and oversight of sub-grantees. **Ability to:** make independent judgments when designated as a hearing officer; coordinate the unit's response to challenges from inspected facilities, including the defense of findings and recommendations in adversarial hearings; interpret and enforce department and division policies and rules.

HEALTH FACILITIES INSPECTOR III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public health, health care or business administration, the medical or biological sciences, criminal justice, or a specialty field identified for the specific recruitment such as dietetics, facilities construction and maintenance, finance or accounting, medical technology, social work or social science, and three years of professional experience as an inspector or surveyor in a health-related accrediting organization or in a state or federal regulatory compliance program which involved the inspection, licensing, or complaint investigation of health care facilities to determine compliance with state or federal laws and regulations, one year of which was equivalent to the Health Facilities Inspector II level in Nevada State service; **OR** an equivalent combination

HEALTH FACILITIES INSPECTION MANAGER	38	B	10.508
HEALTH FACILITIES INSPECTOR III	36	B	10.510
HEALTH FACILITIES INSPECTOR II	35	B	10.509
HEALTH FACILITIES INSPECTOR I	32	B	10.516

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

HEALTH FACILITIES INSPECTOR III (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

of education and experience as described above; **OR** one year of experience as a Health Facilities Inspector II in Nevada State service. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: federal and state laws, rules, and regulations as applied to the inspection of health facilities; processes and appropriate use of plans of correction and administrative sanctions such as fines, license suspension, license revocation, and limitations on admissions to facilities. **General knowledge of:** basic principles and practices of supervision. **Ability to:** review and analyze completed inspection reports for appropriateness, timeliness, and completeness of citations; mentor lower level staff and work collaboratively and share knowledge with peers, providers, advisory groups, managers and outside agencies; respond to complex problems and issues and resolve or guide subordinate staff in their resolution; organize, oversee and delegate work responsibilities; independently establish priorities which accurately reflect the relative importance of job responsibilities; identify staff training needs and develop plans of action; make informative and persuasive public presentations; compile workload data; prepare technical/legal writings for regulations changes and variance requests; facilitate team interaction; make recommendations for variances or other exceptions to regulatory requirements; evaluate professional skills and technical abilities of facility personnel; conduct research concerning health care/laboratory regulations and issues; use investigative techniques and gather clear, concise documentation; read and understand laboratory results and facility staff notes in conjunction with a patient's care, diagnosis, condition and activities; analyze facility accounting systems for compliance with generally accepted accounting principles; train staff on new and changed processes; mitigate inefficiencies and participate in plans for quality improvement of inspections and improvements in the quality of care for recipients; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State Rules for Personnel Administration specifically related to performance evaluation, discipline and grievance handling; agency policies and procedures related to travel and purchasing; regulation development processes.

HEALTH FACILITIES INSPECTOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public health, health care or business administration, the medical or biological sciences, criminal justice, or a specialty field identified for the specific recruitment such as dietetics, facilities construction and maintenance, finance or accounting, medical technology, social work or social science, and two years of professional experience as an inspector or surveyor in a health-related accrediting organization or in a state or federal regulatory compliance program which involved the inspection, licensing, or complaint investigation of health care or child care facilities to determine compliance with state or federal laws and regulations; **OR** bachelor's degree in one of the above disciplines and two years of professional health administration experience, including supervisory, administrative, inspection or regulatory responsibilities; **OR** two years of professional experience in the specialty area related to the position; **OR** an equivalent combination of education and experience as described above; **OR** one year of experience as a Health Facilities Inspector I or Child Care Facilities Surveyor in Nevada State service. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: regulatory and compliance processes; interpersonal relationships and team building techniques; principles of health care delivery systems. **General knowledge of:** basic human anatomy and physiology. **Ability to:** identify areas of noncompliance with regulations; produce clear, concise, accurate and well-organized documents and reports pertaining to observations and facts from inspections, with correct grammar and suitability for legal and administrative proceedings; provide guidance to new Inspectors and

HEALTH FACILITIES INSPECTION MANAGER	38	B	10.508
HEALTH FACILITIES INSPECTOR III	36	B	10.510
HEALTH FACILITIES INSPECTOR II	35	B	10.509
HEALTH FACILITIES INSPECTOR I	32	B	10.516

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

HEALTH FACILITIES INSPECTOR II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 inform providers and the public about inspection procedures and requirements; identify and secure information necessary to conduct a thorough review; make independent decisions based on professional judgment; respond appropriately in hostile situations; recognize obvious indications of patient/resident illness or abnormality; evaluate laboratory proficiency to ensure accuracy of results; identify possible abuse, neglect, or misappropriation of property of recipients of health care; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: regulatory requirements for health care facilities, various aspects of health care, and different types of inspections; community resources for health care recipients. **General knowledge of:** procedures and policies for obtaining variances from regulations; informal dispute resolution techniques. **Ability to:** assess the seriousness of deficiencies and determine enforcement or other action to be taken; make recommendations concerning licensure and certification issues and formally determine if the facility has violated statutory, regulatory, or certification requirements; consistently and accurately differentiate between actual conditions and regulatory standards for each provider/supplier; organize materials and processes to achieve desired objectives; interview residents and staff effectively to obtain needed information; present expert testimony in legal proceedings.

HEALTH FACILITIES INSPECTOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public health, health care or business administration, the medical or biological sciences, criminal justice, or a specialty field identified for the specific recruitment such as dietetics, facilities construction and maintenance, finance or accounting, medical technology, social work or social science, and one year of professional experience related to the position; **OR** an equivalent combination of education and experience as described above; **OR** one year of experience as a Health/Human Services Professional Trainee in Nevada State service. *(See Special Requirement and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: principles, practices and methods related to the specialty area of the position; proper English grammar, spelling, punctuation and composition to prepare inspection reports. **General knowledge of:** regulatory and compliance processes; operation of a personal computer and associated business software. **Ability to:** establish and maintain cooperative working relationships with those contacted in the course of work; participate as a member of a team or work independently on health care facility inspections; review and analyze information and draw logical conclusions; communicate effectively both orally and in writing; maintain organized and accurate records using a variety of data collection methods; maintain composure in demanding situations.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: health care terminology; past and present medical practices used in health care facilities for various populations, including geriatric and developmentally disabled; federal and State laws for licensing and certification of health facilities; investigative methods appropriate to regulatory compliance functions. **Ability to:** identify deficiencies related to health and safety; participate, as an inspection team member, in developing lists of deficiencies and evaluating plans for correction; interpret and apply rules, regulations, procedures and standards governing health care facility inspection and licensure; understand medical abbreviations and notes in facility documentation.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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 HEALTH FACILITIES INSPECTOR III
 HEALTH FACILITIES INSPECTOR II
 HEALTH FACILITIES INSPECTOR I

38 B 10.508
 36 B 10.510
 35 B 10.509
 32 B 10.516

Page 6 of 6

	<u>10.508</u>	<u>10.510</u>	<u>10.509</u>	<u>10.516</u>
ESTABLISHED:	9/1/89R 12/14/89PC	7/1/97P 9/19/96PC	4/4/75	4/4/75
REVISED:			7/1/87-12P 1/30/87PC	7/1/87-12P 1/30/87PC
REVISED:			8/6/87-3	8/6/87-3
REVISED:			9/1/89R 12/14/89PC	
REVISED:	11/8/94UC		11/8/94UC	11/8/94UC
REVISED:	7/1/97P 9/19/96PC		7/1/97P 9/19/96PC	7/1/97P 9/19/96PC
REVISED:	4/7/98UC	4/7/98UC	4/7/98UC	4/7/98UC
REVISED:	6/20/06UC	6/20/06UC	6/20/06UC	6/20/06UC
REVISED:				8/24/06UC
REVISED:	7/1/07LG	7/1/07LG	7/1/07LG	7/1/07LG
REVISED:	5/28/10UC	5/28/10UC	5/28/10UC	5/28/10UC
REVISED:	9/28/11PC	9/28/11PC	9/28/11PC	9/28/11PC