



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**JOB SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>HEALTH FACILITIES INSPECTOR - RN</b>	<b>37</b>	<b>B</b>	<b>10.552</b>
<b>SUPERVISOR, HEALTH FACILITIES INSPECTOR - RN</b>	<b>38</b>	<b>B</b>	<b>10.551</b>

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**JOB SUMMARY**

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Health Facilities Inspectors – Registered Nurse (RN) conduct inspections of health care facilities and services at a variety of facilities.

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**JOB DUTIES**

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**HEALTH FACILITIES INSPECTOR - RN**

1. Conduct inspections of facilities to assess compliance regarding licensure, permitting, certification, and Medicare/Medicaid.
2. Determine appropriateness of patient assessment and care, review charts and laboratory reports, observe procedures, conduct education and training, and initiate referrals to professional licensing boards as needed.
3. Conduct initial meetings with facility stakeholders to explain inspection procedures and regulatory requirements, seeking cooperation and access to necessary information.
4. Review facility policies and procedures, medical records, quality assurance programs, and infection control measures.
5. Examine financial documents in areas such as contracts, admissions, and financial management.
6. Inspect facility infrastructure and evaluate environmental conditions and emergency plans.
7. Review architectural plans for compliance with construction and life safety codes, communicating determinations to facilities and contractors.
8. Summarize inspection findings, identify violations, prepare formal reports, and make recommendations for certification status and enforcement actions.
9. Review and approve facility plans for correcting deficiencies, facilitate dispute resolution, and coordinate joint inspections with regulatory agencies.
10. Investigate and resolve complaints against facilities, taking appropriate action in response.
11. Assist in revising regulations, policies, and procedures to improve services.
12. Prepare and maintain facility licenses and files, review applications, verify information, and update listings.
13. Provide regulatory guidance to personnel and conduct training seminars on compliance issues and new medical techniques.
14. Perform related duties as assigned.

**SUPERVISOR, HEALTH FACILITIES INSPECTOR - RN**

1. Duties required at the previous level, AND:
2. Ensure the timely and accurate completion of inspections.
3. Develop quality assurance programs.
4. Train, supervise, schedule, and evaluate the performance of employees, and other supervisory duties as appropriate for managing people.
5. Perform related duties as assigned.

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**ESSENTIAL QUALIFICATIONS**

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**EXPERIENCE AND EDUCATION**

**HEALTH FACILITIES INSPECTOR - RN**

Three or more years of applicable experience as described in the job duties and current licensure as a RN issued by the Nevada State Board of Nursing.

**SUPERVISOR, HEALTH FACILITIES INSPECTOR - RN**

Four or more years of applicable experience as described in the job duties with a minimum of one-year supervisory experience preferred and current licensure as a RN issued by the Nevada State Board of Nursing.

**KNOWLEDGE, SKILLS, AND ABILITIES**

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

**HEALTH FACILITIES INSPECTOR - RN**

Knowledge of:

- Applicable federal and State laws, regulations, requirements, and agency policies and procedures; investigative methods appropriate to regulatory compliance functions; regulatory and compliance processes.
- Principles, practices, and methods related to nursing care; operation of a personal computer and associated business software; principles of health care delivery systems; health care terminology; past and present medical practices used in health care facilities for various populations; proper English grammar, spelling, punctuation, and composition to prepare inspection reports.
- Interpersonal relationships and team building techniques; principles of health care delivery systems; basic human anatomy and physiology; community resources for health care recipients; obtaining variances from regulations; informal dispute resolution techniques.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Identify areas of noncompliance with regulations; produce clear, concise, accurate, and well-organized documents and reports; provide guidance to staff, providers, and the public about inspection procedures and requirements; identify and secure information necessary to conduct a thorough review; 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.
- Establish and maintain cooperative working relationships; review and analyze information and draw logical conclusions; maintain organized and accurate records using a variety of data collection methods; respond appropriately in hostile situations and maintain composure in demanding situations.

**SUPERVISOR, HEALTH FACILITIES INSPECTOR - RN**

Knowledge, skills, and abilities required at the previous level, AND:

Knowledge of:

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- Processes and appropriate use of plans of corrective action; administrative sanctions such as fines, license suspension, license revocation, and limitations on admissions to facilities.
- Principles and practices of supervision and human resources; regulation development processes.

Ability to:

- Review and analyze completed inspection reports for appropriateness, timeliness, and completeness of citations; prepare technical and/or legal writings for regulation changes and variance requests; make recommendations for variances or other exceptions to regulatory requirements; evaluate professional skills and technical abilities of facility personnel; conduct research concerning health care and/or 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; mitigate inefficiencies and participate in plans for quality improvement of inspections and in the quality of care for recipients.
- Work collaboratively and share knowledge with peers, providers, advisory groups, managers, and outside agencies; make informative and persuasive public presentations.
- Lead and motivate a diverse staff, set clear goals, delegate tasks effectively, and foster a positive and inclusive work environment.
- Communicate both verbally and in writing to audiences of various social, educational, and economic backgrounds.
- Resolve conflicts and mediate, negotiate, and exchange ideas, information, and opinions with employees, customers, or agencies; diffuse hostile situations respectfully and tactfully.
- Review work products for quality, quantity, and timeliness; analyze information, problems, situations, practices, or procedures to define objectives, identify relevant concerns, formulate logical conclusions, and recognize alternatives and their implications.

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### SPECIAL REQUIREMENTS

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1. A valid Nevada driver’s license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

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### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

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PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:  
(Check all that apply)*

- |  |  |  |   |   |
|--|--|--|---|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running                     | <input checked="" type="checkbox"/> lifting, 20 lbs  | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking  | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting              | <input type="checkbox"/> throwing           |

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- |   |  |   |  |   |
|---|--|---|--|---|
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting  | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling   | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing  | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling           |

*Indicate any other requirements which are essential to the successful performance of this job:  
(Check all that apply)*

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing)     | <input checked="" type="checkbox"/> Ability to understand technical manuals  |
| <input checked="" type="checkbox"/> Ability to speak                                      | <input checked="" type="checkbox"/> Ability to work amicably with co-workers   |
| <input checked="" type="checkbox"/> Ability to write legibly in English                   | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time  |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English   | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions  |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous interruptions | <input checked="" type="checkbox"/> Regular attendance at meetings with both team members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings |

*Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.*

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.