Health Facility Surveyor

Job Code	Job Title	Pay Grade
8231A3	Health Facility Surveyor I	29
8203A3	Health Facility Surveyor II	32

CONCEPT:
This is specialized work conducting surveys of health facilities for licensure and certification.

TASKS:

- Surveys hospitals, skilled nursing and intermediate care facilities, home health agencies, and other health care delivery agencies operating under Medicare and Medicaid directives to obtain data on the quantity and quality of medical, administrative and social services provided in the facility by interviewing physicians, administrators, employees, patients and residents, examining records and reports, and observing the quality of resident existence in the facility.
- Analyzes the overall operation of the facility, discusses the observed deficiencies with the governing board, administrator, director of nurses and other department heads, and provides licensure and certification advice relative to physical and other improvements needed to comply with state and federal directives, laws, rules, and regulations.
- Completes survey reports for submission to supervisors, by making judgments and observations concerning the compliance status of the facility's services and living conditions with state and federal regulations and determines if discovered deficiencies endanger the health or safety of residents.
- Interprets federal and state laws and regulations relating to licensure and certification of health facilities and operational programs.
- Makes follow-up visits of previously deficient facilities to ascertain compliance with criteria.
- Provides guidance to local public health nurses in regard to correct survey procedures.
- Participates in programs of health and educational departments or organizations such as the U.S. Department of Health and Human Services, state agencies and universities, and nursing schools to plan, integrate, and coordinate services which promote and maintain quality patient care.
- Reviews survey reports for completeness; determines if deficiencies are described correctly; recommends the certification or licensure of facilities to an administrative superior.
- Develops and coordinates a quality assurance and improvement plan for efficient and effective completion of facility surveys.
- Serves as a liaison with other state and federal agencies regarding program operations and objectives.
- Participates in programs of health and educational departments or organizations such as the U.S. Department of Health and Human Services, state agencies and universities, and nursing schools to plan, integrate, and coordinate services which promote and maintain quality patient care.

LEVELS OF WORK

- Class Group consists of two classes.

Health Facility Surveyor I: Work involves performance of survey activities for the licensure of health care facilities and the certification of providers in the Medicare and Medicaid programs. Work includes reviewing, evaluating, and making official reports of situations and conditions in health care facilities, and determining if good health care is being provided and the degree to which the facilities are in compliance with state licensure and federal certification regulations. Work is performed in accordance with established technical and administrative guidelines
Minimum Requirements: Registered Nurse licensed to practice in Kansas, Social Worker licensed to practice in Kansas, or Bachelor’s Degree in Human Services. Experience may be substituted for the required education

as determined relevant by the agency for the positions that do not require a license.
Necessary Special Requirements: Some positions in this class require a Registered Nurse with three years of experience in adult care situations such as nursing homes.

Health Facility Surveyor II: This level is more complex and diversified and incumbent performs specialized supervisory or oversite work. Work involves overseeing survey activities in a geographical region of the state for the licensure of health care facilities and the certification of providers in the Medicare and Medicaid programs. Work includes reviewing and evaluating official reports of situations and conditions in health care facilities and determining if good health care is being provided and recommending the licensure or certification of facilities to a superior. Work also includes training and evaluating subordinates, interpreting state and federal laws and regulations, and coordinating survey activities with those of other agencies, initiating a quality assurance and improvement program, and coordinating compliant investigations.
Minimum Requirements: Registered Nurse licensed to practice in Kansas, Social Worker licensed to practice in Kansas, or Bachelor's Degree in Human Services, and three years work experience in health facility certification. Experience may be substituted for the required education as determined relevant by the agency for the positions that do not require a license.

REF: 12/13
REV: 6/19
REV: 11/21
REV: 6/24