

**DESCRIPTION:** Under limited supervision, surveys or inspects health care facilities, health care services hospitals and nursing homes to determine compliance with statutes and regulations and/or program requirements; performs related work as assigned.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Surveys or inspects hospitals, skilled nursing facilities, assisted living facilities, facilities and programs that provide services for persons with developmental disabilities, health clinics and other types of health care facilities and health care services to determine compliance with state and federal statutes, regulations and program standards to qualify for licensure and certification.

Determines compliance of assigned facilities with regulations and standards including patient condition and care; adequacy and proper use of patient equipment; patient rights, medication acquisition, administration and storage; patient records and care plans; nutrition services; rehabilitation services; social and activities services; physical environment; sanitation of premises; infection control and the level, type, qualification and training of facility staff.

Observes, interviews staff, patients and families and reviews records to determine the adequacy of patient care and treatment; prepares written reports to document deficiencies.

Investigates complaints to determine deficient practices; prepares written reports to document any deficiencies.

Schedules survey or inspection activities to insure that completion of the required number and types of surveys or inspections and complaint investigations, including any required follow-up revisits, are accomplished.

Provides information on statutes, regulations and survey or inspection protocols, interpretative guidelines and any other program requirements to assist providers in understanding and complying with licensure and certification requirements.

Prepares for and provides testimony in contested licensure or certification cases.

Conducts Nurse Aide written/oral and clinical skills competency examinations.

Provides consultation regarding state and federal requirements to entities conducting state approved Nurse Aide training programs, Nurse Aide training and competency evaluation programs.

Conducts on-site reviews of Nurse Aide training programs to determine whether such programs meet the requirements for state approval; conducts unannounced visits to investigate complaints regarding Nurse Aide training; prepares written reports to document investigations.

Conducts investigations of alleged abuse/neglect of residents in nursing facilities by Nurse Aides; prepares written reports to document investigation.

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Conducts Informal Conferences/Informal Dispute Resolution for disputed or contested cases involving health care facilities or health care services; or involving Nurse Aides or Medication Aides; prepare written reports following the proceeding.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the principles and practices of professional nursing; the techniques of interviewing and counseling; the principles of public health and medical care administration; current methods and practices in health care facilities; health care facility equipment, construction and safety; federal Medicare and Medicaid requirements.

Skill in: communicating with medical professionals, administrators and the public to exchange and elicit information; interviewing customers to collect essential information; explaining and defending decisions; listening to and understanding instructions.

Ability to: learn and apply agency rules, policies, procedures and work standards; learn and apply State licensure and federal Medicare and Medicaid requirements; learn and perform appropriate inspection techniques to evaluate health care facility practices in areas including patient condition and care, equipment usage, medication administration and storage, pharmaceutical services, patient records and care plans, dietetics, administration and physical environment; communicate ideas clearly and concisely; assess facility progress toward achievement of program objectives and adherence with program standards; make decisions and take necessary corrective actions within established guidelines; interact with individuals to gain their confidence and establish rapport; analyze, prepare, present and interpret reports and other documents related to health care facility survey activities.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Post high school coursework/training in professional nursing AND experience in hospital, public health or nursing administration, teaching or surveying health care facilities.

**LEGAL REQUIREMENTS:** (These qualifications are mandated by federal/state laws, statutes and/or regulations.)

Current licensure as a Registered Professional Nurse in the State of Nebraska is required prior to attaining permanent status in this class

**SPECIAL NOTES:**

Completion of a surveyor training course as prescribed by the federal Medicare/Medicaid programs is expected prior to attaining permanent status in this class.

Frequent overnight and/or regular day travel is required of incumbents of this job class. May work irregular hours to accomplish surveys.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).