

### HEALTH FACILITY EVALUATION SUPERVISOR 3

#### KIND OF WORK

Second level supervisory health care facility survey and review work.

#### NATURE AND PURPOSE

An employee in this class under general direction of a Health Facility Evaluation Program Director or higher level health program administrator supervises the activities of several health facility survey and review teams. Responsibility includes making final reviews of surveys and materials for licensure and/or certification, monitoring overall compliance status based on survey team reports, and making final determinations as to certifying providers for participation in Medicare and Medicaid programs. Employees in this class exercise considerable initiative in solving problems and review is in terms of objectives achieved. Responsibility extends to the training and supervision of health care facility survey and review team supervisors and team members.

Promotion from this level in the class series is contingent upon vacancies in the higher level class Health Facility Evaluation Program Director. That classification requires assumption of responsibility for supervising the Health Facility Survey and Compliance program.

#### EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs the final compilation and preparation of survey packages and other data by Survey and Review Unit supervisors and evaluators for health facility licensure and/or certification.

Monitors overall compliance determining certification status based on the data submitted and transmits the material to the Social Security Administration Regional Office, Department of Public Welfare and other appropriate agencies.

Issues all penalty assessments to health care facilities violating laws.

Assists the Survey and Review Unit supervisors in making decisions regarding the review and processing of survey data.

Provides advice to supervisors and evaluators with respect to laws, regulations and improvement of services.

Assists in coordinating licensing and certification services activity and survey and review activity between staff members to secure and maintain consistent standards for licensing and compliance.

Requests special surveys when necessary.

Assists the Survey and Review Unit supervisors in providing consultation to health facility administrators, community health agencies and other professional personnel regarding policies, functions, and objectives of the licensing and certification programs.

Supervises and evaluates the performance of the Survey and Review Unit supervisors in an assigned geographical area.

Assists the unit supervisors in assessing performance of Health Facility Evaluators, participates in the selection of staff, recommends employment and/or disciplinary action and participates in the orientation and in-service training programs for staff.

Participates as necessary in legal proceedings requested by facilities as a result of disputed orders or appeals on non-certification.

Advises the program director on significant developments which affect overall program operations and recommends program objectives and policies.

Keeps current on new state and federal legislation which affects licensing and certification of health care facilities.

Performs related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of federal and state laws relating to health care facilities.

Thorough knowledge of the general nature and objectives of the statewide public health program including extensive knowledge of the health facility licensure and certification programs.

Thorough knowledge of the Minnesota Department of Health functions, policies and procedures and its participation in public health programs.

Considerable knowledge of the functions, policies and procedures of the U.S. Department of Health, Education and Welfare and its participation in state public health programs as well as of private, local and other state and national health agencies.

Knowledge of modern principles of administrative management and public administration.

Health Facility Evaluation Supervisor 3

Class Specification

Page 3

Ability to:

Ability to establish and maintain effective working relationships with professional health personnel, federal and local officials, and the general public.

Ability to assume responsibility for the operations of the Survey and Compliance Section in the absence of the Health Facility Evaluation Program Director.

Ability to plan, direct, and evaluate the work of others.

Ability to present ideas effectively orally and in writing.

Est.: 8/4/75

Ckd.: 11/92

T.C.: 6/82

Former Title(s): Health Facility  
Evaluation  
Supervisor 2