

Health Facility Evaluation Supervisor

I. KIND AND LEVEL OF WORK

First line supervisory health care facility survey work.

II. DISTINGUISHING CHARACTERISTICS

An employee in this class under the general direction of a Health Facility Evaluation Supervisor 2 or Health Program Manager supervises the activities of a health facility survey and review team. This work is performed independently and requires considerable knowledge of application of federal, state, and/or departmental regulations and policies with review made in terms of random spot-check monitoring of reports for quality and completeness. Responsibility extends to planning and conducting surveys and training lower level health facility evaluation staff.

Promotion from this level in the class series is contingent upon vacancies in the higher level classes Health Facility Evaluation Supervisor 2 or Health Program Manager. These classifications require greater supervisory responsibility or health facility evaluation program direction responsibility.

III. EXAMPLES OF WORK/DUTIES

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

- Supervises the health care facilities surveying activities carried on within a geographical area of the state and assigns and directs the work of surveyor personnel within the area.
- Schedules surveys and supervises the compilation and preparation of survey reports.
- Reviews and evaluates documentation and orders for all licensing visits for uniformity and correct interpretation of state licensing regulations.
- Issues correction orders to health facilities and recommends assessments in situations where surveyor indicates failure to comply with state licensing regulations within the specified time limit.
- Reviews and evaluates federal Medicare or Medicaid certification surveys and statements of deficiencies submitted by lower-level Health Facility Evaluators for hospitals, nursing homes, boarding care homes, and supervised living facilities.
- Requests plans of correction after identifying all deficiencies for facility administrators.
- Reviews written plan of correction prepared by facility administrator for completeness and appropriateness of action taken and submits the completed survey package to supervisor for approval.
- Furnishes consultation to administrators and other health facility personnel to assist them in understanding rules, regulations, and standards in correcting deficiencies and improving services to patients or residents.
- Participates as required in legal proceedings requested by facilities as a result of licensure orders, penalty assessments, and certification denials.

- Performs related work as required.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Considerable knowledge of federal and state laws relating to health care facilities.
- Considerable knowledge of the Minnesota Department of Health functions, policies and procedures and its participation in public health programs.
- Considerable knowledge of administrative practices and procedures in health care facilities.
- Considerable knowledge of health facility survey techniques and procedures.

Ability to:

- Establish and maintain effective working relationships with professional health personnel, local officials, and the general public.
- Plan, direct, and evaluate the work of others.
- Present ideas effectively orally and in writing.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

Not applicable.

SPECIAL WORK CONDITIONS

Not applicable.

REFERENCES

Former title(s): Health Facility Evaluation Supervisor 1, 04/2024

REVISION HISTORY

Est.: 08/04/1975

Ckd.: 06/1978

T.C.: 04/2024