

## DUTY STATEMENT

Employee Name:

Classification: Health Facilities Evaluator Nurse	Position Number: 580-XXX-8011-XXX
Working Title: Nurse Surveyor	Work Location:
Collective Bargaining Unit: 17	Tenure/Time Base: Permanent/Full-Time
Center/Office/Division: Center for Health Care Quality	Branch/Section/Unit: Office of Field Operations

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource’s Job Descriptions webpage](#).

### Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by conducting inspections, investigations, surveys, and evaluations of health care facilities and agencies for conformity with state licensing and federal certification requirements for compliance with state and federal laws, rules, and regulations relating to the delivery of medical care. Advises health care facility administrators and community agencies regarding state health care facilities inspection, licensing, and certification programs. Primary responsibility for uniform application and enforcement of state and federal laws, rules, and regulations pertaining to areas affecting total patient care such as nursing, physician, restorative, pharmacy, social, environmental and related services. Extensive local and statewide travel will be required. This position may require overnight stays, evening, weekend, or holiday surveys. While driving on state business, the incumbent must have a valid state driver’s license, a good driving record and is expected to drive the car safely. Incumbent will travel and wear appropriate Personal Protective Equipment according to guidance requirements, such as: Mask, gown, gloves, safety glasses or face shield during site visits to health care facilities.

The incumbent works under the direction of the Health Facilities Evaluator II Supervisor.

### Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Mandatory – Minimum of 50%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: RN License
- Other:

**Essential Functions (including percentage of time)**

- 35% Conducts in-depth surveys at health care facilities, individually or as part of a team, to determine compliance with state licensing and federal certification requirements. Conducts surveys, investigations, and inspections. Conducts and documents interviews with health care facilities’ residents, staff, and other relevant personnel. Requests and reviews resident medical files for relevant patient information, documenting necessary information for regulatory and legal action while ensuring patient confidentiality. Independently, or as part of a team, makes a determination of health care facilities’ compliance with state and federal laws and regulations based on observations, interviews and record reviews. Conducts post-survey activities including reviewing health care facility plans of corrections. Conducts follow-up visits at health care facilities to verify facility has corrected cited deficiencies. Prepares written comprehensive narrative reports of findings including conclusions and recommendations and prepares written statements of deficiencies when deemed appropriate.
  
- 30% The Incumbent will be the liaison and primary contact for the California Department of Public Health to assist health care facilities with the regulatory actions and processes. The incumbent will not only address infection control but will also provide quality and safety compliance oversight to healthcare facilities. Advises and assists health care facility administrators and staff in matters relating to the state and federal requirements for inspections, licensing, construction, and operation of health care facilities.
  
- 25% In response to complaints submitted to the CDPH regarding patient care and health care delivery in licensed health care facilities, the incumbent travels to and conducts investigations at facilities, documenting fully for regulatory and legal actions all evidence relating to non-compliance. Conducts and documents interviews with the complainant, relevant witnesses, health care facilities’ patients, staff, and other relevant personnel. Requests and reviews resident medical files for relevant patient information, documenting necessary information while ensuring patient confidentiality. Independently makes a determination of health care facilities’ compliance with state and federal regulations based on observations, interviews and record reviews. Prepares written comprehensive narrative reports of investigations including conclusions and recommendations, and prepares written statements of deficiencies when deemed appropriate.

5% Develops and presents both written and verbal testimony to provide support for civil monetary penalties at informal conferences, citation review conferences, evidentiary hearings, state and federal hearings, informal dispute resolutions, municipal or superior court proceedings, and arbitration procedures. Responds to these legal actions as an expert witness on matters relating to state and federal laws and regulations pertaining to patient care and healthcare delivery system.

**Marginal Functions (including percentage of time)**

5% Other duties as required, including, but not limited to, collecting data required for special studies and preparing licensing and complaint packets for staff.

<p>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.</p>		<p>I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)</p>	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date
<b>HRD Use Only:</b> Approved By:	Date		