

CLASSIFICATION: HEALTH CARE FACILITIES PROGRAM REVIEWER

Class Code: 5018-19

Date Established: 12-15-92

Occupational Code: 7-4-1

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To review health care delivery systems and to inspect health care facilities in order to determine compliance with state and federal regulations concerning the licensure and certification of health care providers.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Conducts inspections and performs on-site state and survey activities related to licensure and certification of health care providers.
- Inspects and evaluates health care physical facilities during construction and renovation.
- Writes technical reports and prepares documents related to health care licensure and certification surveys.
- Investigates and reports on complaints received by the state involving health care facilities.
- Reviews and evaluates patient files, nursing care plans and other records to ensure proper maintenance, relevancy and currency of information.
- Provides consulting services to professional personnel in the health care delivery field.
- Represents the state at judicial and quasi-judicial hearings as required.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

HEALTH CARE FACILITIES PROGRAM REVIEWER

Page 2

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in one of the following disciplines: health professions, architecture, environmental design, biological sciences, business and management, nursing education, home economics, physical science, nutritional education, one of the social sciences or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in a health care professional field. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid New Hampshire driver's license and access to transportation with liability insurance coverage as required by state laws.

SPECIAL REQUIREMENTS:

1. Must possess or submit proof of eligibility for a current license in any profession for which the State of New Hampshire requires licensure.
2. Must be willing to attend out-of-state training sessions as assigned.

RECOMMENDED WORK TRAITS: Knowledge of the basic principles and practices of health care and the health care delivery field. Knowledge of the laws, rules, regulations and standards concerning the operation, maintenance and construction of health facilities. Skill in appraising health care problems, procedures and programs. Ability to present clear and concise reports. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with co-workers, health care providers and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.