

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HEALTH FACILITIES SURVEILLANCE NURSE

POSITION CODE: 18150

Effective: 5-1-03

DISTINGUISHING FEATURES OF WORK:

Under general supervision, conducts inspections, surveys and visits health facilities such as long term health facilities, end-stage renal disease units, ambulatory surgical treatment centers, home health agencies, hospitals, hospices and health maintenance organizations for state licensure and/or federal Medicare/Medicaid certification.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Inspects long term health facilities, end-stage renal disease units, ambulatory surgical treatment centers, hospitals, hospices, home health agencies and health maintenance organizations, to determine the level of compliance with state licensure requirements and federal Medicare and Medicaid's certification standards.
2. Prepares all survey forms, memorandums and reports of findings and recommendations concerning licensure and certification of health facilities; reviews content and significance of the survey with various operating and management personnel of the facility or local agency.
3. Investigates complaints in health facilities concerning patient care and/or the operation of the facility or agency; prepares reports of complaint findings; counsels operating personnel and complainant concerning findings and assists in resolving the complaint.
4. Conducts and participates in workshops, on-site visits, preplanning conferences and consultative services to provide information and guidance regarding laws, licensure and certification standards, rules, regulations, policies and procedures.
5. Compiles information for license revocation hearings or court proceedings; provides testimony during hearing or court proceedings.
6. Participates in continuing education programs such as training sessions, seminars and workshops.

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7. May provide assistance in moving residents to other facilities in decertification or emergency situations.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires (a) graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, (b) a bachelor's degree in nursing and two years of professional nursing experience or, (c) a master's degree in nursing.

Requires licensure as a Registered Nurse in the State of Illinois.

Knowledges, Skills and Abilities

Requires thorough knowledge of federal, state and agency laws, rules and regulations concerning licensure and certification of health care agencies and facilities.

Requires thorough knowledge of nursing principles and practices.

Requires ability to prepare accurate reports of survey findings.

Requires ability to develop and maintain harmonious and productive working relationships with various administrative and medical personnel, local governmental agency personnel and recipients of health care programs.

Requires ability to travel independently.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.