

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
HEALTH FACILITIES OFFICER 1

DEFINITION

Performs as an administrative representative, monitoring the activities and findings of a professional staff involved in the regulation of health care facilities; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists supervisor by instructing employees, answering questions and distributing, balancing and checking work; may make suggestions on selection, promotions, and reassignments.

Executes responsibility for surveys of health care facilities to assure compliance with state and federal rules and regulations; coordinates the use of other agency personnel when needed for compliance determinations.

Communicates with providers to ensure their understanding of the federal certification and state licensure programs; provides clarification and interpretation of rules regarding the operation of the facility.

Analyzes information obtained from surveys, revisits, and complaint investigations, for use in identifying additional program needs, and adequate licensure regulations to promote quality care of residents; evaluates reported deficiencies, and plans of correction; analyzes data to establish need for new programs through regular discussions with administrators, owners of facilities, and other representatives of the health care delivery system.

Makes recommendations concerning issuance of state licenses and federal certification; substantiates conformance with specific program requirements; identifies aberrant practices and applicable trends in the health care industry; analyzes data collected and makes recommendations to immediate supervisor.

Functions as an administrative representative in developing and implementing policies for the division; enables effectiveness of staff performance, special projects, and provision of legal, budgetary, and quality assurance services; coordinates and monitors work of the unit.

COMPETENCIES REQUIRED

Knowledge of state and federal rules and regulations pertaining to licensure and certification of health care facilities, other providers, and suppliers.

Knowledge of the purpose and operations of health care facilities, other providers, and suppliers.

Knowledge of the regulatory process pertaining to the operation of healthcare facilities, other providers, and suppliers in Iowa.

Ability to plan, organize and monitor the work of professional staff.

Ability to negotiate resolution of problem areas with health care providers and suppliers.

Ability to exercise tact and diplomacy in dealing with health facilities' representatives on controversial matters.

Ability to analyze survey reports and information from complaint investigations and other sources, correctly determine extent of compliance and make appropriate recommendations.

Ability to organize and present opinions and recommendations clearly, both orally and in writing.

Ability to identify and apply rules and regulations appropriate to the licensure or certification program.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with a bachelor's degree in nursing, social work, psychology, counseling, rehabilitation, nutrition, public health, or business, public or health administration, or licensure as a registered pharmacist, registered nurse or registered dietician, and experience equal to three years of full-time work in administrative, consultative, or technical areas involving the investigation or evaluation of situations, conditions, or operating policies or procedures of hospitals or other health care and habilitation facilities;

OR

a combination of education and experience, substituting thirty semester hours of graduate coursework in one of the areas of qualifying education for one year of full-time qualifying experience, to a maximum substitution of two years;

OR

a combination of education and experience, substituting one year of qualifying full-time experience for each thirty semester hours of qualifying education, to a maximum substitution of four years;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twelve months of full-time work as a Health Facilities Surveyor.

Effective Date: 10/13 CH