

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Medical Surveyor 3		<b>Class Code:</b> 001TB3
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 11-11-14
	<b>Summary</b> Incumbent serves as a journeyman level surveyor of health care facilities, to achieve compliance with, and enforcement of, requirements of the state licensure program under the Indiana State Department of Health (ISDH).		

**Duties:**

- Annually performs surveys of facilities to determine compliance with state licensure regulations;
- Reviews and evaluates administrative and patient records;
- Prepares reports for administrative and/or regulatory action;
- Makes recommendations for approval or denial of licensure of facilities;
- Provides consultation to facility administrators regarding licensure requirements, which include sanitation, record keeping, dietary, medicine storage, safety, etc.;
- Investigates complaints regarding residential care facilities and boarding homes;
- Prepares reports documenting the findings for administrative or regulatory action;
- Assists with in-service training sessions for facility administrators and staff;
- Performs related duties as required.

**Job Requirements:**

- Specialized knowledge of operation and administration of residential care facilities and boarding homes and all components concerning patient care;
- Working knowledge of survey and investigative procedures and the ability to conduct surveys, inspections and investigations and to prepare reports documenting findings and recommendations for corrective action;
- Practical knowledge of appropriate state laws and regulations for licensing of health care facilities;
- Practical knowledge of, and the ability to review and analyze, administrative records and documents for compliance with requirements;
- Ability to observe and recognize potential adverse health and safety conditions or law violations;
- Must hold and maintain a valid Driver's License;
- Effectively communicate, both orally and in writing.

**Difficulty of Work:**

Incumbent utilizes established applicable laws, regulations and procedures in surveying health care facilities. Incumbent uses judgment in interpreting guidelines and regulations which are ambiguous and lack specificity to facility administrators. Assignments are broad in scope and incumbent deals with many variables, particularly when there is a law violation concerning interpretation and means of correction.

**Responsibility:**

Incumbent makes some non-routine decisions while following laws, regulations, agency guidelines and policies. Incumbent determines compliance or non-compliance with laws and regulations and recommends possible corrective action to be taken for future compliance. Work is reviewed for compliance with objectives and agency policy. Routine deviations from established guidelines and laws are discussed with supervisor at the discretion of the incumbent; when policy is involved, supervisory guidance is sought.

**Personal Work Relationships:**

Contacts are with the supervisor, agency staff and health facility administrators and staff for the purpose of ensuring that standards for licensure and certification in the federal health facilities programs are met and maintained. Incumbent must frequently make recommendations to owners and/or administrators of necessary improvements to the facility. This may include the additions or replacement of equipment and staff to correct conditions, which adversely affect the health, safety and well being of the patients. Incumbent must elicit owners and administrators cooperation.

**Working Conditions:**

Work is normally performed in an office setting. Incumbent will also perform work in a health facility.