

## DUTY STATEMENT

Employee Name:	Position Number: 580-882-8011-022
Classification: Health Facilities Evaluator Nurse	Tenure/Time Base: Permanent/Full-time
Working Title: Nurse Surveyor	Work Location: 15400 Sherman Way Van Nuys, CA 91406
Collective Bargaining Unit: R17	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Field Operations South Division	Branch/Section/Unit: Southern California District/Los Angeles State District Office

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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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### 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](#).

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### Job Summary

The Health Facilities Evaluator Nurse (HFEN) is responsible to protect public safety in health care facilities by reviewing, analyzing, and trending statewide processes and recommending training plans for internal/CDPH employees which addresses the training needs of all Program staff (surveyors, consultants, administrative and support staff). The HFEN acts as an expert in the survey and certification process by maintaining a thorough knowledge of applicable Federal and State laws and regulations and program policies and procedures. The HFEN will also conduct onsite monitoring of survey teams on a periodic basis to evaluate adherence to the Federal survey process, principles of investigation, and deficiencies noted similar to Federal Oversight Support Surveys (FOSS) and

Comparative Surveys. Frequent travel is required. Approximately 35% overnight travel is necessary on a case-by-case basis.

The incumbent works under the Health Facilities Evaluator II (Supervisor) of the Los Angeles State District Office.

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### Special Requirements

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- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 35%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: RN License
- Other:

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### Essential Functions (including percentage of time)

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- 40% Reviews, analyzes, and critiques 14 District Offices' deficiencies written by surveyors and consultants across the State for all facility types. This is a secondary review looking to see that Principles of Documentation (POD) have been followed. Uses the Deficiency Review Tool (DRT) on which the Los Angeles State District Office (LASDO) Nurse Surveyors document the review results, and whether POD criteria is met or not met.
- 30% Participates in Quality Improvement (QI) Projects, such as:
  - Complaint quality assurance (QA) – reviews, analyzes, and trends complaints completed by surveyors in 14 District Offices to verify if the surveyors are following the complaint policy and procedure.
  - Priority & investigation QA – reviews, analyzes, and trends if the correct priority was assigned to a complaint to examine and trend how visits vs. non-visits were determined following department policy and procedure.
  - Post-DRT review – reevaluates the regulatory deficiencies on which QA has made suggestions to see if the suggestions were incorporated into the final survey before it was sent to the facility.
  - Special projects – participates in other special projects as they come up, whether assigned by the LASDO Health Facilities Evaluator Manager I (HFEM I) or higher management, including State Observation Survey Analysis (SOSA) and Special Quality Review audit projects as directed.
- 10% Enters the results of the 14 District Office reviews into a database so the QI Department can pull a variety of statistics to evaluate. Maintains a thorough knowledge of POD and the survey process.
- 10% Attends Federal and State training programs, in-services, and continuing education courses necessary to maintain program knowledge and QI skills. Conducts initial licensing surveys and Change of Ownership (CHOW) provisional licensing surveys at Los Angeles facilities to assist in workload.

5% Acts as primary liaison to Headquarters regarding field training needs for internal/CDPH employees and provides general QI feedback as necessary in order to carry out statewide training/QI efforts.

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

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5% Attends and participates on training, advisory, and policy committees as directed. Other work-related duties as assigned.

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.

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.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

**HRD Use Only:**  
 Approved By: EXA  
 Date: 8/17/23