DUTY STATEMENT

Employee Name:  

Position Number:  
580-845-8011-021

Classification:  
Health Facilities Evaluator Nurse

Tenure/Time Base:  
Permanent/Full time

Working Title:  
Quality Assurance Specialist

Work Location:  
685 E. Carnegie, Suite 210  
San Bernardino, CA 92408

Collective Bargaining Unit:  
17

Position Eligible for Telework (Yes/No):  
Yes

Center/Office/Division:  
Center for Health Care Quality, Licensing and Certification Program

Branch/Section/Unit:  
Standards Interpretation Branch, Regulatory Review Section, Internal Quality Assurance

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.

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.

Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by supporting the California Department of Public Health’s (CDPH) mission and strategic plan by being responsible for protecting public safety in health care facilities by reviewing, analyzing, and trending statewide processes and recommending training plans which address 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 incumbent works under the direction of the Health Facilities Evaluator II Supervisor.
Special Requirements

☑ Conflict of Interest (COI)
☐ Background Check and/or Fingerprinting Clearance
☐ Medical Clearance
☑ Travel:
☐ Bilingual: Pass a State written and/or verbal proficiency exam in
☑ License/Certification: RN license
☐ Other:

Essential Functions (including percentage of time)

40% Review, analyze, and critique 15 District Offices deficiencies written by surveyors and consultants across the state for all facility types. This is a secondary review to verify that Principles of Documentation (POD) have been followed. Use the Deficiency Review Tool – (DRT) on which the Quality Assurance (QA) nurses document the review results, whether POD criteria is met or not met.

30% Participate in Quality Assurance Projects, such as:
• Complaint QA – Review, analyze, and trend complaints completed by surveyors in 15 District Offices to verify if the surveyors are following the complaint policy and procedure.
• Priority & investigation QA – Review, analyze, and trend if the correct priority was assigned to a complaint to examine and trend how visits vs. non-visits were determined following department policies and procedures.
• Post-DRT Review – Reevaluate the regulatory deficiencies on which QA has made suggestions to see if the suggestions were incorporated into the final survey before being sent to the facility.
• Perform other special projects assigned by the Lead QA Specialist, the Chief of Standard Interpretation Branch, or higher management.

10% Enter the results of the 15 District Office reviews into a database in order for the QA Department to generate a variety of statistical reports for evaluation.

10% Attend federal and state training programs, in-services and continuing education courses necessary to maintain program knowledge and QA skills.

5% Act as primary liaison to Headquarters regarding field training needs and provides general QA feedback as necessary in order to carry out statewide training/QA efforts.

Marginal Functions (including percentage of time)

5% Attend and participate in training, advisory, and policy committees as directed. Perform 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.)

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Employee’s Name:       Date
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Employee’s Signature  Date
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