DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA - YOUNTVILLE

PART A	
Position No: 573-114-5402-001	**Date:**
Class: Analyst III	**Name:**

Under direction of the Supervising Registered Nurse, the Analyst III, is responsible to facilitate a functional Quality Assurance (QA) program; monitor facility compliance with clinical regulatory agencies (Centers for Medicare and Medicaid (CMS), California Department of Public Health (CDPH), United States Department of Veterans Affairs (USDVA) and others); monitor improvement efforts of the facility in maintaining compliance with outside agencies.

Percentage of time performing duties:	**ESSENTIAL FUNCTIONS**
40%	Regulatory knowledge of Title 22, Title 38, Omnibus Budget Reconciliation Act (OBRA), and USDVA Per Diem Requirements. Required to assist, facilitate, conduct, and train as necessary to ensure survey standards are met. Follow a compliance audit schedule for department logs and committee meeting minutes; review and draft applicable Policies and Procedures to ensure compliance status is provided to the Skilled Nursing Facility (SNF) Administrator and other surveyed Departments. Create formal written recommendations for compliance issues related to operational or clinical systems. Review CMS, All Facilities Letter (AFL), and CDPH regulatory updates for distribution and communicate/respond to those promptly. Perform record audits. Review, analyze, and develop plans of correction for survey-specific deficiencies in quality initiatives and/or programs. Maintain knowledge and understanding of CMS Star Rating and Quality Improvement Measures. Track and meet reporting requirements to internal and external agencies. Be a liaison between the facility and regulatory agencies.
40%	As a member of the Quality Assurance Department ensures the following are achieved: Track and trend data from the Special Report, prepare Risk Analysis Report, and conduct root cause analysis as needed; provide leadership, planning, and support for the CDPH Title 22/Long-Term Care Surveys, USDVA Survey, and coordinate the translation of deficiencies into effective monitors; develop systems to improve and/or enhance the facilities CMS Star Rating and Quality Improvement Measures by assessing clinical etiology data; prepare Quality Assurance Policy and Procedure Manual for review and help lead the implementation of the Home's Quality Management Plan; interface with CDPH/Regulatory Agencies and nursing surveyors as needed; perform investigations and Informal Dispute Resolution (IDR), follow appeal process as needed; review and follow-up daily on the Clinical 24-Hour Nursing Report; conduct QA investigations, which include record review, observation, and interviews; ensure an interdisciplinary approach is utilized for issues/deficiencies; develop, implement, track and analyze operational

15%	and/or Quality Improvement monitors; identify, report, and intervene when potential QA issues arise on the patient care and/or within the medical record; track, trend and implement corrective action for Skilled Nursing Facility (SNF)/Intermediate Care Facility (ICF) deficiencies; create formal recommendations for compliance issues. Participate in QA Committee meetings and may act as Co-Chair of Home Executive and SNF QA Committees. Facilitate Domiciliary (DOM) QA Committee. Review and assist with the QA monitor development and implementation; ensure standardized formatting of QA Committee meeting minutes; ensure QA attendance at Medicine, Pharmacy, and Infection Control Committee meetings and prepare appropriate reports for each committee report on CMS, AFL, CDPH, and other regulatory updates pertaining to SNF/ICF. Report on Star Rating QM and Star Rating tracking points; schedule and organize meetings with key staff to address Quality Assurance issues, initiatives, and quality improvement programs.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information; attend meetings.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the Home to various units.			X		
SITTING: Work station, meetings, and trainings.					X
STANDING: When making rounds in the facility.			X		
BALANCING:		X			
CONCENTRATING: Review/prepare documents and forms for survey; apply rules/regulations pertaining to survey; when needed receive assistance to resolve problems/situations from the SNF Administrator.					X
COMPREHENSION: Understand resident needs; policies and procedures.					X
WORKING INDEPENDENTLY: Must be able to work alone without much guidance/interaction from staff.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10 - 25 LBS:		X			
LIFTING 25 - 50 LBS:		X			
FINGERING: Push telephone buttons; calculator keys, and computer keyboard.					X
REACHING: Answer telephone; use mouse; retrieve documents from printer/copier.				X	
CARRYING: Transport documents.		X			
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.			X		
KNEELING: Access low file drawers.		X			
PUSHING OR PULLING:Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.			X		
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer; telephone; copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Walking between buildings, special events.			X		
WORKING IN CONFINED SPACE: File, supply, storage room, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature_____ Date _____
Supervisor signature _____ Date _____
Human Resources signature _____ Date _____