

State of California
DUTY STATEMENT



SH3002 (Rev. 02/2020)

RPA Control No.#		C&P Analyst Approval FA		Date 8.13.2026
Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial		Standards Compliance Department		
Class Title Health Services Specialist/SNF Regulatory Compliance Coordinator		Location Clinical Administration Building		
SUBJECT TO CONFLICT OF INTEREST ☐ Yes ☒ No	CBID R17	WORK WEEK GROUP 2	PAY DIFFERENTIAL	OTHER

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Supervising Registered Nurse/Risk Management and Program Quality Assurance Coordinator, HSS-SNF Regulatory Compliance Coordinator is responsible for coordinating and implementing various mechanisms to achieve federal and state compliance in Skilled Nursing units.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
60%	<u>ESSENTIAL FUNCTIONS</u> - Provides expert guidance to the clinical and nursing staff in the Skilled Nursing units on federal and state regulation through interpreting regulations outlined by Centers for Medicare and Medicaid (CMS) Services and Title 22, including interpreting guidelines in State Operations Manual (SOM), appendix PP. - Monitors regulatory changes for Long Term Care/Skilled Nursing facilities through reviews of federal QSO and state AFL letters and shares applicable content with internal stakeholders. - Engages in activities preparing Skilled Nursing units for federal and state surveys by conducting mock surveys and tracers on the units, reviewing documentation, conducting audits and performing data analyses, identifying staff educational needs and assisting with staff training, and others. - Serves as the lead facilitator during regulatory surveys by setting up entry and exit conferences, coordinating the collection of requested documents, coordinating surveyors' visits to the Skilled Nursing units and other hospital locations, arranging survey interviews, and distributing of survey findings. - Coordinates activities designed to assist in development, compiling, and submittal of plans of correction in response to identified deficiencies during recertification, relicensing, and abbreviated surveys. - Develops a tracking tool containing past deficient practices and maintains monitoring of compliance with developed corrective actions.

- Participates in Skilled Nursing QAPI meetings including compiling monthly summary of activities assisting Skilled Nursing units to maintain regulatory compliance.
- Participates or coordinates performance improvement projects (PIPs) within Skilled Nursing units including reviews of nursing care and high-risk processes, root cause analyses of patient safety events, revisions and development of policies, and others.
- Prepares narrative and analytical reports such as Monthly Facility Report and Governing Body Report, at established intervals, by utilizing standardized templates to communicate activities within Skilled Nursing to hospital's Executive Team and the Governing Body.

GENERAL FUNCTIONS

30%

- Assists with daily regulatory activities such as reporting unusual occurrences and adverse events, procurement of requested documents, escorting surveyors, arranging interviews between surveyors and the staff members, and others
- Assists with responding to DRC requests.
- Participates in activities of committees and workgroups, as assigned.

MARGINAL FUNCTIONS

10 %

- All other duties and special projects, as assigned.

Other Information	SUPERVISION RECEIVED • Under the direction of the Supervising Registered Nurse. SUPERVISION EXERCISED • N/A <u>KNOWLEDGE AND ABILITIES</u> Knowledge of: • Various computer programs; at minimum: Word, Excel, and Power Point. • Licensing, certification, and accreditation processes. • Nursing process • Sources to research state and federal regulations, SOM for Long Term Care facilities, and the Joint Commission standards. • Statistical and analytical techniques and methods Ability to: • Reason logically and creatively. • Analyze data and effectively present ideas and information, both orally and in writing. • Conduct online research related to evidence based practices • Compile information from a variety of sources and present it in a consistent and coherent format. • Consult with and advise administrators or other interested parties on a wide variety of subject matter areas related to state and federal regulations. • Work independently and as a Team member • Independently initiate inquiries and follow through until resolved. <u>SPECIAL REQUIREMENT</u> The incumbent must be able to perform duties in the patient care areas. <u>REQUIRED COMPETENCIES</u> PHYSICAL The incumbent must possess the necessary physical, mental, and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing, and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion. SAFETY The incumbent must actively support a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.
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CULTURAL AWARENESS

The incumbent must demonstrate awareness of multicultural issues in the workplace and practice sensitivity and tact.

CPR

The incumbent must maintain current certification.

SITE SPECIFIC COMPETENCIES

- Interact successfully in a team environment.
- Comply with hospital policies and procedures
- Communicate successfully in a diverse community.
- Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to aggressive clientele or adversarial conditions.
- Ability to perform efficiently and effectively under deadlines and pressure.
- Deal with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.
- Ability to use a computer and related programs for word processing and data entry.
- Ability to be flexible and adapt to change.
- Familiarity with the DSH Policy Directives and Operational Procedures; regulations pertaining to hospital licensing, certification, and accreditation; Nursing Policy and Procedures and Administrative Directives

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Proficiency with word processing and formatting, creating spreadsheet, graphs, and tables in Excel,
- Proficiency in navigating multiple databases such as WaRMSS, SharePoint, BIC Reports and others.

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a professional license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must possess the legal requirements to practice as a professional registered nurse in California as determined by the California Board of Registered Nursing.

TRAINING - Training Category = Type II General

The incumbent is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIES and INTERVENTIONS (TSI)

The incumbent must support safe working environment; practices the strategies and intervention that promote a therapeutic milieu; and demonstrate knowledge of correct methods in the management of assaultive behavior, when performing duties in the patient care areas. Training is provided during new employee orientation and updated annually.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

The incumbent must maintain and safeguard the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI), whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL

The incumbent must apply knowledge of correct methods for controlling the spread of pathogens, appropriate to job class and assignment.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences. Regular and consistent attendance is critical to the successful performance in this position due to the heavy workload and time-sensitive nature of the work.
- Maintain a professional appearance.
- Maintain cooperative, professional, and courteous interactions with employees, patients, and the visitors to the facility.
- Consistently provide exceptional customer service to internal and external customers.
- Comply with hospital policies and procedures.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

I have read and understand the duties listed above and I can perform these duties without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
