



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 3511  
3512  
3513

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**HEALTH CARE FACILITY SURVEYOR**

**SCOPE OF WORK:**

Individuals assigned to positions in this class series perform work necessary to determine compliance of health care facilities with appropriate state and federal requirements for participation in the Medicaid and Medicare programs.

**DUTIES PERFORMED AT ALL LEVELS:**

- Prepare for on-site surveys by reviewing the history of compliance to determine specific areas of focus at a facility.
- Observe care provided in a facility by evaluating the needs of residents/clients/patients and observing competence of the care-giver in rendering services.
- Interview facility staff, family members and patients.
- Review records and other documentation.
- Determine the provider's level of compliance in relationship to the state licensing rules and federal regulations.
- Compile a list of negative findings.
- Document information to support decisions.
- Prepare final list of deficiencies.
- Process deficiency list.
- Review plans of corrective action submitted by facilities.
- Obtain an acceptable plan of correction through telephone/mail contact or by meeting with the service provider.
- Conduct follow-up through on-site visits, telephone and/or mail contact to determine if corrective action has been implemented.
- Initiate required documentation to support recommendation for licensure and certification actions.
- Review follow-up monitoring material submitted by service providers and determine acceptability.
- Participate in review of programs and facility plans to determine compliance with requirements.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**HEALTH CARE FACILITY SURVEYOR I**

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GRADE J

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- None.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in an appropriate specialty area that will be identified at the time of recruitment. Individuals assigned to this level will be required to successfully complete a formal orientation program, the Federal Basic Surveyor Training, and obtain a passing score on the National Surveyor Minimum Qualifications Test within the first year of employment. (NOTE: Some positions may require eligibility for North Dakota licensure within the appropriate specialty).

**HEALTH CARE FACILITY SURVEYOR II**

3512

GRADE K

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Learn additional areas of responsibility within the various programs.
- Develop and provide staff in-service training.
- Develop forms and manuals; revise outdated material.
- Take the lead position on revisits/complaints as scheduled.
- Act as a preceptor on-site for new staff members.
- Serve as a witness to testify at hearings and/or in court.

**MINIMUM QUALIFICATIONS:**

Requires two years of work experience within the appropriate specialty area.

**HEALTH CARE FACILITY SURVEYOR III**

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GRADE L

**ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:**

- Serve as team leader in managing the on-site licensure and certification survey
- Prepare and distribute survey assignments for all team members.
- Coordinate travel, lodging, and computer usage for the team.
- Obtain the necessary letter to the provider regarding the survey dates, as well as any needed forms that must be completed by the provider during the survey.
- Review the certification and licensing files for the facility
- Arrange and conduct a pre-survey conference with the facility administrator.
- Coordinate selection of the sample of residents for in-depth review.
- Monitor the coordination and conduct of on-site survey.

- Arrange and conduct a pre-exit conference with all team members.
- Determine if all Conditions of Participation at the facility are in compliance.
- Arrange and chair the exit conference with facility staff.
- Coordinate the final preparation of the deficiency list and send to provider.
- Coordinate the review of the provider's plan of correction.
- Prepare the certification packet.
- Assist in training new staff.
- Resolve issues or manage conflict that may arise while team is on site.

MINIMUM QUALIFICATIONS:

Requires three years of work experience within the appropriate specialty area with one year as a Health Care Facility Surveyor.

Eff. Date: 11/74 - Health Facilities Consultant I, II

Rev: 7/81 - Changed title, rewritten

Rev: 10/91 - Minimum qualification and grade change, new format

Rev: 3/97 - Rewritten in current format

Rev: 7/12 – Conversion to Hay System