



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OIG NURSE TRAINER

Job Number: 20001018

Job Code: 43320V230916

Job Group: 4300 - NURSING

Job Established: 02/16/2011

Job Revised: 09/16/2023

Grade: 17 Salary (MIN - MID):

\$30,082-\$45,123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Oversees the Centers for Medicare and Medicaid Services (CMS) and state mandated trainings for health facility surveyors. Serves as a trainer and technical advisor in the inspection of nursing and allied services in health care facilities relative to quality of medical services for compliance with licensing laws and regulations. Collaborates with other regional Office of Inspector General (OIG) Nurse Trainers to develop course curriculum and executes trainings for OIG Nurse Surveyors in the assigned region; performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE, TRAINING, OR SKILLS:

Must have five years of experience as a Registered Nurse to include three years as an OIG Nurse Surveyor.

Substitute EDUCATION for EXPERIENCE:

A bachelor's degree in nursing will substitute for two years of the non-OIG Nurse Surveyor experience.

Substitute EXPERIENCE for EDUCATION:

None

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed in Kentucky as a registered nurse or possess a valid work permit issued by the Kentucky Board of Nursing. Must possess SMQT (Surveyor Minimum Qualifications Test) certification by the Centers for Medicare and Medicaid Services (CMS). Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job.

classification. Employing agency is responsible for ensuring employee possess and maintains required licensure(s), certification (s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees mandated trainings to assure that health facility surveyors are trained to survey for all regulatory requirements. Provides leadership to the inspection/survey team and serves as a mentor and trainer to new team members. Provides technical assistance to health care providers as needed by reviewing and suggesting changes in nursing organization and administrative procedures. Provides oversight to OIG survey teams. Investigates health consumer complaints. Documents findings for use in answering complaints, revocation of license, or issuance of license. Performs follow up inspections to assure correction of identified problems. Analyzes state and federal statistical and narrative reports on facilities and prepares recommendations and information on trends and problems identified. Conducts special investigations in response to complaints and prepares report findings. Obtains information from review of records, staff interviews, resident interviews, personal observations relative to the operation of the medical facility, compliance standards, and quality of medical care provided. Provides technical assistance to other surveyors. Performs quality review of statement of deficiency to determine compliance with the Centers for Medicare and Medicaid Services required principles of documentation. Monitors and reviews documentation of health care surveys and investigations. Reviews plans of correction to determine if mandatory criteria are being met. Notifies providers when the plan of correction is unacceptable. Participates in the development, revision, evaluation, and interpretation of agency program policies, procedures, and guidelines.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed collaborating with other OIG Nurse Trainers, Division of Health Care Management and staff, and CMS and in healthcare setting, which involves traversing health care facilities, and will sometimes require observation of home health agencies in private residences for training purposes. Overtime, travel, overnight stays, and weekend work are required if part of a survey team.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.