

**CLASS TITLE: CHIEF DIVISION OF FACILITIES REGULATION**

**Class Code: 02504500**  
**Pay Grade: 39A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the planning, development and administration of a statewide program for hospital and nursing home regulatory construction and other related health facilities; to assist a superior with the development and administration of minimum standards, rules and regulations relevant to hospital, long-term care, and all facilities and providers licensed or certified under RIGL 23-1, 23-16.2, 23-17, 23-17.4, 23-17.7 and Title XVII and XIX of the Social Security Act, and any other facility and provider type as assigned under the authority of the Director of Health; to assist in directing and supervising a continuous statewide program of inspection and investigation by staff members to determine eligibility for such licensure and certification; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgement; assignments are made in broad outline; work is reviewed upon completion through conferences and submitted reports for results attained and conformance to established policies, objectives, laws, rules, and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, directs, supervises and reviews the work of a professional and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the planning, development and administration of a statewide program for hospital and nursing home regulation and the regulation of other related facilities; and by regulation, to prescribe minimum standards for the maintenance and operation of such hospitals, nursing homes and other related health facilities declared eligible for federal aid and such construction.

Through close cooperation with other divisions within the Department of Health, to direct the continuous survey and inventory of existing hospitals, nursing homes, and other related health facilities to determine the adequacy and/or accessibility of services for the people of the state and, where need is established, to develop programs for such facilities.

To be responsible for holding informal hearings with officials or representatives of hospitals, nursing homes and other related health facilities to discuss preliminary requirements and conditions to be met to qualify for formal applications for federal funds for construction; to submit such applications to the Director of Health for final acceptance or rejection of such applications; to assist applicants to carry out their obligations under the federal grant-in-aid program throughout the entire construction project; to direct and validate compliance with construction project agreements; and to certify to the Director that all phases of work have been performed or purchases have been made in accordance with the approved plans and specifications for such construction and that eligibility for project payments has been established.

To develop and administer the minimum standards, rules and regulations relevant to health facility/agency/provider licensure for the purpose of promoting safe and adequate medical, nursing, and custodial care, treatment, or other regulated services provided for individuals in such facilities in the interest to public safety and welfare; to codify and integrate such minimum standards, rules and regulations with those endorsed by various authorities in the field of accreditation and those required by federal grant-in-aid programs; and to assist in directing and supervising a continuous statewide program of inspection and investigation by staff members to determine eligibility for licensure and to recommend to the Director the issuance of licenses on an initial or renewal basis, or to recommend their denial,

suspension or revocation where failure to comply with state and/or federal requirements has been determined.

To coordinate and confer with other state officials including the Attorney General's office, to investigate and possibly charge individuals for violations of the statutes relating to patient, elderly, and handicapped abuse.

To confer with federal and state officials on matters pertaining to licensure, certification and construction.

To promote necessary legislative measures relative to health facilities within the state.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of community health planning as they relate to community needs for health facilities and services and the ability to apply such knowledge in the planning, development and administration of a state-wide program for hospital and nursing, and other related facilities or providers; a thorough knowledge of the principles and practices of health facilities operation and maintenance and the ability to apply such knowledge in the development and administration of minimum standard requirements for the construction, operation and maintenance of such facilities as well as in determining their eligibility for licensure within state law; the ability to interpret federal and state laws, rules and regulations, manuals and other pertinent material relative to survey, construction and licensure of health facility; the ability to plan, organize, direct, supervise and review the work of a professional and clerical staff assigned to assist; the ability to establish and maintain effective working relationships with health facilities' officials, community representatives, professionals, federal officials, other state and local agencies and the public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have gained through: possession of a Master's Degree in Public Health, Hospital or Social Administration, Business or Public Administration, or any other comparable discipline, including or supplemented by graduate level courses in Community Health Planning; and

**Experience:** Such as may have been gained through: considerable employment in a responsible supervisory position involving the administration of a health program; or, considerable employment in a responsible supervisory or consultative position in planning for health, hospital or social services.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 21, 1993

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