

GENERAL DESCRIPTION OF CLASS

The HEALTH FACILITIES CONSULTANT assures the safety and well being of patients and residents in all of Oregon's public and private health and residential care institutions through the development and enforcement of facility-related rules of the Health Division and Senior Services Division. Employees in this class coordinate the construction review program and enforce the Fire and Life Safety Standards mandated by the Federal Medicare/Medicaid Programs. Employees in this class act as the facilities planning consultant to the Certification of Need Program and to the divisions of the Department of Human Resources responsible for licensure and certification of such facilities.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

- 1. Architectural Review System.** Typical tasks: establishes the system for determining the modernization need of hospitals and nursing homes using construction rules, national guidelines and criteria established by the receiver; establishes the system to review expansion proposals for space planning analysis of hospital service areas based on specialty and workload, e.g., emergency rooms; conducts on-site evaluations and reviews project plans to assess functional inefficiency, obsolescence or structural problems associated with existing hospitals and nursing homes applying for a Certification of Need for expansion and modernization; compares relationship of applicant's proposal to applicant's long range development plans; determines if proposal is a reasonable and cost effective alternative to satisfy needs, if there is adequate land to support the project, if both existing building and proposed project conform to State and Federal licensing, fire and life safety and/or certification standards, if project budget is complete, adequate and reasonable; provides modernization need analysis and inventory data on health care facilities filing letters of intent for certification of need; meets with Certificate of Need applicants to provide technical assistance regarding design and conformance to established standards; files reports of findings; represents agency in contested case hearings or before the Certificate of Need Appeals Board.
- 2. Construction/Plans Review.** Typical tasks: manages and coordinates the Construction/Plans Review Program for residential and health care facilities licensed by the Health Division and Senior Services Division; assigns plan review to State Fire Marshal's Office for Fire and Life Safety Code regarding Medicare/Medicaid certification; assigns plan review for mechanical and electrical work on large hospitals to three engineers under contract; conducts reviews of nursing homes and hospitals for conformance to licensing rules of the Health Division, Senior Services Division and to sanitation rules mandated for dietary facilities; reviews all corrective action plans from project sponsors; drafts and updates rules of the Construction/Plans Review Program; conducts on-site project inspections.
- 3. Construction-related Standards.** Typical tasks: establishes and heads standards advisory committees to develop Health and Senior Services Divisions' standards/rules for licensure for hospitals, mental hospitals, special in-patient care facilities, nursing homes and residential care facilities.

4.Consultation. Typical tasks: represents department on external committees and task forces including Governor's Commission on In-Patient Psychiatric Services, Health Division Licensure Rules Committee and Senior Services Division's Physical Standards Subcommittee for Assisted Living; acts as a liaison regarding health and residential care facility standards, planning, design and project costs to related industries, associations, architects, engineers, consultants and other State and Federal agencies; provides assistance to rural health programs, clinics and facilities; provides input to makeup of Certification of Needs rules.

Employees in this class are involved in specialized decision making regarding State and Federal standards which apply to the design and construction of Oregon hospitals and other licensed health care facilities as well as how these standards are enforced.

These standards and review of projects are applied to projects amounting to \$150 million per year.

RELATIONSHIPS WITH OTHERS

Employees in this class are in daily contact with health facility administrators and staff, agency administration, officials of other State and Federal agencies, private architects, engineers and consultants. This contact is by telephone, in writing and in person to provide advice regarding facility design and applicable codes and standards and to coordinate standards administered by others.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an Assistant Director. Work is reviewed periodically, orally in meetings and in writing to determine progress of major projects and to review policy issues related to work on task forces and rule requirements.

Employees in this class apply State and Federal laws, rules, policies and standards.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Extensive knowledge of building systems (architectural, mechanical, and electrical).

Extensive knowledge of health care facilities' construction costs.

General knowledge of Federal and State codes and standards for licensure and certification for health care and elderly care facilities.

General knowledge of health care and elderly care services.

Skill in technical writing.

Skill in making oral presentations to various groups.

Skill in organizing and coordinating construction activities related to health care and elderly care facilities.

Skill in program planning and project design.

Skill in large program management.

Skill in coordinating projects with Federal and State agencies.

Skill in architectural drafting.

Skill in reading and interpreting architectural, mechanical, and electrical plans and specifications.

Ability to learn, understand, and apply standards of the Certificate of Need Program.

Ability to learn, understand, and apply rules, policies, and procedures of the Senior Services and Health Divisions.

Ability to learn operations of State Government, including the legislative process.

Ability to represent the agency at administrative and legislative hearings and before professional and public groups.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.