

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> LICENSING AND REGULATORY AFF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Bureau of Survey and Certification
<b>4. Civil Service Position Code Description</b> Environmental Sanitarian-E	<b>10. Division</b> Acute & Continuing Care and Support Division
<b>5. Working Title (What the agency calls the position)</b> Environmental Sanitarian 9-P11	<b>11. Section</b> Environmental Health and Safety Section
<b>6. Name and Position Code Description of Direct Supervisor</b> REMUS, LAURA Y; STATE ADMINISTRATIVE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ROEPKE, MICHELLE M; STATE DIVISION ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 611 W. Ottawa St., Lansing, MI (or home office as assigned) / 8:00AM-5:00PM, Monday-Friday or hours as assigned
<b>14. General Summary of Function/Purpose of Position</b>  The Bureau of Survey and Certification (BSC) within the Department of Licensing and Regulatory Affairs (LARA is the identified state agency to perform survey and certification activities on behalf of the Centers for Medicare and Medicaid Services (CMS)). The environmental sanitarian performs routine individual and/or team survey activities on behalf of the Centers for Medicare and Medicaid Services (CMS). The environmental sanitarian position will participate in federal initial and recertification routine surveys, and complaint investigations for a diverse group of long-term care and non-long term care providers/suppliers following the regulations in the CMS State Operations Manual (SOM). The survey tasks focus on environmental health topics as well as emergency preparedness. The facilities and provider/suppliers include long-term care facilities, End Stage Renal Disease (ESRD), and hospitals.	

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

**List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.**

**Duty 1**

**General Summary:**

**Percentage: 80**

Individually or as part of a survey team, conducts routine environmental health surveys/complaint investigations of long-term care and non-long term care providers/suppliers to determine compliance with federal regulations pertaining to the standards of care for federal certification.

**Individual tasks related to the duty:**

- Evaluates facilities and providers/suppliers' compliance with federal regulations by observation, interview and record review.
- Evaluate the physical design of the facility or provider/supplier that includes, but not limited to:
  - Space needs and traffic flow for functionality and safety within the building.
  - Capabilities of a facility to function under adverse conditions such as loss of heat, water, fuel, and electrical power; and
  - Adequacy of the heating, ventilation, cooling, and humidity control and illumination levels; and
  - Adequacy of water supply and sewage disposal systems to accommodate facility needs.
- Evaluate the safety and sanitation of a facility or provider/supplier that includes, but not limited to:
  - Effectiveness of the facility's preventative maintenance programs to provide an overall environment conducive to quality patient care and quality of life; and
  - Effectiveness of the facility's housekeeping program to provide a safe and sanitary environment to minimize the transmission of disease; and
  - Food service program to ensure a safe and sanitary food product; and
  - Facility's pest control program to ensure that the program is safe, and that the facility is free of insects and rodents; and
  - Facility's emergency preparedness to function in the event of a natural or human disaster; and
  - Facility's procedure for cleaning, disinfecting and sterilizing of equipment, supplies and environmental surfaces for consistency with current acceptable practice; and
  - Linen handling, processing, storage and transportation to assess consistency with accepted practice; and
  - Methods for the collection, storage and disposal of waste, particularly bio-hazard waste, and pathological waste, to minimize the transmission of disease and detrimental effects to the environment; and
  - Resident's quality of life as it pertains to environmental conditions.
- Perform observations of the provider's physical environment, and patient care encounters.
- Review the facility and/or provider supplier's policies and procedures, quality assurance documents, employee in-service training programs, employee evaluation process, and sanitary control initiatives.
- Conducts interviews with provider staff, residents, patients, and patients and/or patient representatives, and verbally advises provider of concerns identified during the survey.
- Provides technical support, when applicable, to federally certified providers.

**Duty 2**

**General Summary:**

**Percentage: 10**

Prepares routine survey reports and review plans of corrections.

**Individual tasks related to the duty:**

- Prepares survey findings into a clear, understandable and logical order and compiles the findings into written citations following the CMS prescribed Principles of Documentation (POD).
- Enter the completed reports into CMS Aspen Central Office (ACO) or Internet Quality Improvement & Evaluation System (iQIES).
- Reviews and organizes the documents collected during the survey process to be submitted electronically.
- Reviews and approves plans of correction when a facility and/or provider supplier has been found not compliant with federal regulations.

**Duty 3**

**General Summary:**

**Percentage: 5**

Preceptor for new staff members.

**Individual tasks related to the duty:**

- Train new surveyors on routine survey process including but not limited to: survey preparation (including a pre-survey meeting to ensure preparation is completed correctly), process for requesting documents electronically, conducting staff and family interviews including interview best practices, key elements of direct observation during survey process, document review according to State Operations Manual (SOM) and appropriate appendices, comprehensive and complete note taking, citation determination from completed observations, interviews and record reviews, how to prepare the survey findings into a clear, understandable and logical order and put into written citations following the CMS POD format.

**Duty 4**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Submit time sheet, expense reports and vehicle travel logs by the assigned dated.
- Completes assigned trainings by due date.
- Completes and passes the Surveyor Minimum Qualification Test (SMQT) with required time period.
- Provides consultation/technical assistance to the bureau director, division director, and section manager and other **complaint investigators/health care surveyors.**
- Participates in the development of policies, procedures and forms for the section and assists with developing training and educational webinars for facilities and/or providers/suppliers.
- Assist manager with performing desk reviews.
- Assist other regions when assigned.
- Additional tasks as assigned by manager.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Independent professional judgment is typically used in making compliance decisions during surveys and complaint investigations. Decisions usually relate to whether regulatory compliance has been achieved by the facility and/or provider/supplier and if adequate and appropriate care of patients/residents occurred. Many decisions may directly impact public health and safety such as food safety, water supply safety, disposal of domestic and hazardous wastes, and infection control concerns.

**17. Describe the types of decisions that require the supervisor's review.**

Guidance is requested when established policy does not exist or when the survey protocol does not cover significant or controversial issues identified during the survey or complaint investigation. Supervisor review is also required when there is an Immediate Jeopardy associated with a survey.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

The position requires extensive travel to all areas of the state in all weather conditions, requires flexible work hours to determine compliance with requirements in providers/suppliers that operate 24 hours/day and take care of patients during these times. The position requires considerable physical stamina and mobility to tour the physical environment of a provider/supplier and to observe and evaluate patient/resident care in a variety of settings. There is also a potential for exposure to communicable/contagious diseases.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

- Environmental Sanitarians have specialized knowledge in the area of physical design, safety, sanitation and control of communicable diseases that are needed to protect the health, safety and welfare of residents and patients so that a safe and sanitary environment is provided which is utilized in on-site surveys of a variety of settings.
- Responsible for performing comprehensive evaluations of compliance with federal and professional standards of care in a wide variety of health care settings statewide.
- Performs surveys and complaint investigations to determine facilities and/or provider/supplier compliance with federal certification requirements; prepare reports of findings; provide technical assistance to peers and division staff.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Establish

25. What is the function of the work area and how does this position fit into that function?

The function of this work area is to ensure new and existing federally certified facilities and/or providers/suppliers are complying with the federal condition of participation requirements to receive Medicare funding. This position performs individual and/or team routine survey activities on behalf of the Centers for Medicare and Medicaid Services (CMS). The environmental sanitarian position will participate in federal initial and recertification routine surveys, and complaint investigations, using observation, interview, and record review to determine compliance, for a diverse group of long-term care facilities and non-long term care providers/suppliers following the regulations in the CMS State Operations Manual.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**EDUCATION:**

Possession of a bachelor's degree in the physical or biological sciences, sanitary science, or environmental health.

**EXPERIENCE:**

**Environmental Sanitarian 9**

No specific type or amount is required.

**Environmental Sanitarian 10**

One year of professional experience in the enforcement of environmental health laws equivalent to an Environmental Sanitarian 9.

**Environmental Sanitarian P11**

Two years of professional experience in the enforcement of environmental health laws equivalent to an Environmental Sanitarian, including one year equivalent to an Environmental Sanitarian 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of state and federal laws regulating the operation of facilities.

Knowledge of inspection and investigation procedures and processes for facilities.

Knowledge relative to evaluation of quality of care and quality of life in environmental health, and/or sanitation.

Ability to conduct inspections/investigations for primary discipline and parts relative to secondary discipline.

Ability to observe critically and recognize areas of noncompliance, problems and discrepancies.

Ability to interpret and apply complex laws, procedures, rules and requisitions.

Ability to maintain records, prepare reports, and correspondence related to work.

Ability to use computer and available software to maintain records and prepare technical reports.

Ability to communicate effectively with others.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid Michigan driver's license.

Registered Sanitarian or Registered Environmental Health Specialist is preferred.\_

Positions that cover nursing homes require successful completion of the Surveyor Minimum Qualifications Test (SMQT) in accordance with the Centers for Medicare and Medicaid Services' standards and procedures.

**Additional**

- Must abide by state law or federal certification regulatory requirements related to job duties assigned including, but not limited, vaccination requirements.

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

NA

***I certify that the entries on these pages are accurate and complete.***

PAIGE EMMONS

12/18/2024

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date