



## **JOB DESCRIPTION**

### **HOME HEALTH ACCREDITATION CONSULTANT – PER DIEM**

#### **Position Summary**

This is a per diem independent sub-contractor position with Accreditation Resource Services (ARS), a division of the Center for Improvement in Healthcare Quality (CIHQ). The home health accreditation consultant participates as part of a survey team that:

- Assesses home health agencies throughout the United States and its territories for compliance to accreditation standards (primarily Joint Commission), and the CMS Conditions of Participation for home health and hospice
- Reviews hospital policies, procedures, the care environment, patient care processes, medical record documentation, personnel files, medical staff credential files, and other accreditation related activities to assure that hospitals meet minimum standards of care.
- Develops and issues verbal and written reports outlining deficient practices in hospitals and communicates those findings both to the hospital and to the central office at CIHQ-ARS.
- Maintains a professional and collegial demeanor in all interactions.
- Complies fully with CIHQ-ARS policies and procedures.

#### **Minimum Qualifications**

- Strong working knowledge of Joint Commission home health standards and Medicare Conditions of Participation
- At least 3- 5 years of experience in a management level or leadership position in a home health agency
- Excellent verbal and written communication skills
- Successful completion of CIHQ' consultant surveyor training program

#### **Other Requirements**

- Must sign the CIHQ-ARS sub-contractor agreement prior to affiliation
- Must maintain professional liability coverage of at least 1 million per occurrence and 3 million aggregate annually throughout affiliation
- Must have an annual influenza vaccination throughout affiliation
- Must pass a criminal background check prior to affiliation
- Must provide evidence of a current urine drug screen clearance prior to affiliation

#### **Physical, Cognitive, and Environmental Demands**

The demands described below are representative of those that must be met by an incumbent to perform essential job-specific functions.

- Substantial physical activity such as walking and climbing, lifting up to 25 pounds, and sitting for prolonged periods. Substantial use of fine motor skills for reading, writing, and computer work
- Cognitive ability to multi-task; understand and express concepts and ideas; communicate clearly and understandably in both verbal and written form.
- Able to work in home health environments, and don appropriate protective equipment as required

#### **Availability Requirements**

Must be available to survey at least one week per quarter

#### **Travel Requirements**

This position requires extensive travel throughout the United States and its territories. Overnight travel is required. Travel may occur for up to 90% of a scheduled work-week.

#### **Compensation**

\$800 per day of on-site work plus reimbursement of travel expenses in accordance with CIHQ-ARS guidelines. There is no additional compensation for producing written survey reports.

#### **Approved:**

Richard Curtis, RN, MS, HACCP  
Executive Director, CIHQ

March 2014