

POLICY AND PROCEDURE

SUBJECT:
Job Description – Compliance Officer
Rev. 12/2022

Department:	Quality, Risk Management, or Compliance
Reports to:	Owner/Governing Bodies/CEO/Administrator
Reporting to this position:	Compliance Liaisons
Job Classification:	Division Director
Position Purpose:	Provide direction and oversight of the operating organization's compliance and ethics program.

Major Duties and Responsibilities:

1. Oversee and monitor implementation of the compliance program.
2. Report on a regular basis to the nursing facility's governing body, CEO, and compliance committee (if applicable) on the progress of implementation, and assisting these components in establishing methods to improve the nursing facility's efficiency and quality of services, and to reduce the facility's vulnerability to fraud, abuse, and waste.
3. Periodically revise the program in light of changes in the organization's needs, and in the law and policies of government and private payor health plans.
4. Develop, coordinate, and participate in a multifaceted educational and training program that focuses on the elements of the compliance program, and seeking to ensure that all relevant employees and management understand and comply with pertinent federal and state standards.
5. Ensure that independent contractors and agents who furnish physician, nursing, or other health care services to the residents of the nursing facility are aware of the resident's rights as well as requirements of the nursing facility's compliance program applicable to the services they provide.
6. Develop, revise, maintain, implement, and distribute compliance-related policies, procedures, systems, and other materials for all affected individuals.
Work with the certifying official (e.g., chief executive) identified on the annual SSL certification(s) to ensure accurate completion of the certification on OMIG's website.
7. Foster appropriate environment within the organization to promote participation in the compliance program by all affected individuals.

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8. Establish and maintain open lines of communication within the organization so potential compliance problems may be reported promptly.
9. Monitor all methods of communication, including anonymous and confidential methods. Create and maintain appropriate documentation (e.g., logs, spreadsheets, and records) of compliance activities.
10. Chair management compliance committee that oversees operation of the compliance program.
11. If applicable, supervise assigned staff to ensure compliance-related duties are satisfactorily carried out.
12. The compliance officer is responsible for reporting annually to the governing body/chief executive/administrator on the progress and implementation of the compliance program activities and shall schedule periodic conferences with the managers and maintain documentation of such conferences.
13. Develop, provide, coordinate, and/or track compliance training and education for orientation and periodic training for all affected individuals.
14. Monitor results of compliance-related disciplinary actions to confirm fair and firm enforcement.
15. Recommend disciplinary action to the governing body and/or administrator with respect to any personnel connection with a violation of any aspect of Code of Conduct, compliance program, policies and procedures and applicable laws and regulations.
16. Develop, manage, and report on the annual compliance work plan, including routine identification of compliance risk areas and trends.
17. Conduct and/or oversee and review results of internal and external audits and self-evaluations of compliance risk areas, as well as the resulting evaluations of potential or actual non-compliance.
18. Investigate potential and actual compliance issues, including root cause analyses.
19. Ensure prompt and thorough resolution of compliance issues, including implementation of policies, procedures, systems and necessary training of all affected individuals to reduce the potential for recurrence.
20. Monitor plans of correction to confirm problems have been resolved or new plans of correction are required.
21. Report compliance issues to DOH and/or OMIG.
22. Oversee self-disclosures and refunding of overpayments.

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Individual performance of Compliance Office will be evaluated using the following scale:

1. **Unsatisfactory:** Achieves results which are far less than the standards identified for the performance factors rated.
2. **Needs Improvement:** Achieves results which are less than the standards identified for the performance factors rated. Exhibits the potential to become a competent performer. May be new to job or need skill development
3. **Meets Standards:** Achieves results which meet the standards identified for the performance factors rated. This rating is the expected level of performance.
4. **Exceeds Standards:** Achieves results which usually exceeds the standards identified for the performance factors rated.

Employee Acknowledgement

I have read the above job description and understand the requirements and expectations of the position of Compliance Office at Silver Lake Specialized Rehab and Care Center

Flutera Kew

Employee's Signature

10/11/2019

Date

[Handwritten Signature]

Supervisor's Signature

10/11/2019

Date

The compliance officer is not required to be an employee of Silver Lake Specialized Rehab and Care Center.