

PART I	HAWAII HEALTH SYSTEMS CORPORATION	2.620
	STATE OF HAWAII	2.621
		2.622
		2.623
		2.624

Class Specifications
for the class:

HOSPITAL ENVIRONMENT OF CARE/SAFETY OFFICER I, II, III, IV & V
SR-16; SR-18; SR-20; SR-22; SR-24
BU:13

Series Definition:

This series includes all classes of positions, which are to develop and coordinate the hospital safety programs to maintain a safe environment for patients, visitors and personnel. A Hospital Environment of Care/Safety Officer ensures compliance with the Joint Commission on the Accreditation of Health Care Organization (JCAHO) accreditation, Medicare and Medicaid, National Fire Protection Association (NFPA) Life Safety Codes and all other federal, state and local regulatory compliance programs observed by health care organizations.

Positions in this series develop, implement and evaluate new procedures and approaches to safety and loss prevention in accordance with regulatory agencies. Also, develops, establishes, and modifies procedures for the prompt and systematic flow of information (e.g., toxic and hazardous waste and materials, the environmental safety of the hospital, emergency management and other safety information/requirements) between the various hospital departments. Monitors and ensures compliance with federal, state and accrediting agency standards, policies, procedures, directives; and prepares, receives and reviews a variety of reports.

This class oversees the development, monitoring and implementation of the Hospital Environment of Care and Safety activities and programs. In addition, this class maintains personal contacts with other State and Federal government personnel, and representatives of other agencies regarding safety, (i.e., OSHA, etc.). These contacts are to provide and receive information, seek cooperation and to resolve problems.

The work is performed under general supervision and within the broad framework of State and Federal laws, rules and regulations, administrative policies and overall departmental goals and objectives.

HOSPITAL ENVIRONMENT OF CARE/SAFETY OFFICER I

2.620

Duties Summary:

Serves in a trainee capacity, receiving formal and on-the-job training in the principles, concepts, work processes, regulations and reference materials fundamental to technical and professional aspects of Hospital Environment of Care and Safety Program activities; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry trainee level class, designed to provide an introduction to the background, philosophy, concepts and scope of the Hospital Environment of Care and Safety Program activities; general knowledge of the program, purpose and functions of the hospital safety programs; and a practical understanding of the policies of the department. Work assignments are specific, limited, routine, and designed to provide initial experience in a variety of activities.

Individual receives both formal and informal training in the basic principles, methods and techniques of Hospital Environment of Care and Safety Program activities. Assignments are made concurrently with orientation and training and supervision is direct and immediate. Specific and detailed instructions as to the tasks to be performed and the procedures to be followed are outlined at the time an assignment is made. Training and work assignments are closely and critically reviewed for compliance with instructions, thoroughness, and application of safety program policies and practices and to assure potential for further training and development. Continued guidance and instruction are provided during the progress of the assignment, including the manner in which finished work is to be submitted. Assignments are tailored to provide experience and training; to orient employees to administrative policies and regulations, technical programs, techniques and operating procedures.

At this level, employees are responsible for becoming familiar with the guidelines available, i.e., State and Federal safety codes, Medicare, Medicaid and JCAHO standards, and safety policies and procedures,

Examples of Duties:

Attends orientation and training sessions; learns the principles, concepts, work processes and regulations for a Hospital Environment of Care and Safety Program, and performs simple tasks for the purpose of gaining knowledge. Assists in conducting environment hazard surveillance surveys for compliance with applicable standards and guidelines (e.g., to detect code violations, hazards and incorrect work practices and procedures); participates in safety training for hospital staff; and patient safety activities,

Knowledges and Abilities Required:

Knowledge of: Research methods and techniques; methods and techniques for evaluating and analyzing facts, information and issues to resolve problems; and report and letter writing.

Ability to: Learn the principles, methods and techniques pertaining to Environment of Care and Safety Program activities; learn and interpret laws, rules and regulations applicable to safety programs; analyze and identify problems and recommend solutions for improving the effectiveness and efficiency of the environment of care and safety programs; effectively communicate ideas and information both orally and in writing; establish and maintain cooperative working relationships.

HOSPITAL ENVIRONMENT OF CARE/SAFETY OFFICER II 2.621

Duties Summary:

Serves in a trainee capacity, receiving formal and on-the-job training, in Hospital Environment of Care and Safety Program activities, precedent situations, working relationships with other agencies, regulations, performs a variety of basic and routine assignments consistent with training status; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is the advanced trainee level through which the trainee advances as part of his/her progression to full performance as an independent worker. The trainee applies the methods and techniques of Hospital Environment of Care and Safety programs to work assignments. Work assignments range from the simple to the moderately complex. Assignments are generally characterized by clear and specific objectives to be reached by the application of specific standards, and guides. Primary work processes and tasks follow well established procedures. Additional assignments are selected to develop the employee for work of a higher level.

Trainee receives specific guidance, instruction and orientation on all aspects of the work during intensive training periods. Specific and detailed instructions are given with each assignment, and follow-up is close and continuing. Supervision is both direct and indirect. Training and work assignments are closely and critically reviewed to assure potential for advancement to the independent worker level. As trainee's knowledge and skills increase, additional assignments characteristic of a higher level Hospital Environment of Care/Safety Officer are made for training purposes, and supervision is gradually relaxed.

Knowledges and Abilities Required:

Knowledge of: General knowledge of hospital environment of care programs; JCAHO standards; NFPA Life Safety Codes and all other federal, state and local regulatory compliance programs observed by health care organizations.

Ability to: Apply the principles, methods and techniques of safety programs learned to actual work situations; obtain pertinent factual data, analyze and make sound recommendations as to the action to be taken; effectively communicate ideas and information both orally and in writing; establish and maintain cooperative working relationships.

HOSPITAL ENVIRONMENT OF CARE/SAFETY OFFICER III

2.622

Duties Summary:

Performs a variety of work assignments for the Hospital Environment of Care and Safety Program activities; and performs other duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for assisting in developing and implementing a program of safety and loss prevention for a hospital; reviews and recommends policies and practices to ensure compliance with all Federal and State safety codes, and regulations, Medicare, Medicaid and JCAHO standards; safety policies and procedures of the hospital; and consults with hospital management and staff on problems and ways to improve and increase the effectiveness of the program.

Examples of Duties:

Plans and organizes the safety program for a hospital; coordinates, evaluates and provides recommendations to the Environment of Care committee to ensure compliance with all accrediting and regulatory agencies; interprets and enforces the Life Safety Code; conducts building and grounds hazard surveillance surveys for compliance (i.e., to detect code violations, hazards and incorrect work practices and procedures); develops, reviews and participates in safety training for hospital staff; maintains administrative control of records related to safety and health programs; promotes the Occupational Safety and Health Administration required hazard communication program by maintaining a comprehensive file of Material Safety Data Sheets (MSDS) or equivalent; providing assistance to managers in conducting the annual chemical inventory survey; providing training in the use of and need for MSDS; assists Human Resources in administering workers' compensation program; participates in patient safety, performance improvement and information management activities; disseminates information to department managers and others regarding toxic and hazardous waste and materials, the environmental safety of the hospital, emergency management and other safety information; prepares and disseminates memos and reports; maintains required records; participates in emergency

management planning, including all phases, mitigation, preparedness, response and recovery; develop and maintain policy and procedure manuals; submits reports of activities to various committees and boards to meet and ensure accreditation and regulatory compliance; prepares reports and correspondence; and performs special studies as required.

Knowledges and Abilities Required:

Knowledge of: General knowledge of hospital environment of care programs; JCAHO standards; NFPA Life Safety Codes and all other federal, state and local regulatory compliance programs observed by health care organizations.

Ability to: Understand, interpret and apply, rules, regulations and standards to the specific needs of the hospital; analyze and identify problems and recommend sound solutions for improving the effectiveness and efficiency of the environment of care and safety programs; effectively communicate ideas and information both orally and in writing; establish and maintain cooperative working relationships; develop training and informational materials and activities to promote the environment of care and safety programs; plan and conduct formal and informal training.

HOSPITAL ENVIRONMENT OF CARE/SAFETY OFFICER IV 2.623

Duties Summary:

Develops, implements and evaluates the Hospital Environment of Care and Safety Program activities; and performs other duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for developing and implementing a program of safety and loss prevention for a hospital; reviews, recommends and implements policies and practices to ensure compliance with all Federal and State safety codes, and regulations, Medicare, Medicaid and JCAHO standards; safety policies and procedures of the hospital; and consults with hospital management and staff on problems and ways to improve and increase the effectiveness of the program.

Examples of Duties:

Develops, and implements the safety program for a hospital; coordinates, evaluates and provides recommendations to the Environment of Care committee to ensure compliance with the JCAHO and other regulatory agencies; interprets and enforces the Life Safety Code; conducts building and grounds hazard surveillance surveys to detect code violations, hazards and incorrect work practices and procedures; develops, reviews and participates in safety training for hospital staff; maintains administrative control of records related to safety and health programs; promotes the Occupational Safety and Health Administration required hazard

communication program by maintaining a comprehensive file of Material Safety Data Sheets (MSDS); providing assistance to managers in conducting the annual chemical inventory; providing training in the use of and need for MSDS; assists Human Resources in administering workers' compensation program; participates in patient safety, performance improvement and information management activities; disseminates information to department managers and others regarding toxic and hazardous waste and materials, the environmental safety of the hospital, emergency management and other safety information; prepares and disseminates memos and reports; maintains required records; participates in emergency management planning, including all phases, mitigation, preparedness, response and recovery; develop and maintain policy and procedure manuals; submits reports of activities to various committees and boards to meet and ensure accreditation and regulatory compliance; prepares reports and correspondence; and performs special studies as required.

Knowledges and Abilities Required:

Knowledge of: Thorough knowledge of the hospital environment of care programs; JCAHO standards; NFPA Life Safety Codes and all other federal, state and local regulatory compliance programs observed by health care organizations.

Ability to: Understand, interpret and apply, rules, regulations and standards to the specific needs of the hospital; analyze and identify problems and recommend sound solutions for improving the effectiveness and efficiency of the environment of care and safety programs; effectively communicate ideas and information both orally and in writing; establish and maintain cooperative working relationships; develop training and informational materials and activities to promote the environment of care and safety programs; plan and conducts formal and informal training.

HOSPITAL ENVIRONMENT OF CARE/SAFETY OFFICER V

2.624

Duties Summary:

Develops, implements and evaluates the Hospital Environment of Care and Safety Program activities for a region of Hawaii Health Systems Corporation, formulates policies and procedures; and performs other duties as assigned.

Distinguishing Characteristics:

This class reflects responsibility for developing and implementing a program of safety and loss prevention for several hospitals in a region of the Hawaii Health systems Corporation (HHSC); develops policies and practices to ensure compliance with all Federal and State safety codes, and regulations, Medicare, Medicaid and JCAHO standards; safety policies and procedures of the region; and provides expert advice and assistance to administrative and department managers on ways to improve and increase the effectiveness of the program, initiates procedures to ensure regional compliance.

The work is performed under the general supervision of the Regional Chief Executive Officer or designee and in close cooperation with Hospital Administrators and/or Assistant Administrators.

Examples of Duties

Plans, develops, evaluates and implements the safety program for a region of the Hawaii Health Systems Corporation; coordinates, evaluates and provides expert advice to the Environment of Care committee to ensure compliance with JCAHO and other regulatory agencies; interprets and enforces the Life Safety Code; conducts building and grounds hazard surveillance surveys to detect code violations, hazards and incorrect work practices and procedures; develops, reviews and participates in safety training for hospital staff at various facilities; maintains administrative control of records related to safety and health programs for the region; promotes the Occupational Safety and Health Administration required hazard communication program by maintaining a comprehensive file of Material Safety Data Sheets (MSDS); assists managers at various facilities in conducting the annual chemical inventory; providing training in the use of and need for MSDS; assists Human Resources in administering workers' compensation program; participates in patient safety, performance improvement and information management activities; disseminates information to department managers and others regarding toxic and hazardous waste and materials, the environmental safety of the hospital, emergency management and other safety information; prepares and disseminates memos and reports; maintains required records; participates in emergency management planning, including all phases, mitigation, preparedness, response and recovery; formulate and maintain policy and procedure manuals; submits reports of activities to various committees and boards to meet and ensure accreditation and regulatory compliance; prepares reports and correspondence; and performs special studies as required.

Knowledges and Abilities Required:

Knowledge of: Thorough knowledge of the hospital environment of care programs; JCAHO standards; NFPA Life Safety Codes and all other federal, state and local regulatory compliance programs observed by health care organizations; governmental organizations and functions; public administration; report writing.

Ability to: Plan and develop a comprehensive environment of care and safety program; interpret and explain rules, regulations and standards to meet the specific needs of the various facilities; prepare clear and concise reports; effectively communicate ideas and information both orally and in writing; establish and maintain cooperative working relationships; develop training and informational materials and activities to promote the environment of care and safety programs; plan and conducts formal and informal training.

This is the first class specifications for the class, HOSPITAL ENVIRONMENT OF CARE/SAFETY OFFICER V.

This is the first class specifications for the classes, HOSPITAL ENVIRONMENT OF CARE/SAFETY OFFICER I, II, III and IV, effective January 14, 2005.

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