STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION

CLASSIFICATION SERIES:	SERIES NO.:
Nursing Board Monitoring	2166
MAJOR AGENCIES:	EFFECTIVE DATE:
Board Of Nursing Only	10/10/2010

## SERIES PURPOSE:

The purpose of the nursing board monitoring occupation is to monitor compliance of nurses to nursing board orders &/or consent agreements (i.e., arrangement agreed to & signed by nurse & the board to resolve violations of laws & rules in lieu of a hearing that may lead to legal action).

At the full performance level, incumbents monitor compliance of nurses to board of nursing orders &/or consent agreements.

CLASS TITLECLASS NUMBERPAY RANGEEFFECTIVENursing Board Monitoring Case Worker216611310/10/2010

#### CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of nursing, criminology, criminal justice, psychology, social work or related behavioral health field, laws & rules regulating board orders &/or consent agreements in order to monitor compliance of assigned nurses with board orders &/or consent agreements & make recommendations to supervisor regarding status (i.e., successful completion; non-compliance; termination of agreement) of assigned nurses.

CLASS TITLE	CLASS NUMBER	B. U.	<b>EFFECTIVE</b>	<b>PAY RANGE</b>
Nursing Board Monitoring Case Worker	21661	11	10/10/2010	13

# <u>JOB DUTIES IN ORDER OF IMPORTANCE</u>: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Monitors compliance of nurses with board orders &/or consent agreements, makes recommendations to supervisor regarding status (e.g., successful completion; non-compliance; termination of agreement) of assigned nurses, prepares reports for & reviews findings with supervisor & maintains accurate records & confidentiality of records as required by law & rules of board &

Acts as practice monitoring case worker (i.e., monitors compliance of licensees with board orders &/or consent agreements which involve practice improvement plans, continuing nursing education, & reports from work site monitor or employer regarding licensee's practice; reviews probation reports & chemical dependency or psychiatric evaluation; obtains certified journal entries & police reports from appropriate courts &/or law enforcement agencies; consults with Non-Practice Monitoring Case Worker on practice issues.

OR

Acts as non-practice monitoring case worker (i.e., monitors compliance of licensees with board orders &/or consent agreements which require drug-testing regimen, employer reporting, criminal records check; reviews probation reports & chemical dependency or psychiatric evaluation; obtains certified journal entries & police reports from appropriate courts &/or law enforcement agencies.

Discusses laws regulating practice of nursing & board rules & policies (i.e., as related to monitoring program) with health care community, licensees, nursing education program staff & general public; recommends changes in existing procedures in monitoring compliance of nurses to board orders &/or consent agreements; maintains continuous personal contacts with assigned nurses, nursing administrators & general public; responds to inquiries; ensures accuracy & timeliness of monitoring assigned cases in order to prevent unsafe nursing practices performed by assigned nurses while caring for patients; operates personal computer to edit, enter &/or verify data & to produce reports &/or documents.

#### **MAJOR WORKER CHARACTERISTICS:**

Knowledge of nursing practices & standards, criminology, criminal justice, psychology, social work or related behavioral health field; laws & rules regulating practice of nursing\*; agency policies & procedures governing monitoring program\*; board objectives & actions\*; public relations. Skill in operation of personal computer\*. Ability to gather, collate & classify information about data, people or things; prepare accurate monitoring reports; handle sensitive inquiries from & contacts with officials & general public.

(\*)Developed after employment.

#### MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Practice Monitoring Case Worker: requires current licensure as Registered Nurse in State of Ohio as issued by Board Of Nursing per Sections 4723.03 & 4723.09 of Ohio revised code; completion of undergraduate core program in nursing; 3 yrs. exp. as registered nurse.

Non-Practice Monitoring Case Worker: requires completion of undergraduate core program in criminology, criminal justice, psychology, social work or related behavioral field; 2 yrs exp. in applying law & rules in a licensure/regulatory field;

- -Or 2 yrs. trg. or 2 yrs. exp. as probation or compliance enforcement officer.
- -Or equivalent of Minimum Class Qualifications For Employment noted above.

### TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Biennial renewal of licensure as registered nurse for Practice Monitoring Case Worker only. All positions require completion of CLEAR (Council on Licensure, Enforcement and Regulation) Training.

#### **UNUSUAL WORKING CONDITIONS:**

Not applicable.