

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Medical Board Nurse Specialist

SERIES NUMBER

6558

MAJOR AGENCIES

Medical Board only

EFFECTIVE

6/19/2011

SERIES PURPOSE

The purpose of the medical board nurse specialist occupation is to ensure that the medical board's licensees are meeting the minimum standards of care by providing medical records review and other information to aid in determining whether the quality intervention program or other administrative action is needed.

At the lower-level, incumbents identify patient care issues & violations of medical practices act for the secretary and supervising member and/or the quality intervention program.

At the higher-level, incumbents supervise medical board nurse specialists engaged in reviewing minimum standards &/or practice issues.

CLASS TITLE

Medical Board Nurse Specialist

JOB CODE

65581

PAY GRADE

13

EFFECTIVE

6/19/2011

CLASS CONCEPT

The advanced level class works under administrative direction & requires extensive knowledge of skilled registered nursing procedures & advanced nurse practices in order to serve as health care provider in an institutional, facility and/or correctional setting & assume specific health care duties within boundaries of licensure (i.e., performs physical examinations, obtains health history, analyzes & documents findings, creates & implements care plan & prescribes medication &/or treatment per bylaws/policy), provide health consultation for patients & families in coordination with interdisciplinary health care team.

<u>CLASS TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Medical Board Nurse Specialist	65581	11	6/19/2011	13

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

Reviews complaints relating to minimal standards &/or other practice-related issues, identifies & obtains all needed records/materials, provides analysis & evaluation of medical records & other information obtained from various sources to screen appropriateness of care rendered, medical necessity of services utilized & completeness of documentation, reviews, evaluates, reconciles &/or summarizes medical &/or paramedical documentation & billing records, identifies issues of minimal standards violations &/or other practice-related issues, assists investigators, attorneys, federal &/or state agencies by providing expert opinions in investigations, & operates computer to prepare charts, summaries & correspondence.

Works with secretary, supervising member &/or quality intervention panel to review medical records & other information analyzed & summarized; acts as liaison among secretary, supervising member, quality intervention panel, other medical experts & educational providers as needed &/or makes necessary arrangements for meetings of quality intervention panel; attends meetings; records panel recommendations; drafts meeting minutes; prepares & submits panel members' invoices; conducts case follow-up as directed.

Obtains expert reviewers; prepares correspondence & personal service contracts; forwards medical records, summaries & other information necessary to expert reviewers; reviews records with experts to obtain preliminary opinion.

Arranges for copying of medical records; verifies completeness & accuracy of copies; prepares copies for use by quality intervention panels &/or experts as needed.

As assigned, performs miscellaneous records reviewing duties to facilitate operational efficiency such as processing documents produced by medical board staff during peak work periods; assists executive director or his/her designee in absence of other medical board nurse specialists.

MAJOR WORKER CHARACTERISTICS

Knowledge of professional registered nursing; minimal standards of care in varied clinical situations; medical practices act;* federal & state laws pertaining to practice of medicine (e.g. ORC 4731 and OAC 4731);* agency rules, polices & procedures applicable to quality intervention program &/or standards review & intervention section;* public relations. Skill in operation of computer.* Ability to read & comprehend technical medical records; understand effects & interactions of prescribed medications; interpret diagnostic tests results; gather, collate & classify information about patients' medical records; act as liaison among secretary & supervising member of medical board &/or quality intervention panel &/or medical experts &/or educational providers; deal with many variables & determine specific action; maintain accurate records; handle sensitive inquiries from & contact with officials, licensees & general public; communicate verbally & in writing; read & record figures accurately; calculate fractions, decimals & percentages.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Current licensure as registered professional nurse in state of Ohio as issued by Board of Nursing per Section 4723.03 of Ohio Revised Code; one continuous year of experience as registered nurse in clinical setting, with clinical employment being held within last two years; 1 course or 3 months experience in public relations.

-Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Biennial renewal of license in practice as registered nurse per Section 4723.24 of Ohio Revised Code.

UNUSUAL WORKING CONDITIONS

Not applicable.