

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

Medical Board Compliance Officer

**SERIES NO.:**

2153

**MAJOR AGENCIES:**

Medical Board only

**EFFECTIVE DATE:****SERIES PURPOSE:**

The purpose of the medical board compliance occupation is to monitor medical practitioners currently on probation in order to ensure practitioners comply with terms & obligations of probation pursuant to Medical Board disciplinary orders.

At the full performance level, incumbents monitor medical practitioners currently on probation in order to ensure practitioners comply with terms & obligations of probation pursuant to Medical Board disciplinary orders & implements medical board probationary policies & procedures.

Note: Approximately 150 practitioners are on probation at any given time. This class is for use in Medical Board only.

**CLASS TITLE:**

Medical Board Compliance Officer

**CLASS NUMBER:**

21531

**EFFECTIVE DATE:**

11/23/1997

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of medical board probationary policies & procedures in order to monitor medical practitioners currently on probation in order to ensure practitioners comply with terms & obligations of probation pursuant to Medical Board disciplinary orders & formulates & implements medical board probationary policies & procedures.

<b>CLASS TITLE:</b> Medical Board Compliance Officer	<b>CLASS NUMBER:</b> 21531	<b>BARGAINING UNIT:</b> 07
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**EFFECTIVE DATE:**

11/23/1997

**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.)**

Monitors medical practitioners currently on probation in order to ensure practitioners comply with terms & obligations of probation pursuant to Medical Board disciplinary orders (e.g., compiles & tracks data regarding probationers, special practitioners, limited branch schools & treatment facilities to include tracking confidential information regarding HIV positive &/or Hepatitis B virus positive practitioners & reviewing prescription logs to make sure practitioners are in compliance); arranges & conducts on-site inspections to determine compliance of 4731.19 of Ohio Revised Code & 4731-1 of Ohio Administrative Code; explains disciplinary orders to probationers & assists them in compliance; independently answers correspondence & face-to-face inquiries; analyzes probation compliance data to detect new violations or potential problems) & formulates & implements medical board probationary policies & procedures.

Provides research & support for Board committees; monitors & maintains confidential tests & investigative files; reviews applications for limited branch schools & treatment providers; prepares records for committees, licensure & Ohio Medical Board to include soliciting confidential test items from approved schools, selects test items, reviews statistical analysis for question validity, researches contested questions & prepares corrective action plans; prepares materials for confidential office conferences & probationary appearances; provides compliance materials & requests for modification & issues for Board approval; participates in office conferences & probationary appearances; researches & provides information for available courses that meet compliance requirements.

Attends training sessions & conferences; facilitates operational efficiency (e.g., processes documents produced by Medical Board Staff during peak work periods; assists executive director in absence of higher-ranking compliance personnel.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of medical board policies & procedures\*; criminology; criminal justice; social work; sociology; probationary policies & procedures\*; disciplinary orders administered by state medical board\*; interviewing; public relations. Skill in operation of personal computer\*. Ability to use research methods in gathering data; recognize unusual conditions & take appropriate actions; use statistical analysis; handle sensitive inquiries with medical practitioners currently on probation; develop good rapport with probationers.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in criminology, criminal justice, psychology, social work or sociology or related field.

- Or 2 yrs. trg. or 2 yrs. exp. as probation officer.
- Or 2 yrs. trg. as public relations or compliance officer to include interviewing.
- Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May require travel.