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| STATE OF OHIO (DAS)<br>CLASSIFICATION<br>SPECIFICATION | <b>CLASSIFICATION SERIES:</b><br>Nursing Board Compliance & Enforcement | <b>SERIES NO.:</b><br>2162           |
|  | <b>MAJOR AGENCIES:</b><br>Board of Nursing only                         | <b>EFFECTIVE DATE:</b><br>07/01/2001 |

**SERIES PURPOSE:**  
The purpose of the nursing board compliance and enforcement occupation is to investigate complaints and alleged violations of laws as they relate to nursing practice/dialysis care and/or nursing board rules and regulations.  
At the lower levels, incumbents investigate complaints and alleged violations of state and/or federal drug laws as they relate to nursing practice/dialysis care and/or nursing board rules and regulations.  
Note: This class is to be used by the Board of Nursing only.

| <u>CLASS TITLE</u>              | <u>CLASS NUMBER</u> | <u>PAY RANGE</u> | <u>EFFECTIVE</u> |
|---------------------------------|---------------------|------------------|------------------|
| Nursing Board Enforcement Agent | 21621               | 32               | 07/01/2001       |

**CLASS CONCEPT:**  
The full performance level class works under direction & requires considerable knowledge of state & federal drug laws & other criminal statutes & laws regulating practice of nursing in order to investigate complaints & alleged violations of state &/or federal drug laws as they relate to nursing practice/dialysis care &/or nursing board rules & regulations.

| <u>CLASS TITLE</u>             | <u>CLASS NUMBER</u> | <u>PAY RANGE</u> | <u>EFFECTIVE</u> |
|--------------------------------|---------------------|------------------|------------------|
| Nursing Board Compliance Agent | 21622               | 13               | 06/26/1994       |

**CLASS CONCEPT:**  
The advanced level class works under direction & requires thorough knowledge of nursing, laws & rules regulating nursing practices & current practices & standards of nursing in order to conduct investigations of alleged violations of law regulating the practice of nursing, monitor compliance to board orders, schedule administrative hearings & formal & informal conferences & prepare materials & documentation required for presentation at legal proceedings.

| <u>CLASS TITLE</u>              | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|---------------------------------|---------------------|--------------|------------------|------------------|
| Nursing Board Enforcement Agent | 21621               | 07           | 07/01/2001       | 32               |

**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.)**

Independently investigates complaints & alleged violations of state &/or federal drug laws as they relate to nursing practice & dialysis care &/or nursing board rules & regulations in order to assess whether or not administrative &/or legal action should be taken (e.g., screens complaints to assess authority to investigate, prioritizes complaints; interviews involved parties/persons, determines what highly confidential medical records must be subpoenaed & prepares, prints & executes approved subpoenas to obtain certified copies of documents according to Ohio Board of Nursing policies & procedures, examines prescription, dispensing & other related records or documents to include written statements & certified court entries, collects & preserves evidence), prepares concise & detailed investigative reports to include summary of incident, action taken, findings, criminal records, administrative records, licensure records & other relevant information, reviews findings with supervisor, maintains records & recommends policy &/or procedural change regarding investigations.

Prepares &/or assists in preparation of prosecution of alleged violators of drug laws related to practice of nursing/dialysis &/or nursing board rules & regulations (e.g., procures legal documents & determines witnesses needed; confers with representatives of Attorney General), testifies in court or before regulatory agencies & performs follow-up on court actions; explains applicable laws & rules & coordinates same with federal & state law enforcement agencies, health care facilities, co-workers & other state agency employees, general public & inmates at penal institutions during routine investigations; operates motor vehicle to conduct investigation activities & executes/serves urgent subpoenas & delivers certified documents; makes recommendations & assists in implementation of new &/or changing rules, policies & procedures; recommends, initiates & implements data management changes (e.g., input/output; information tracking; reports).

Provides & obtains information regarding alleged violators &/or investigative activities from federal, state & local law enforcement officers & representatives of regulatory agencies; reports law violations to appropriate agencies; serves on committees &/or task forces & writes technical guidelines regarding drug &/or investigative-related activities; maintains complete, accurate & timely computerized records (e.g., daily log activities; travel reports; case file activity; facility database to include listing of all nursing homes, hospitals, law enforcement agencies, prosecutors, state agencies & associate state agencies & contacts; witness database; subpoena file); attends staff meetings & seminars/continuing education events.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; human relations; state & federal drug laws; law regulating practice of nursing\*; interviewing; criminal investigation (i.e., practice of investigative procedures & collection/presentation of physical evidence); court & administrative hearing process. Ability to define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; gather, collate & classify information about data, people or things; prepare, accumulate, & safe guard data or information for very important confidential oral or written reports; handle sensitive inquiries from & contacts with officials & general public; develop complex technical reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Successful completion of police officer academy or equivalent police officer training (e.g., Ohio Peace Officer Training Council Course); completion of associate core program in law enforcement, criminal justice, police science or related field; 5 yrs. exp. in law enforcement (to include knowledge of state & federal drug laws & criminal investigative activities); must provide own transportation.

-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 be exposed to armed, hostile persons; required extensive travel; spends high percent of time in automobile.

| <u>CLASS TITLE</u>             | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|--------------------------------|---------------------|--------------|------------------|------------------|
| Nursing Board Compliance Agent | 21622               | 11           | 06/26/1994       | 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.)**

Conducts assigned investigations of alleged violations of law regulating practice of nursing for administrative &/or legal action, examines documents, interviews appropriate persons to establish facts, prepares reports, reviews findings with supervisor & maintains accurate records.

Schedules administrative hearings & formal & informal conferences; assists with preparation of materials & documentation (e.g., coordinates evidence; obtains witnesses; prepares legal documents) required for presentation at administrative hearings &/or to court systems of alleged violations of law regulating practice of nursing; testifies before regulatory agencies &/or court systems; prepares materials in response to notices of appeal of board orders; monitors compliance to Board orders.

Interprets law regulating practice of nursing & board rules & policies (i.e., as related to compliance) to health care community, licensees, nursing education programs & public; responds to inquires; serves as liaison with federal, state, county & municipal law enforcement officers & with other regulatory agencies; maintains confidential records & reports; recommends changes in existing procedures; operates video display terminal to obtain information.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of nursing practices & standards; laws, rules & guidelines regulating nursing practice; investigative techniques\*; court & administrative process\*; public relations; interviewing\*. Skill in operation of video display terminal. Ability to gather, collate & classify information about data, people or things; prepare accurate investigative reports; handle sensitive inquiries from & contacts with officials & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Requires current licensure as registered nurse in State of Ohio as issued by Board of Nursing per Sections 4723.03 & 4723.09 Ohio Revised Code; completion of undergraduate core program in nursing; 3 yrs. exp. as registered nurse; must provide own transportation.

-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.

**UNUSUAL WORKING CONDITIONS:**

Requires travel.