

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

**CLASSIFICATION SERIES:**

Nursing Board Consultant

**SERIES NO.:**

2163

**MAJOR AGENCIES:**

Board Of Nursing Only

**EFFECTIVE DATE:**

01/09/2005

**SERIES PURPOSE:**

The purpose of the nursing board consultant occupation is to administer & evaluate assigned program (e.g., advanced practice; nursing education; standards/practice) of board & work with licensees, elected officials, health care providers & community at large to oversee all activities of assigned program.

Note: This class is to be used by the Board Of Nursing only.

**CLASS TITLE**

Nursing Board Consultant

**CLASS NUMBER**

21631

**PAY RANGE**

14

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The advanced level class works under direction & requires thorough knowledge of nursing, laws & rules regulating nursing practice & current practices & standards of nursing in order to administer & evaluate assigned program (e.g., advanced practice; nursing education; standards/practice) of board & work with licensees, elected officials, health care providers & community at large to oversee all activities of assigned program.

| <u>CLASS TITLE</u>       | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|--------------------------|---------------------|--------------|------------------|------------------|
| Nursing Board Consultant | 21631               | EX           | 01/09/2005       | 14               |

**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.)**

Administers & evaluates assigned program (e.g., advanced practice; nursing education; standards/practice) of board & works with licensees, elected officials, health care providers & community at large to oversee all activities of assigned program (e.g., monitors compliance with board requirements, including laws & rules regulating or affecting practice of nursing; informs various constituencies about law & rules affecting nursing practice & changes; assists in enforcement of relevant provisions of law regulating nursing practice; analyzes proposed laws or rules to determine regulatory implications; monitors trends regarding assigned program area; directs activities of contract personnel; coordinates preparation of all reports to board concerning assigned program area; receives & refers complaints rendered against licensees; responds to inquiries; provides consultation & advice to health care community, licensees, general public &/or administrators of nursing education programs).

Discusses law regulating practice of nursing & board rules & policies to health care community, licensees & general public; responds to inquiries about board.

Analyzes, develops, implements & evaluates programs of board; drafts policies for action by board; provides materials & advice to aid executive director & board in decision making; collects, analyzes & prepares reports of data relating to particular program or functional area & makes appropriate recommendations; represents executive director at selected meetings & conferences; staffs &/or serves as liaison to advisory groups; maintains continuous personal contacts with nurses, nursing administrators, assistant attorney general's office & general public; ensures accuracy & timeliness of work activities in assigned program area in order to prevent adverse results (e.g., acts on applications for new schools or acts on curriculum changes in order to assist schools in implementation of plans; responds to questions in order to prevent miscommunication or lack of understanding of laws which could result in unlawful practice of nursing); operates personal computer to edit, enter &/or verify data & to produce reports &/or documents.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of nursing practice & standard; agency policy & procedures governing assigned program\*; board objectives & actions\*; laws, rules & guidelines regulating nursing practice; health care services & program management; public relations. Skill in operation of personal computer\*. Ability to gather, collate & classify information about data, people or things; prepare accurate program 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 of Ohio revised code; completion of graduate core program in nursing; 3 yrs. exp. as registered nurse; must provide own transportation.

-Or for position assigned to advanced practice, 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; current certificate of authority as issued by Board Of Nursing per Section 4723.42 of Ohio revised code; completion of graduate core program in nursing; 3 yrs. exp. as registered nurse; must provide own transportation.

-Or for position assigned to nursing education, 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 graduate core program in nursing or education; 3 yrs. exp. as registered nurse; must provide own transportation.

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

Biennial renewal of license as registered nurse.

**UNUSUAL WORKING CONDITIONS:**

Requires travel.