

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

Nursing Board Program Manager

**SERIES NUMBER**

2167

**MAJOR AGENCIES**

Nursing Board Only

**EFFECTIVE**

08/20/2006

**SERIES PURPOSE**

The purpose of the nursing board program manager occupation is to administer, plan, develop, monitor, direct & evaluate all activities of assigned state board of nursing programmatic unit/area(s) (i.e., licensure & certification, compliance & enforcement, adjudication, monitoring, & alternative program, advance practice, nursing education, nursing standards/practice) & maintain standards of continuing nursing education programs, & supervise assigned staff.

At the managerial level, incumbents administer, plan, develop, monitor, direct & evaluate all activities of assigned state board of nursing programmatic unit/area(s).

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

**CLASS TITLE**

Nursing Board Program Manager

**CLASS NUMBER**

21671

**PAY RANGE**

16

**EFFECTIVE**

08/20/2006

**CLASS CONCEPT**

The managerial level classification works under administrative direction & requires thorough knowledge of nursing administration, nursing education, laws & rules regulating nursing practices & licensure, current practices & standards of nursing, counseling, managerial & supervisory principles/techniques in order to administer, plan, develop, monitor, direct & evaluate all activities of assigned state board of nursing programmatic unit/area(s).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
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**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, plans, develops, monitors, directs & evaluates all activities of assigned state board of nursing programmatic unit/area(s) (i.e., licensure & certification, compliance & enforcement, adjudication, monitoring, & alternative programs, advance practice, nursing education & nursing standards/practice, maintain standards of continuing nursing education programs, establish policies & procedures to enforce laws & rules governing practice of nursing in state of Ohio, interprets laws & rules regulating practice of nursing; acts for executive director, represents executive director at meetings & conferences, assumes full responsibility & authority in absence of executive director, supervises assigned staff, oversees administration of statewide nursing programs, such as licensing of nurses, approval/re-approval of nursing programs such as pre-licensure RN& PN, dialysis technician training, medication aide training, community health worker training), plans, controls, directs & monitors non-disciplinary alternative program for chemically impaired nurses or nurses with practice deficiency amenable to remediation; plans, directs & conducts investigations of complaints regarding alleged violations of laws regulating practice of nursing & criminal offenses reported on licensure applications, reviews results of investigations, maintain & ensure confidentiality of records related to alternative programs, coordinates preparation of all records & reports to board concerning programs as set forth in laws, rules & regulations of board, develops & implements complex departmental policies & procedures in accordance with governing statutes & (e.g. directs, coordinates & evaluates overall programs for structure & effectiveness, provides advanced technical advice & makes recommendations to aid executive director & board in decision making, evaluates personnel needs & budgetary impact, collects, analyzes & prepares data relating to particular program or functional area & makes appropriate recommendations, initiates & cooperates in research projects), coordinates board programs with national nursing licensure & disciplinary data bases; chairs unit management meetings, establishes policies, procedures & processes for unit functions, facilitates development of program goals & agreement standards such as code of conduct & customer service, facilitates &/or develops Continuing Education programs relating to Ohio Revised Code & Ohio Administrative Code such as organize events, maintains documentation, writes program articles, audits processes & procedures for all licensees & persons holding OBN certificates.

Makes presentations about functions of nursing board as well as laws & rules governing practice of nursing (e.g. educates health care community, licensees & general public), responds to inquiries of attorneys, licensees & other interested parties, written & verbal about board; prepares &/or oversees preparation of materials & documentation required for presentation of evidence at administrative hearings &/or to courts systems; responsible for administration of union contracts, civil service laws & state personnel policies within department, recommend draft rule revisions for board approval; testifies before regulatory agencies &/or court systems, consults with assistant attorney generals for resolution of legal issues, questions &/or challenges relating to board.

Represents Executive Director at meetings & conferences; serves as board liaison to advisory groups, provide administrative & staff support for board's task forces & advisory groups; is responsible for training & scheduling of staff; maintains contacts with nurses, nursing administrators, assistant attorney general's office & general public; ensures overall coordination of work activities in assigned program areas in order to prevent adverse results (i.e., works with staff when necessary 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.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management; nursing practice & standards; agency policy & procedures governing assigned programs\*; board objectives & actions\*; laws, rules & guidelines regulating nursing practice; health care services & program management; public relations; budgeting, available community, health care community, & governmental resources, supervisory techniques/principles; workforce planning; employee training development; human resource training & development; safety practices; human relations; office management\*; agency policies & procedures\*; government structure & process\*; counseling; interviewing; humanities; electronic data processing\*. Ability to define problems, collect data, establish fact & draw valid conclusions; gather collate & classify information about data, people or things; understand system of mechanical or other procedures (e.g. nursing education & practice), understand somewhat abstract field of study; deal with variables & determine specific action, develop complex reports, prepare & deliver speeches before specialized audiences; handle sensitive inquiries & contacts with officials, health care community, licensees & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate core program in nursing, education, management, or related field; 5 yrs. exp. as registered nurse; 36 months experience in management.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER 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.

**UNUSUAL WORKING CONDITIONS:**

Must provide own transportation.