

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

Medical Board Nurse Specialist

**SERIES NO.:**

6558

**MAJOR AGENCIES:**

Medical Board only

**EFFECTIVE DATE:**

03/07/2004

**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

**CLASS NUMBER:**

65581

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of registered professional nursing, varied medical-clinical settings, & minimum standards of care requirements in order to identify patient care issues & violations of medical practices act for quality intervention program &/or to advise medical board's secretary & supervising member &/or members of medical board staff as appropriate (i.e., subpoena & review medical records or other documentation pertaining to complaints; interpret diagnostic testing results & recognize omitted tests or medical documentation; synthesize information into report outlining patient care issues & standard of care violations; present documents & discuss violations with secretary & supervising member of medical board &/or quality intervention panel; draft written communications to board's licensees &/or educational providers concerning violations &/or educational requirements).

**CLASS TITLE:**

Medical Board Nurse Specialist Supervisor

**CLASS NUMBER:**

65585

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of registered professional nursing & medical board policies/procedures, varied clinical settings & applicable rules & regulations in order to direct & evaluate work of medical board nurse specialists involved in reviewing minimum standards &/or practice issues & supervise & direct work of medical board nurse specialists & support staff.

<b>CLASS TITLE:</b> Medical Board Nurse Specialist	<b>CLASS NUMBER:</b> 65581	<b>BARGAINING UNIT:</b> 011
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**EFFECTIVE DATE:**  
03/07/2004

**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, & 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;\* agency rules, policies & 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; define problems, collect data, establish facts & draw valid conclusions; maintain accurate records; handle sensitive inquiries from & contact with officials, licensees & general public; communicate verbally & in writing.

(\*)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.

<b>CLASS TITLE:</b> Medical Board Nurse Specialist Supervisor	<b>CLASS NUMBER:</b> 65585	<b>BARGAINING UNIT:</b> 022
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**EFFECTIVE DATE:**

03/07/2004

**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.)**

Directs & evaluates work of medical board nurse specialists involved in reviewing minimum standards &/or practice 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, necessity of medical services utilized & documentation completeness, reviews, evaluates, reconciles &/or summarizes medical &/or paramedical documentation & billing records, identifies issues of minimal standards violations &/or other practice related issues, operates computer to prepare charts, summaries & correspondence & supervises & directs work of medical board nurse specialists & support staff.

Oversees & directs work of quality intervention panel (i.e., QIP); assigns cases for review within standards review & intervention section; reviews work products of quality intervention panel; resolves conflicts & facilitates timely completion of reviews.

Develops, recommends & implements policies, procedures & guidelines for standards review & intervention programs; maintains statistics & prepares reports as requested to reflect section activity; gathers information for case development, focused education courses & training programs; provides & explains information concerning processes of assigned unit; negotiates contracts with experts; persuades physicians under review to accept recommendations of quality intervention panel.

Works with various entities (e.g., QIP; expert reviewers; assigned staff) to review medial records & other information; acts as liaison between various entities & educational providers; oversees meetings (e.g., takes attendance; records panel recommendations; drafts meeting minutes); prepares & submits invoices for panel members; conducts case follow-up directed.

Obtains expert reviewers; prepares correspondence & personal service contracts; forwards medical records, summaries & other information necessary to expert reviews; reviews records with experts to obtain preliminary opinion; arranges for copying of medical records & verifies completeness & accuracy of copies; prepares copies as needed; assists executive director or his/her designee during absence of staff to assist in facilitating operational efficiency.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of nursing; medical board policies/procedures, varied clinical settings & applicable rules & regulations; federal & state laws & department rules, policies & procedures applicable to practice of medicine\*; agency rules, policies & procedures applicable to quality intervention program &/or standards review & intervention section\*; supervisory principles/techniques\*; employee training & development\*; public relations. Ability to review & comprehend medical journals & texts, various research materials & pharmaceutical texts & journals; write &/or edit policies & guidelines; establish friendly atmosphere as supervisor; handle routine & sensitive inquiries & contacts with general public, respondent licensees, attorneys & secretary & supervising members of board.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Current & valid license as Registered Nurse in Ohio as issued by Ohio Board of Nursing pursuant to Sections 4723.03 & 4723.09 of Ohio Revised Code; completion of undergraduate core program in nursing; 2 yrs. exp. as nurse in clinical setting; 6 mos. trg. or 6 mos. exp. in operation of personal computer.

-Or 12 mos. exp. as Nurse Specialist, 65581 or in similar position with other agency.

-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 to practice as registered nurse per Section 4723.24 of Ohio Revised Code.

**UNUSUAL WORKING CONDITIONS:**

May be required to lift boxes of records weighing approximately 35 lbs.