

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Nursing Board Compliance & Enforcement

SERIES NO.:
2162

MAJOR AGENCIES:
Board of Nursing only

EFFECTIVE DATE:
03/11/2012

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.

At the highest level, incumbents investigate complaints and alleged violations of state and/or federal laws as they relate to advanced nursing practice.

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

JOB TITLE

Nursing Board Enforcement Agent

JOB CODE

21621

PAY GRADE

32

EFFECTIVE

03/11/2012

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.

JOB TITLE

Nursing Board Compliance Agent

JOB CODE

21622

PAY GRADE

13

EFFECTIVE

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.

JOB TITLE

Nursing Board Advanced Practice
Compliance Agent

JOB CODE

21623

PAY GRADE

14

EFFECTIVE

10/23/2011

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of nursing, laws & rules regulating advanced nursing practices & current practices & standards of advanced nurse practice in order to conduct investigations of alleged violations of law regulating the advanced nursing practice, monitor compliance to board orders, schedule administrative hearings & formal & informal conferences & prepare materials & documentation required for presentation at legal proceedings & assist other program areas with advanced practice nursing issues (e.g., review the qualifications of advanced practice nursing applicants, work with licensees, elected officials, health care providers & community at large to respond to issues involving advanced practice nursing).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Nursing Board Enforcement Agent	21621	07	03/11/2012	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:

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>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Nursing Board Advanced Practice Compliance Agent	21623	11	10/23/2011	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.)

Conducts assigned investigations of alleged violations of law regulating practice of nursing & advanced practice 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 & advanced practice nursing; testifies before regulatory agencies &/or court systems; prepares materials in response to notices of appeal of board orders; monitors compliance to Board orders.

Assists other program areas with advanced practice nursing issues (e.g., reviews qualifications of advanced practice nursing applicants, works with licensees, elected officials, health care providers & community at large to respond to issues involving advanced practice nursing); interprets law regulating practice of nursing & advanced practice nursing & board rules & policies (i.e., as related to compliance, practice & licensure) to health care community, licensees, nursing education programs & public; responds to inquiries; 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 advanced nursing practices & standards; laws, rules & guidelines regulating advanced 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 and certification as an advanced practice nurse in State of Ohio as issued by Board of Nursing per Section 4723.03, 4723.41 & 4723.42 Ohio Revised Code; completion of graduate degree with a major in a nursing specialty or in a related field; 1 year experience as an advanced practice nurse; must provide own transportation.

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

Biennial renewal of licensure as registered nurse & certification as an advanced practice nurse.

UNUSUAL WORKING CONDITIONS:

Requires travel.