**SERIES PURPOSE:**
The purpose of the nursing board monitoring occupation is to monitor compliance of nurses to nursing board orders &/or consent agreements (i.e., arrangement agreed to & signed by nurse & the board to resolve violations of laws & rules in lieu of a hearing that may lead to legal action).

At the full performance level, incumbents monitor compliance of nurses to board of nursing orders &/or consent agreements.

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<tr>
<th>CLASS TITLE</th>
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<th>EFFECTIVE</th>
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<tbody>
<tr>
<td>Nursing Board Monitoring Case Worker</td>
<td>21661</td>
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**CLASS CONCEPT:**
The full performance level class works under general supervision & requires considerable knowledge of nursing, criminology, criminal justice, psychology, social work or related behavioral health field, laws & rules regulating board orders &/or consent agreements in order to monitor compliance of assigned nurses with board orders &/or consent agreements & make recommendations to supervisor regarding status (i.e., successful completion; non-compliance; termination of agreement) of assigned nurses.
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.)

Monitors compliance of nurses with board orders &/or consent agreements, makes recommendations to supervisor regarding status (e.g., successful completion; non-compliance; termination of agreement) of assigned nurses, prepares reports for & reviews findings with supervisor & maintains accurate records & confidentiality of records as required by law & rules of board &

Acts as practice monitoring case worker (i.e., monitors compliance of licensees with board orders &/or consent agreements which involve practice improvement plans, continuing nursing education, & reports from work site monitor or employer regarding licensee’s practice; reviews probation reports & chemical dependency or psychiatric evaluation; obtains certified journal entries & police reports from appropriate courts &/or law enforcement agencies; consults with Non-Practice Monitoring Case Worker on practice issues.

OR

Acts as non-practice monitoring case worker (i.e., monitors compliance of licensees with board orders &/or consent agreements which require drug-testing regimen, employer reporting, criminal records check; reviews probation reports & chemical dependency or psychiatric evaluation; obtains certified journal entries & police reports from appropriate courts &/or law enforcement agencies.

Discusses laws regulating practice of nursing & board rules & policies (i.e., as related to monitoring program) with health care community, licensees, nursing education program staff & general public; recommends changes in existing procedures in monitoring compliance of nurses to board orders &/or consent agreements; maintains continuous personal contacts with assigned nurses, nursing administrators & general public; responds to inquiries; ensures accuracy & timeliness of monitoring assigned cases in order to prevent unsafe nursing practices performed by assigned nurses while caring for patients; operates personal computer to edit, enter &/or verify data & to produce reports &/or documents.

MAJOR WORKER CHARACTERISTICS:
Knowledge of nursing practices & standards, criminology, criminal justice, psychology, social work or related behavioral health field; laws & rules regulating practice of nursing*; agency policies & procedures governing monitoring program*; board objectives & actions*; public relations. Skill in operation of personal computer*. Ability to gather, collate & classify information about data, people or things; prepare accurate monitoring reports; handle sensitive inquiries from & contacts with officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Practice Monitoring Case Worker: 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 undergraduate core program in nursing; 3 yrs. exp. as registered nurse.

Non-Practice Monitoring Case Worker: requires completion of undergraduate core program in criminology, criminal justice, psychology, social work or related behavioral field; 2 yrs exp. in applying law & rules in a licensure/regulatory field;

-Or 2 yrs. trg. or 2 yrs. exp. as probation or compliance enforcement officer.

-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 for Practice Monitoring Case Worker only. All positions require completion of CLEAR (Council on Licensure, Enforcement and Regulation) Training.

UNUSUAL WORKING CONDITIONS:
Not applicable.