

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION

Agency
Number

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas State Board of Nursing		9. Position No. K0217738	10. Budget Program Number	
2. Employee Name		11. Present Class Title Registered Nurse Senior		
3. Division		12. Proposed Class Title		
4. Section Legal/Disciplinary Section	For	13. Allocation		
5. Unit		Use	14. Effective Date	
6. Location (address where employee works) City Topeka County Shawnee	By	15. By	Approved	
7. (circle appropriate time) Full time <input checked="" type="checkbox"/> Perm. <input checked="" type="checkbox"/> Inter. Part time Temp. %100		Personnel	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 <u>AM</u> /PM To: 4:30 <u>AM</u> /PM	Office	17. Audit Date: By: Date: By:		

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

Position is designed to investigate official complaints involving violations of state statutes and regulations by Board of Nursing (Board) licensees (60,000). Since the advent of mandatory reporting, July 1, 1988, under Risk Management law, the number, seriousness, and complexity of complaints received by the Board has increased significantly. With increased awareness and detection of substance abuse among Board licensees, and the unique availability of narcotics and other controlled substances to Board licensees, the prospects for both administrative discipline and criminal prosecution is increasing. Board licensees with criminal convictions, and the number of nursing imposters, makes it clear that an experienced investigator with police and administrative experience is essential. In order to search hospital, police, and court records; serve subpoenas; and maintain the chain of custody of controlled substances, an investigator knowledgeable in both health care and law enforcement is required. Additionally, Investigators will be expected to help plan and participate in workshops for health professionals in substance abuse and chemical dependence.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Diane Glynn, R.N., J.D.	Nursing Practice Specialist	K0048246

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Diane Glynn, R.N., J.D.	Nursing Practice Specialist	K0048246

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work involves considerable individual, independent investigation, responsibility and judgment regarding which documents and evidence should be presented to attorneys and Board Investigative Committee. The Registered Nurse Senior will function under the direction of the Nursing Practice Specialist however, a great deal of independence and autonomy is envisioned in this position. It is a very responsible position requiring a competent, knowledgeable, and personable investigator. The Registered Nurse Senior will follow the protocols and guidelines designed by the Nursing Practice Specialist for the investigation process. The Registered Nurse Senior will review with the Nursing Practice specialist complaints against licensees and help formulate investigative strategies. The Registered Nurse Senior will become a notary, sign official complaints, witness depositions statements, and serve subpoenas. It is essential that detailed and accurate reports are written. Absolute security and confidentiality are necessary concerning evidence that is obtained. It is essential that the Registered Nurse Senior knows the rules and regulations of the Board of Nursing, the State, the Rules of Evidence and Risk Management Act. In the field, the Registered Nurse Senior will communicate by telephone to the Nursing Practice Specialist strategy changes that are necessitated by investigative finding.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties): **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1. 50%	<p>Investigate alleged violations of the Nurse Practice and Licensed Mental Health Technicians Acts. Independently investigate and ascertain facts pertaining to complaints, appeals and lawsuits against Kansas Board of Nursing licensees. Visit the site of the alleged violation. Interview complainants, licensee, and potential witnesses. Obtain records and other evidence of alleged violation. Utilize law enforcement contacts, KBI, police, etc. to obtain information. Review patient's charts and other related documents in the preparation of cases for hearing. Utilize nursing knowledge to collect information to determine if law was violated and as needed, assist Special Investigators in determining same. Prepare and serve subpoenas, primarily via certified mail, as needed. Notarize documents.</p>
2. 25%	<p>Organize evidence and prepare written reports of findings describing the violation. Prepare reports of findings using computer for data storage retrieval. Present findings to the Board's Investigative Committee. Provide testimony or in other ways assist the Board's Hearing Panel or its attorneys. Testify under oath as required in the presentation of the case before a hearing panel.</p>
3. 10%	<p>Monitor licensees whose licenses have been limited by the Board of Nursing and prepare report for the Board. If agreement or requirements are not met, go back to Disciplinary Counsel to determine course of action. Notify licensee of status and applicable fine. Collect fines. Obtain drug screens when ordered. Communicate with Impaired Provider Program coordinator regarding licensees with limited licenses. Assist Board's Committee on Impaired Licensees. Maintain continuing education notebook for courses licensees may take related to agreement or requirements. Keep disciplinary committee apprised of available courses.</p>
4. 10%	<p>Review license endorsements from other states, new license applications from students, license renewal applications and license reinstatement applications for applicants that have disciplinary action or a criminal record. Respond to questions and inquiries from licensees, applicants, staff, employers, others related to investigations or legal/disciplinary actions.</p>
5. 5%	<p>In addition to the aforementioned, the incumbent will be expected to perform other duties as needed and assigned.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Competent and complete investigative procedures honoring all due process rights of individual are necessary in the preparation of each Board of Nursing case. If errors are made in the investigation or preparation of the case, the licensee could sue the Board and /or State in a civil case.

Because of the volume of complaints involved, it is essential that the Registered Nurse Senior work quickly and accurately in the gathering of evidence in order to expedite the adjudication of the case.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Considerable public contact which will involve constant interaction with health and medical personnel, other state workers, attorneys, KBI and law enforcement officers, and any individual who can supply investigative facts.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The investigator may be dealing with suspected and known felons and persons impaired mentally or by alcohol or drugs. Occasional threats to life and limb may be received. Only minimal risk and discomfort expected in day-to-day activities.

When dealing with individuals who are involved in chemical abuse, it is always possible that a danger may arise, particularly when drugs and possible criminal elements are involved. Although generally minimal risks, hazards or discomfort may be involved. The Registered Nurse Senior will be dealing with a population that is usually non-criminal, and non-threatening.

Some lifting and moving of files and boxes.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily:

Telephone

Computer and Printer – word processing

Copy Machine

Fax Machine

Shredder

Occasionally:

Audio recorder

Microfilm

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General
High School or equivalent (GED)

Graduation of basic professional nursing curriculum and three years nursing practice experience

Education or Training - Special or professional

B.S. level professional nursing curriculum preferred. Specialized training in law enforcement or one year investigative experience in health care delivery preferred.

License, certificates and registrations

Registered nurse in the State of Kansas. Certificate of completion of investigative training course (CLEAR) (may be after employment).

Special knowledge, skills and abilities

Excellent reasoning ability. Ability to see relationships. Excellent verbal and written communication skills. Tact. Ability to interact with a variety of people to determine facts in a situation. Initiative, good judgment, objectivity, and flexibility.

Experience - Length in years and kind

Three years nursing practice experience preferably in hospital setting.
Specialized training in law enforcement or one year investigative experience in health care delivery preferred.

28. SPECIAL QUALIFICATIONS

Good physical health and stamina.
Ability to travel in-state by automobile.
Eligible for qualifications as Notary Public (after employment).
Certificate of completion of investigator training course (CLEAR) (after employment).
Pass Required fingerprint background check for criminal history

Signature of Employee _____ Date _____

Signature of Personnel Official _____ Date _____

Approved:

Signature of Supervisor _____ Date _____

Signature of Agency Head or Appointing Authority _____ Date _____