

## TEXAS BOARD OF NURSING

Position Description

June 2015

- I. TITLE: Investigator IV - Registered Nurse (1353) (B18)
- II. DEFINITION: Under minimal supervision, conducts complex investigations of alleged violations of the laws, rules and regulations pertaining to advanced practice, professional and vocational nursing, primarily focusing on nursing practice issues.

### III. QUALIFICATIONS:

#### A. Personal Characteristics

- 1. High degree of professional integrity
- 2. Appropriate manner and conduct
- 3. Good judgment
- 4. Honesty
- 5. Initiative
- 6. Objective Attitude
- 7. Flexibility

#### B. Education

Associate Degree or Diploma in Nursing from an accredited or approved nursing program required. Two years nursing experience or specialized training in related nursing area. Must possess a current, unencumbered Texas Registered Nurse license.

#### C. Knowledge, Skills and Abilities

- 1. Ability to write and speak effectively.
- 2. Knowledge of investigative methods and process.
- 3. Knowledge of state statutes and rules governing the practice of professional and vocational nursing in the State of Texas.
- 4. Knowledge of the Administrative Procedures and Texas Register Act.
- 5. Skill in objectively presenting evidence and testimony at informal conferences and formal disciplinary hearings.
- 7. Ability to apply Board policies and procedures.
- 8. Skill in computer word processing

### IV. RESPONSIBILITIES:

Directly responsible to the Supervising Investigator. The Investigator IV accomplishes the functions outlined in Section V in accordance with established policies and procedures.

V. FUNCTIONS:

- A. Conducts investigation of licensees' alleged violations of the rules and regulations pertaining to advanced practice, professional and vocational nursing:
  - 1. Analyzes assigned complaints to develop and implement investigative plan within accepted time frames.
  - 2. Prepares notices of alleged violations to nurses under investigation.
  - 3. Prepares subpoenas and obtain allegation specific relevant records.
  - 4. Identifies witnesses and obtain statements through affidavits/interviews.
  - 5. Conducts on-site investigations, as necessary, to interview witnesses and identify additional documentary evidence.
  - 6. Documents investigative activities, including all contacts with outside parties.
  - 7. Prepares investigative case reports which include alleged violations, relevant evidence, and responses/explanations.
  - 8. Recommends appropriate case disposition to the Supervising Investigator/Director of Enforcement which are consistent with adopted Board guidelines and disciplinary matrix.
  
- B. Facilitates timely case resolution according to established guidelines.
  - 1. Ensures that Agreed Orders and Formal Charges are accurately drafted, routed and mailed in a timely manner according to established processes.
  - 2. Ensures that documentary evidence and witness testimony are prepared for presentation at informal settlement conferences and formal disciplinary hearings, as applicable.
  - 3. Testifies at formal disciplinary hearings and participates in depositions, as applicable.
  
- C. Assists in the education of the public, employers and nurses.
  - 1. Adheres to agency Customer Service Standards when responding to inquiries regarding the NPA and Board Rules, policies and procedures.
  - 2. Maintains courteous, effective communication with co-workers and supervisors to promote teamwork in accomplishing departmental and agency functions.
  - 3. Assists new Board staff in learning the investigative process.
  - 3. Refers questions regarding licensing, education or nursing practice to appropriate Board staff.

VI. CONDITIONS OF EMPLOYMENT

- A. Refer to personnel policies for other conditions of employment.
  
- B. Up to 25% travel.
  
- C. This position is non-exempt from the Fair Labors Standards Act (FLSA).