

## TEXAS BOARD OF NURSING

- I. TITLE: Nursing Consultant, Education July, 2017  
(Nurse IV, B 23)
- II. DEFINITION: Performs consultative and administrative work for the Board of Nursing. Works under the direction of the Team Leader for Nursing Education and the Director of Nursing to: assist in interpreting the NPA, rules and other applicable laws to the public; prepare reports to the Board; conduct approval survey visits; analyze and evaluate proposals; support the development, implementation and evaluation of rules, policies, and procedures related to nursing education. Works under minimal supervision with latitude for use of initiative and judgment.
- III. RESPONSIBILITY TO THE AGENCY: Assists the DON with establishing a culture of teamwork, collaboration and support within the Nursing Department. Contributes to agency goals and objectives and adheres to agency ethics and personnel policies.
- IV. QUALIFICATIONS: The Nursing Consultant must be licensed as a registered nurse in Texas or eligible for licensure and must have the following minimum qualifications:
- A. Personal
1. Recognized personal and professional integrity that is necessary to maintain the respect of state officials, professional colleagues and the general public.
  2. Personal characteristics desirable:  
Good grooming, Appropriate manner and conduct, good judgment, honesty, creativity, integrity, initiative, self-direction, objective attitude, flexibility, good problem solving skills, ability to work well with others, effective communication skills, consistency in work activities and products, organized, demonstrates attention to detail,
  3. A deep sense of responsibility for the professional aspects of state board work.
  4. Possesses the ethical standards required of state employees.
  5. Consistently complies with Board rule on good professional character.
- B. Education
1. Graduate of a basic professional nursing program approved/accredited by the state in which the program was conducted;
  2. Graduate of an accredited college or university, holding a master's degree in nursing; and
  3. Have satisfactorily completed graduate level course work in at least one of the following areas: education, curriculum, instruction, teaching, or administration.

### C. Experience

1. Teaching experience in education programs for the preparation of practitioners of nursing; and
2. Broad experience in various types of professional nursing positions.

### D. Knowledge, skills, and abilities

1. Basic knowledge of state laws relating to the practice of nursing, especially the Nursing Practice Act and The Rules and Regulations Relating to Nurse Education, Licensure, and Practice;
2. Basic knowledge of the role and functions of the Board of Nursing in the regulation of nursing;
3. General knowledge of the diverse conceptualizations of nursing as a profession;
4. General knowledge of the different types of nursing education programs;
5. Comprehensive knowledge of general nursing;
6. Broad knowledge of current trends and issues affecting health care and health care delivery systems;
7. Effective oral and written skills;
8. Effective problem-solving skills;
9. Basic skills for research utilization or for arriving at evidence-based decisions;
10. Ability to work well with individuals and groups;
11. Ability to organize and prioritize to accomplish work effectively;
12. Ability to analyze and synthesize information in a short period of time; and
13. Ability to write reports suitable for public distribution.

### E. Professional Development

1. Recognized as possessing the personal and professional integrity that is necessary to maintain the respect of state officials, professional colleagues, and the general public;
2. Recognized as possessing the ethical standards required of state employees;
3. Recognized as able to use sound judgment, consider issues with objectivity, apply standards for decision-making with consistency, and as being honest;
4. Recognized as able to use appropriate grooming, manner, and conduct as adjuncts to effective communication with others; and
5. Recognized as displaying accountability for own professional actions and development with the potential to develop a deep sense of responsibility for the professional aspects of state board work.

## V. FUNCTIONS

- A. Conduct approval and pre-approval survey visits of existing and proposed vocational and professional nursing education programs and clinical affiliates to gather evidence of

compliance with rules and regulations for approval. Prepare written reports with suggested recommendations regarding approval status for the Board's consideration.

- B. Communicate and consult with administrative officers, school faculty, and students to facilitate quality program development, to verify program compliance with rules and regulations, and to inform appropriate school officials of the board's decisions regarding approval status.
- C. Review school data and compliance reports; records; curriculum materials including proposals for curriculum changes and new program development; faculty minutes, etc. in preparation for survey visits and in order to provide analysis to the Board.
- D. Confer and correspond with individuals and groups regarding the accurate interpretation of the Nursing Practice Act and Board rules and regulations as they apply to actual practice, education, and trends in nursing.
- E. Assist in the development and implementation of Board policies and procedures, objectives, and strategic plan, particularly as they apply to education.
- F. As needed, consult with and assist investigations staff regarding complaints or investigations; provide expert testimony.
- G. Participate with inter/intra agency and extended committees or task forces to represent the Board, provide consultation, and prepare reports for the Board.
- H. Perform other functions as assigned by the Team Leader /DON, including special projects and/or reports to the Board.

## VI. CONDITIONS OF EMPLOYMENT

- A. Must be willing to travel within the State of Texas up to 25%.
- B. Position is exempt from the Fair Labor Standards Act
- C. Refer to personnel policies for other conditions of employment.