

TEXAS BOARD OF NURSING

Position Description

June, 2013

I. TITLE: Investigator III - Registered Nurse (1352) (B16)

II. DEFINITION: Under minimal supervision, conducts complex investigations of alleged violations of the laws, rules and regulations pertaining to 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

Associated Degree or Diploma in nursing from an accredited or approved nursing program. Two years of experience or specialized training in related nursing area. Must possess a current unencumbered Texas Nursing 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 Senior Investigator. The Investigator III accomplishes the functions outlined in Section V in accordance with established policies and procedures.

V. FUNCTIONS:

- A. Conduct investigations of licensees' alleged violations of the rules and regulations pertaining to professional and vocational nursing.
 - 1. Receive assigned and prioritized cases against nurses.
 - 2. Analyze complaints to develop investigative plan.
 - 3. Prepare subpoena's for relevant records.
 - 4. Conduct on-site investigations, as necessary, to interview witnesses and identify additional documentary evidence.
 - 5. Prepare witness affidavits/statements.
 - 6. Prepare reports and documentation of investigative activities.
 - 7. Recommend appropriate case disposition to the Senior Investigator.
 - 8. Participate in depositions.
 - 9. Prepare cases for informal conferences/formal disciplinary hearings.

- B. Participate in informal conferences/formal disciplinary hearings.
 - 1. Ensure that the documentary evidence and witness testimony are prepared for presentation at the hearing.
 - 2. Testify and formal disciplinary hearing.
 - 3. Ensure that Orders of the Board are prepared and distributed in an accurate and timely manner.

- C. Assist in the education of the public, employers and nurses (RN and LVN).
 - 1. Respond to inquiries regarding the NPA., the rules, policies and procedures of the BNE.
 - 2. Assists new Board staff in learning the investigative process.
 - 3. Refer questions regarding licensing, education or nursing practice to appropriate Board staff.

VI. CONDITIONS OF EMPLOYMENT

Refer to personnel policies for other conditions of employment.
Up to 25% travel.
This position is not exempt from the Fair Labors Standards Act.