

TEXAS BOARD OF NURSING

Position Description
December, 2014

- I. TITLE: Investigator II (1351) (B14)
- II. DEFINITION: Under minimal supervision, conducts complex investigations of alleged violations of the laws, rules and regulations pertaining to professional and vocational nursing.
- 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
A High School Diploma or equivalent. An Associate's or Bachelor's Degree in Criminal Justice, sociology or related field, supplemented by one year of experience or specialized training in areas related to the agency mission is preferred.
 - 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. WORK SUPERVISED BY: Program Supervisor V

V. FUNCTIONS:

- A. Conduct investigations of licensees' alleged violations of the rules and regulations pertaining to professional and vocational nursing, including Criminal History information:
 - 1. Receive assigned and prioritized cases against RN's and LVN's.
 - 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 Director of Enforcement.
 - 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 primarily related to Criminal Background checks.
 - 2. Refer 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. Position is non-exempt from the Fair Labors Standards Act (FLSA).