

PROFESSIONAL & OCCUPATIONAL LICENSING INVESTIGATOR/RN

DESCRIPTION: Under limited supervision, completes assigned investigations of complaints against licensed health professionals; prepares documentation and writes investigational reports to appropriate examining boards and Attorney General's staff; monitors and evaluates compliance of licensed health professionals with conditions of licensure; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Investigates complaints of alleged violations of statutes, rules, and regulations governing the practice of licensed health professionals; investigates alleged violations of the controlled substances statutes.

Responds to requests for assistance from governmental agencies such as the FBI, DEA, FDA, Nebraska State Patrol and other state agencies, law enforcement agencies and insurance companies.

Prepares comprehensive reports of investigations.

Maintains detailed records, evidence and data pertaining to investigations.

Advises and provides guidance to licensees on applicable statutes, rules, and regulations pertaining to their individual professions.

Consults and assists law enforcement agencies with investigations and provide expert consultations, when appropriate.

Conducts controlled substance accountability audits.

Destroys outdated and/or unwanted pharmaceutical controlled substances according to established federal protocol with assistance from pharmacists, physicians, hospitals and other controlled substance registrants.

Monitors licensees who have been placed on probation or whose practice has been limited.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: State statutes governing health professions licensed by the Department of Health; programs and services pertinent to the medical programs dealt with; federal and state laws and regulations related to controlled substances; administrative procedures followed during a disciplinary proceeding; medical terminology, investigative techniques, principles of evidence law and due process requirements.

Ability to: write in a clear and concise manner; interpret and enforce statutory requirements; gather information relative to practice and competency issues; interact with other governmental agencies, health care providers and the public; adhere to the principles of due process.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: interview and interrogation techniques; investigative techniques; basic grammar and composition; mathematics and behavioral sciences; principles and practices of professional nursing theory; professional medical terms, diseases and physical conditions.

Ability to: communicate effectively; prepare objective, factual reports; maintain confidentiality; compile and evaluate data relative to investigations; interpret and explain in layman's language medical terms, diseases, conditions and treatment.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required entry knowledge, skills and abilities. A general qualification guideline would include coursework/training or experience in law, law enforcement, biological/sociological sciences or another health related field; review of records and reports; evaluation of the use of evidence; conducting investigations.

AND

Experience in providing community/public health nursing care services preferred. Licensure as a Registered Professional Nurse in the State of Nebraska required.