

TEXAS BOARD OF NURSING

Position Description

June 2018

- I. TITLE: Investigator III (CJ) (1352) (B16)
- 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.
- 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
- Baccalaureate Degree in Criminal Justice, sociology or related field, supplemented by two years of experience or specialized training in areas related to the agency mission.
- 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 III 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.
 4. Refers 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

Position is not exempt from the Fair Labors Standards Act (FLSA)