

## TEXAS BOARD OF NURSING

August 2016

I. TITLE: Position Description for Nursing Consultant, Practice Nurse IV,  
(4413)(B23)

II. DEFINITION:

The Nurse IV Nursing Consultant for Practice performs highly advanced consultative and administrative work for the Texas Board of Nursing. Under the direction of the Team Leader for Practice and the Director of Nursing, assists in interpreting the NPA, rules, and other applicable laws to the public, prepares reports to the Board, and assists with development and/or revision of position statements, guidelines, interpretive statements, and internal policies and procedures related to nursing practice and continuing education. Assists with conducting Board workshops across the state as well as development of educational materials for on-line use. The Nursing Consultant for Practice also serves as a resource to Enforcement and Legal staff on practice-related investigations, and may be required to provide testimony as an expert witness on the NPA, Rules, Disciplinary Sanction Policies, and the minimum standard of care in relation to Enforcement cases before the State Office of Administrative Hearings, or in other legal proceedings where such consultation is needed. Works under minimal supervision with latitude for use of initiative and judgment.

III. RESPONSIBILITY TO THE AGENCY:

Assists the Team Leader for Practice and Director of Nursing 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:

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, sound judgment, honesty, creativity, integrity, initiative, self-direction, objective attitude, flexibility, critical thinking and problem solving skills, ability to work well with others, effective communication skills, consistency in work activities and products, organized, and 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. Experience

1. Broad experience in various types of professional nursing positions with at least 3 years in patient care.

C. Educational

1. Minimum of a BSN from a professional nursing program approved by the State of Texas or the State from which the school was located and

actively enrolled in an approved or accredited MSN program and working towards an MSN.

2. Unencumbered and current licensure as a registered nurse in Texas or eligible for licensure.

3. Masters degree in nursing preferred.

D. 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.

E. Knowledge, Skill and Abilities

1. A broad concept of nursing profession and the ability to interpret the role of nursing in society effectively.

2. Comprehensive knowledge of general nursing.

3. Knowledge and understanding about nursing practice.

4. High degree of skill in methods of written and verbal communication.

5. Ability to analyze and synthesize information in a short period of time.

6. Basic knowledge about the Nursing Practice Act, and the role and function of the Board of Nursing.

7. An appreciation of the value of research in nursing and nursing education.

8. Articulate speaker; excellent communication and delivery skills to both large and small audiences, and ability to adapt adult learner taxonomy level of presentation to the audience at hand.

9. Ability to organize and accomplish work efficiently.

10. Experienced with computer hardware and software, and other equipment necessary for conducting professional presentations developed around set objectives and consistent with planned time frames.

11. Ability to effectively manage multiple projects with minimal direction.

12. Able to utilize available human, paper, and computer-based resources to gain knowledge of regulations beyond the purview of the BON to accurately direct the public to resources applicable to practice questions.

13. Ability to write professional reports suitable for public distribution.

V. FUNCTIONS:

- A. Conducts and/or assists with presentation of workshops and other educational offerings on behalf of BON:
  - 1. Able to conduct needs assessments for workshops/programs if needed.
  - 2. Able to assist with workshop planning process, as necessary, including annual schedule and applicable time-management issues, budget, host facility arrangements, handout materials and marketing brochures and printing of same, travel arrangements for staff, coordination of necessary items for pre-registration (including walk-in registrants), maintenance of participant databases, and obtain approval for continuing education provider ship for workshops;
  - 3. Able to operate equipment necessary for workshop activities (on-site and/or on-line).
  - 4. Prepare scripts for scheduled workshops, congruent with current statutes, rules, and Board positions that utilize principles of adult teaching/learning.
  - 5. Assists with delivery and presentation of workshops; makes individual public presentations as assigned.
  - 6. Evaluates outcomes of each workshop and uses information to make recommendations and/or changes to future presentations.
- B. Interprets the Nursing Practice Act and Rules in response to requests regarding nursing practice issues:
  - 1. Responds knowledgeably and respectfully to phone calls and written correspondence concerning nursing practice issues.
  - 2. Confers with individuals and groups to assure the accurate interpretation of the Nursing Practice Act, Board rules, policies and trends in nursing practice.
  - 3. Maintains self-development in awareness of national, state and regional health care issues that impact nursing practice.
  - 4. Identifies trends or issues that impact nursing practice and utilizes established chain of command to initiate appropriate agency response to issues.
- C. Prepares and Maintains Reports and Records:
  - 1. Assists in development, maintenance, and revisions of department policies and procedures.
  - 2. Prepares and presents reports to the Board
  - 3. Assists with development and preparation of agency reports to Board and other relevant parties
  - 4. Organizes and maintains files and materials related to nursing practice issues, legislative materials, committees and other work products
  - 5. Maintains all files and records in readable, easily accessed manner
  - 6. Prepares and contributes reports and articles to BON Bulletin as scheduled; maintains newsletter files for readily accessed references on Board activities
- D. Coordinates agency legislative review of laws and regulations

affecting nursing education, licensure and practice.

1. Establishes a tracking system of legislative bills during state legislative session.
  2. Coordinates activities of agency staff and groups in tracking and analyzing relevant legislation.
  3. Prepares reports and summaries for staff and the Board regarding the impact of legislation. Monitors state and national health care legislation and keeps the agency and the Board apprised of potential impacts.
  4. Reviews proposed and approved rules published in the Texas Register and advises the Board and staff regarding reported actions.
- E. Participates in department and agency operations and activities:
1. Assists Enforcement Division as needed with review of nursing practice investigations, expert witness testimony at ALJ/SOAH hearings, and other duties as assigned.
  2. Participates in staff discussion, planning, development and evaluation of overall agency objectives.
  3. Assists with implementation of agency's Strategic Plan.
  4. Assists in development and implementation of department and agency's policies and procedures.
  5. Assists in revision/development of rules.
  6. Consults with and seeks consults from other departments and personnel as needed on issues of nursing practice.
  7. Coordinates workshop and practice activities with other agency departments as applicable.
  8. Represents the Board on outside committees as assigned.
  9. Staff Board advisory committees as assigned.
  10. Helps promote teamwork within the nursing division and the entire agency.
  11. Leads and coordinates practice area projects as assigned.

## **VI. CONDITIONS OF EMPLOYMENT**

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