

Department of Consumer Affairs

Position Duty Statement

HR-41a (new 7/2015)

Classification Title Nursing Education Consultant	Board/Bureau/Division Board of Vocational Nursing and Psychiatric Technicians
Working Title Nursing Education Consultant	Office/Unit/Section/Geographic Location Education Division
Position Number 637-110-8250-001	Name and Effective Date

General Statement: Under general supervision of the Board of Vocational Nursing and Psychiatric Technicians (Board) Supervising Nursing Education Consultant (SNEC), the Nursing Education Consultant (NEC) must demonstrate in-depth knowledge of principles, practices and trends for licensed vocational nurses (LVN) and psychiatric technicians (PT). Incumbents provide expertise relative to statutory and regulatory requirements; educational and nursing principles, curriculum requirements, and approval of vocational nursing and psychiatric technician programs. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) and Marginal (M) Functions]

25% Performs complex analytical duties in planning, developing, administering and evaluating programs. (E)

- Provides in-depth assessment of educational program elements to ensure a program's effectiveness in preparing students for successful completion of the licensure examination.
- Analyzes all aspects of enforcement issues and cases to determine the Board's action relative to consumer protection.
- Evaluates current nursing practice to delineate practice that complies with the Vocational Nursing Practice Act and Psychiatric Technicians Law.
- Prepares clear, concise and objective written and/or oral reports.
- Analyzes current education and practice and correlates these activities with current statutes and regulations that permit licensure in California.

25% Provides professional expertise to ensure understanding and compliance with statutory and regulatory requirements for the purpose of consumer protection. (E)

- Advises institutions desiring to establish new programs on the subjects of statutory and regulatory requirements, educational and nursing principles and procedures, curriculum development and implementation, and evaluation of educational outcomes.
- Conducts comprehensive program analyses to determine compliance with statutory and regulatory requirements, and nursing education principles and practice.
- Prepares clear, concise and objective written and/or oral reports.
- Provides expertise to Board committees regarding information that will facilitate sound decisions relative to the Board's mission and the education, practice and discipline of LVNs and PTs.

- Provides consultative services to local, state and national agencies relative to the Board's mandate and authority to regulate education, licensure and discipline of LVNs and PTs for the purpose of consumer protection.

25% Conducts research and analysis. (E)

- Conducts research and analysis that has academic, programmatic, enforcement, and/or fiscal impact.
- Assists in the analysis and development of statutes, regulations and position statements.
- Assists administrative staff with complex projects.
- Prepares clear, concise and objective written and/or oral reports.

25% Acts as Board liaison to entities relative to education, health care practice and discipline for LVNs and PTs. (E)

- Interprets the Vocational Nursing Practice Act and Psychiatric Technicians Law for educational and health care delivery institutions, health care professionals, other governmental bodies and consumers.
- Assists with all aspects of enforcement case review, as needed.
- Participates in liaison activities, as required, to educate and inform consumers, health care organizations, professional groups and other agencies about the Board and the roles of the LVN and PT.
- Prepares clear, concise and objective written and/or oral reports.
- Provides expert written and oral opinions and testimony regarding allegations of unprofessional and grossly negligent conduct of the Board's licensees.

B. Supervision Received

The NEC receives general supervision from the SNEC but may receive direction and assignments from the Assistant Executive Officer and the Executive Officer.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The NEC has frequent contact with nursing educators, licensed vocational nurse and psychiatric technician employers, professional organizations, state agencies, and the public. Additionally, the NEC has contact with the Office of the Attorney General, Department of Consumer Affairs' Division of Investigation, other governmental agencies, and professional organizations in the performance of enforcement duties. The NEC must provide expert testimony at formal administrative hearings and must make presentations before Board committees and the full Board.

F. Actions and Consequences

Failure to provide expert consultation for enforcement cases could result in hundreds of licensees continuing to practice when they are unsafe or incompetent. Failure to investigate complaints and analyze investigative reports in a timely and effective manner could adversely impact the outcome in the case. Failure to adequately monitor vocational nursing and psychiatric technician programs could result in students not receiving the requisite knowledge and skills to enable them to perform in a safe and competent manner.

G. Functional Requirements

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year in an office setting, with artificial light and temperature control, and may be required to work specified hours based on the business needs of the office. The ability to use a personal computer and telephone is essential. Daily access to and use of a personal computer and telephone is essential. The position requires bending and stooping to retrieve files, walking, and occasional light lifting, up to 20 pounds. Sitting and standing requirements are consistent with office work. It is essential that the incumbent have the ability to professionally and courteously handle demanding calls and correspondence from the public and from employees. Regular attendance and punctuality are an essential part of this job. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

H. Other Information

The NEC role requires sufficient depth in background and experience to analyze, respond to and evaluate complex educational, practice, enforcement and regulatory issues in nursing and/or the health care field. The NEC must display a high degree of skill in communicating, both verbally and in writing, with peers, other Board staff, employees of other government agencies, educators, health care providers and administrators, consumers and the general public, and must use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution. The incumbent must be flexible regarding interruptions and changes in priorities relative to workload; manage time and resources effectively; and be responsive to management needs. The NEC travels as assigned using surface and air transportation.

The NEC classification requires possession of an active, valid California license as a registered nurse. In addition, statewide travel is required approximately 3 percent of the time to conduct accreditation site reviews, attend Board and/or committee meetings, and attend applicable meetings and/or conferences. The incumbent is required to travel throughout an assigned geographical area by various methods of transportation.

Title 11, section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with DCA's CORI procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the incumbent routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1, and within 30 days of leaving office.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

I have read and understand the duties listed above and I can perform these duties with or without a reasonable accommodation. (If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring manager/supervisor. If unsure of the need for a reasonable accommodation, inform the hiring manager/supervisor, who will discuss your concerns with the Health and Safety Analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name, Classification

(Rev: 05/2022)