

Department of Consumer Affairs

Position Duty Statement

HR-041a (new 7/15)

Classification Title Supervising Nursing Education Consultant	Board/Bureau/Division Board of Registered Nursing
Working Title Supervising Nursing Education Consultant	Office/Unit/Section / Geographic Location Licensing / Northern California NEC Unit/ Statewide
Position Number 630-110-8245-001	Name and Effective Date

General Statement: Under the general supervision of the Board of Registered Nursing's (Board) Chief of Licensing, the Supervising Nursing Education Consultant (SNEC) oversees the nursing education program consisting of all activities relating to the pre-licensure education of registered nurses and continuing education required for renewal. Duties include, but are not limited to, the following:

A. **SPECIFIC ACTIVITIES** [Essential (E) / Marginal (M) Functions]

40% (E) Management

Manages the nursing education program and oversees the continuing education provider review and approval process to carry out the objectives of these programs by planning, assigning, coordinating, supervising and evaluating program activities. Directs assigned Nursing Education Consultants (NEC) in activities to implement the programs by: (1) providing assignments; (2) providing orientation and consultation; (3) supervising their work; (4) evaluating their performance and results. Assigns staff liaisons to various committees of the board. Maintains records and prepares written and verbal reports of program activities. Informs and updates Chief of Licensing of program activities, progress, issues and proposed solutions. Interprets and communicates nursing education program matters to outside agencies, individuals, and the public.

35% (E) Coordination and Supervision of Nursing Education Activities.

Interprets current Board policies, statutes and regulations for nursing education to nursing schools, prospective and enrolled students, and other interested persons. Provides consultation to proposed and approved nursing programs. Develops and interprets criteria based on statutes, rules and regulations for: (1) curriculum; (2) faculty appointments; (3) facilities for clinical experience. Researches and analyzes nursing education issues. Prepares drafts of new or proposed revisions of existing rules and regulations to reflect statutory requirements and Board policies relating to nursing education. Responds to and/or delegates correspondence relating to nursing education. Develops and maintains current forms used for nursing education. Advises and consults with licensing unit on evaluation of current curricula of Board-approved nursing programs or courses in regard to meeting requirements for licensure. Serves as Board liaison to the Committee of Associate Degree Nursing Directors of Northern and Southern California, Directors of Baccalaureate and Higher Degree Programs and Directors of Nursing Programs in private colleges and universities and other appropriate agencies and committees. Arranges for collection, analyses, and preparation of reports on nursing education data including but not limited to the following: (1) annual faculty report; (2) student enrollment and graduation; (3) school ranking in National Council Licensure Examination (NCLEX). Serves as staff liaison and/or delegate staffs to the education and licensing committee and assist committee chair in planning the work of committee. Prepares agendas, plans and organizes meetings, prepares minutes of meetings. Researches issues and prepare written and oral reports. Handles correspondence and administrative details relating to committee.

5% (E) Management Team Responsibilities

Participates in the establishment of objectives and priorities with other program managers. Coordinates nursing education program activities with other Board activities. Advises Chief of Licensing, Assistant Executive Officer, Executive Officer, and other program managers on matters of mutual interest.

5% (E) Coordination of the Continuing Education Program

Ensures the NEC works with technical staff to audit provider courses and related materials and random audit of continuing education information on license renewal forms. Consults with the NEC on complex provider applications to ensure providers meet all requirements for approval. Oversees the NEC that investigates complaints and prepares reports for Board and other appropriate agencies. Conducts random site visits to providers and on-site audit of courses. Participates and responds to surveys on continuing education for registered nurses.

5% (E) Coordinate Nursing Program Approval Process

Develops and maintains a master calendar of dates for approved visits. Develops and maintains currency of all policies and procedures relating to the approved process based on current statutes and regulations. Schedules dates for approved visits and assignment of staff as visitors on each visit. Accompanies consultants on approval visits to selected schools of nursing, when necessary.

5% (E) Coordination and Implementation of Disciplinary Activities

Assigns consultants to evaluate job request and remedial education for nurses on probation.

5% (E) Coordination of Nursing Practice Activities

Provides interpretation of the Nursing Practice Act and regulations relating to nursing practice issues to individuals and groups. Responds to correspondence relating to nursing practice using a standardized format. Consults with licensing unit on evaluation of applications for approval of nurse practitioner; nurse midwifery credentials.

B. Supervision Received

The SNEC is under the general supervision of the Chief of Licensing.

C. Supervision Exercised

The SNEC oversees the work of NECs.

D. Administrative Responsibility

The SNEC has the full range of managerial administrative responsibilities including budget, personnel, and other staff services.

E. Personal Contacts

The SNEC has frequent contact with Board staff, Board members, registered nurses, nursing educators, professional organizations, state and federal agencies, the public, and nursing education consultants.

F. Actions and Consequences

Failure to properly manage and provide nursing education consultation related to practice issues could result in unsafe, negligent nursing practice and inadequate consumer protection.

Failure to provide expert nursing education consultation to monitor and evaluate pre-licensure and advanced practice nursing education programs could result in registered nursing and advanced practice program students and graduates not having sufficient educational preparation and opportunities that require the requisite knowledge, skills, and abilities needed to safely and competently perform required nursing functions.

Failure to use nursing education consultant expertise to ensure nurses on probation are working in an appropriately monitored job or completing remedial education and training could result in nurses practicing when they are unsafe or incompetent.

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 and may be required to work specified hours based on the business needs of the office. The use of computers, telephone, copier, fax machine and knowledge of computer software programs such as Word, Excel, E-mail and PowerPoint are essential. The position requires bending and stooping to retrieve files, sitting, standing, and walking consistent with office work and occasional light lifting of no more than 20 lbs. The incumbent is required to travel throughout an assigned geographic area by various methods of transportation.

H. Other Information

Incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to the Board's management needs.

This duty statement encompasses the professional consultant class specifications described within the Supervising Nursing Education Consultant Class Code 8245, revised September 16, 1997, as published by the California State Personnel Board. This position requires a registered nurses license.

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.

Criminal Offender Record Information (CORI)

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 to 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.

Conflict of Interest (COI)

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 1st, and within 30 days of leaving office.

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

Employee Signature

Date

Printed Name

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

Printed Name

Revised: 5/2022