

Department of Consumer Affairs
Position Duty Statement
HR-041a (new 7/2015)

Classification Title Nursing Education Consultant	Board/Bureau/Division Board of Registered Nursing
Working Title Nursing Education Consultant, CEU	Office/Unit/Section / Geographic Location Licensing Division, Continuing Education Unit/CE Licensure & Audits - Providers Sacramento Office
Position Number 630-110-8250-021	Name and Effective Date

General Statement: Under the general supervision of the Supervising Nursing Education Consultant (SNEC), the Nursing Education Consultant (NEC) must demonstrate in-depth knowledge of principals, practices and trends for registered nurses. Incumbent provides expertise relative to educational and nursing principals, nursing protocols, policies and procedures, nursing scopes of practice, methods and strategies of teaching and learning needed to evaluate continuing education provider curriculum and instructor approval. Incumbent ensures continuing education providers (CEP) comply with regulatory and statutory requirements put forth in the Nursing Practice Act, by reviewing complex application material submitted by researching continuing education course content and instructor curricula vitae. Incumbent oversees random CEP audits and audit appeals.

Continuing Education means a variety of learning experiences offered to and undertaken by registered nurses for re-licensure. These learning experiences are meant to enhance the knowledge of the Registered Nurses by ensuring continued competency for safe practice and public safety. Duties include, but not limited to, the following:

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

40% (E) Application Process

- Conduct comprehensive analysis of CEP applications and ensure they comply with regulatory and statutory requirements. (10%)
- Provide in-depth assessment of educational program elements to ensure effectiveness of continuing education programs being offered to registered nurses by evaluating the curriculum, course outlines, course objectives, teaching methods, and course hours and determine if compliant or non-compliant with regulations for the nursing education and competency program. (10%)
- Conduct comprehensive analysis of instructor curricula vitae; verify that Registered Nurse instructors have a valid license and verify certification information for non-nurse instructors and ensure instructors meet CCR 1457. (10%)
- Formulate denial of application citing the appropriate section of the Nursing Practice Act or move forward with completion. (10%)

30% (E) Auditing Process

- Analyze audit material submitted by CEP and ensure compliance with regulatory and statutory requirements.
- Conduct comprehensive analysis of course content, contact hours and instructor curricula that is being audited.
- Consult with Nursing Content Expert Evaluators when further review is needed and review experts' evaluations.
- Determine audit finding of compliance or non-compliance citing the appropriate section of the Nursing Practice Act; review documentation submitted for correction of non-compliance.
- Initiate audit appeals and consult with SNEC and Executive Officer on second level audit appeals. Ensure CE Unit is conducting adequate audits that comply with Board rules and regulations.

20% (E) Enforcement/Discipline Process

- Initiate and conduct investigations for complaints received from students and consumers.
- Consult with Nursing Content Expert Evaluators when further review is needed for investigation and review material submitted.
- Determine if non-compliant audit results in withdrawal, modification or dismissal.
- Confer with SNEC on audit findings and assist with appeal conferences.
- Compose final determination citing the appropriate section of the Nursing Practice Act.

10% (E) Training and Workshops

- Provide ongoing orientation and training to staff regarding the CE program and consult with the SNEC as needed.
- Participate in statewide workshops, and conferences on promoting the Content Expert program.

B. Supervision Received

The Nurse Education Consultant (NEC) reports to and is under the general supervision of the Supervising Nursing Education Consultant but may receive assignments from the Executive Officer.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The NEC has frequent contact with continuing education providers, unit staff and content expert evaluators. Occasional contact with Supervising Nurse Education Consultant, Executive Officer and registered nurses. The NEC provides expert testimony at audit hearings.

F. Actions and Consequences

Continuing education is a vital component of California's nursing workforce. Failure to provide expert learning experiences in order to enhance the knowledge of registered nurses may compromise nursing care by resulting in unsafe, negligent nursing practice, and inadequate consumer protection.

Failure to use nursing education consultant expertise to investigate complaints and audits timely could jeopardize public protection and result in hundreds of registered nurses and advanced practice nurses continuing to practice 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 incumbent is required to travel throughout an assigned geographic area by various methods of transportation. 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 consistently with office work and travel. Lifting requirements include the ability to lift 20 pounds or more.

H. Other Information

This duty statement encompasses the professional consultant class specifications described within Nursing Education Consultant Class Code 8250, revised September 16, 1997, as published by the California State Personnel Board.

This position requires a registered nurses license and a master's degree in nursing or related field. 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.

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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 position 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 with or 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

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