

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
CRIMINAL PROSECUTIONS SECTION
FACILITIES ENFORCEMENT TEAM
DUTY STATEMENT**

NAME:

CLASSIFICATION: Nurse Consultant II

WORKING TITLE: Nurse Consultant II

STATEMENT OF DUTIES: Under the general supervision of the Supervising Deputy Attorney General, the Nurse Consultant II (NC II) provides comprehensive nursing consultation and medical expertise in the complex investigation and criminal prosecution of elder and dependent adult abuse and neglect and institutional neglect cases on the Facilities Enforcement Team of the DMFEA. The NC II applies health care expertise to the investigation and prosecution of Medi-Cal fraud and civil litigation as needed. The NC II is a subject matter expert in forensic biomarkers of abuse and neglect, and all aspects of medical evidence, necessary to evaluate and investigate complaints and conduct successful prosecutions. The NC II applies specialized clinical knowledge and skills that support the implementation of the Operation Guardians program, which conducts in-depth medically driven investigations of resident and institutional neglect complaints. The NC II drafts written policies and procedures for Operation Guardians and medical evidence issues. The NC II provides in-service training to staff on medical and relevant federal and state Medicaid issues. The NC II conducts outreach education to other state agencies, professional and community organizations on the Facilities Enforcement Team, mandatory reporting and other topics in compliance with federal DMFEA guidelines. Statewide travel is required, including overnight stays.

SUPERVISION RECEIVED: Is under the general supervision of the Supervising Deputy Attorney General.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to 25 pounds. Travel may be required locally and within the state, and may require overnight stay.

TYPICAL WORKING CONDITIONS: Enclosed interior or exterior office in a smoke-free environment.

ESSENTIAL DUTIES:

- 45% Applies nursing expertise to complaint evaluation, investigation and prosecution of resident and/or institutional neglect, Medi-Cal fraud and civil litigation cases. This includes: identification of forensic biomarkers such as pressure ulcer staging or clinical presentation of dehydration; organization and analysis of medical charts; analysis of health care facility reporting documents; research and analysis of applicable regulatory statutes; identification of institutional systemic neglect such as understaffing; develop and complete written products applicable to each assigned case; consultation on investigative strategies including identification of additional records or other victims; testifying as a fact witness or nurse expert at preliminary hearings and trial.
- 35% Applies nursing expertise to complaint evaluation, investigation and prosecution of resident and/or institutional neglect, Medi-Cal fraud and civil litigation cases. This includes: identification of forensic biomarkers such as pressure ulcer staging or clinical presentation of dehydration; organization and analysis of medical charts; analysis of health care facility reporting documents; research and analysis of applicable regulatory statutes; identification of institutional systemic neglect such as understaffing; develop and complete written products applicable to each assigned case; consultation on investigative

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strategies including identification of additional records or other victims; testifying as a fact witness or nurse expert at preliminary hearings and trial.

- 10% Advises Special Agents/Investigative Auditors in preparing and appropriate witnesses, medical experts and medical evidence relevant to case investigation and prosecution.

MARGINAL FUNCTIONS:

- 5% Provides outreach education to other state agencies, professional organizations, hospitals, funeral home directors, community organizations and other groups on prosecution of resident abuse and neglect, mandatory reporting, DMFEA mission, etc.
- 5% Reviews clinical literature and relevant health care practice/Medi-Cal facility updates to provide in-service training to staff.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date

Employee Name

Supervisor Name

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NAME:

CLASSIFICATION: Nurse Consultant III

WORKING TITLE: Nurse Consultant III

STATEMENT OF DUTIES: Under the general supervision of the Supervising Deputy Attorney General, The Nurse Consultant III (NC III) serves as a highly skilled professional responsible for the development, coordination, implementation, and evaluation of the Operation Guardians program that has statewide impact on the delivery of health care to elderly and dependent adults living in Medi-Cal funded facilities. The NC III applies specialized clinical knowledge and skills that support the mission of Operation Guardians, which conducts in-depth medically driven investigations of resident and institutional neglect complaints. The NC III drafts and implements written policies and procedures for Operation Guardians. The NC III has lead responsibility for the use and analysis of medical evidence in the complex criminal investigation and prosecution of elder and dependent adult abuse and neglect, and institutional neglect cases on the Facilities Enforcement Team of the DMFEA. The NC III applies health care expertise to the investigation and prosecution of Medi-Cal fraud and civil litigation as needed. The NC III is a subject matter expert and DMFEA resource in forensic biomarkers of abuse and neglect, and all aspects of medical evidence necessary to analyze and investigate complaints and conduct successful prosecutions. The NC III provides in-service training to staff on medical and relevant federal and state Medicaid issues. The NC III conducts outreach education to other state agencies, law enforcement, professional and community organizations on the Facilities Enforcement Team mission, mandatory reporting and other topics in compliance with federal DMFEA guidelines.

SUPERVISION RECEIVED: Is under the general supervision of the Supervising Deputy Attorney General.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to 25 pounds. May be required to use a computer terminal up to six hours a day in order to prepare assignments. Travel may be required locally and within the state, and may require overnight stay.

TYPICAL WORKING CONDITIONS: Enclosed interior or exterior office in a smoke-free environment.

ESSENTIAL DUTIES:

- 45% Assigned the lead role for providing expert clinical consultation, direction and evaluation in conducting the Operation Guardians program. Examples of conducting the program are: review complaints and conduct Operation Guardians in accordance with the federal Department of Health and Human Services Office of Inspector General guidelines, oversee and develop strategy for skilled nursing facility medical investigation and evidence review, organize and evaluate medical evidence, act as the Operation Guardians Team representative and organize facility visit, participate in visit and debriefing, generate written reports and update case files as appropriate in ProLaw. Additionally, develop and supervise adherence to Operation Guardians policies and procedures to assure federal compliance
- 35% Applies nursing expertise to complaint evaluation, investigation and prosecution of resident and/or institutional neglect, Medi-Cal fraud and civil litigation cases. This includes: identification of forensic biomarkers such as pressure ulcer staging or clinical presentation of dehydration; organization and

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analysis of medical charts; analysis of health care facility reporting documents; research and analysis of applicable regulatory statutes; identification of institutional systemic neglect such as understaffing; develop and complete written products applicable to each assigned case; consultation on investigative strategies including identification of additional records or other victims; testifying as a fact witness or nurse expert at preliminary hearings and trial.

- 10% Advises Special Agents/Investigative Auditors in preparing and conducting investigative interviews, identifying victims, suspects, appropriate witnesses, medical experts and medical evidence relevant to case investigation and prosecution.

MARGINAL FUNCTIONS:

- 5% Provides outreach education to other state agencies, professional organizations, hospitals, funeral home directors, community organizations, law enforcement and other groups on prosecution of resident abuse and neglect, mandatory reporting, DMFEA mission, etc.
- 5% Reviews clinical literature and relevant health care practice/Medi-Cal facility updates to provide in-service training to staff.

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- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date

Employee Name

Supervisor Name