

CLASS TITLE:

**STATE DIRECTOR OF
NURSE REGISTRATION AND
NURSING EDUCATION**

Class Code: 02888300

Pay Grade: 37A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide responsible administrative support and direction in enforcement of state laws and regulations pertaining to the licensing and discipline of Registered Nurses, Practical Nurses, Registered Nurse Practitioners, Certified Nurse Anesthetists and Midwives: Pursuant to 5-34-4 of the Rhode Island General Laws, to serve as the Director of Nurse Registration and Nursing Education and Executive Secretary to the Board; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Chief Health Professions Regulations with considerable latitude for the exercise of independent judgement; work is reviewed for the application of accepted professional principles, methods and techniques, and for conformance to law, rules, regulations and instructions.

SUPERVISION EXERCISED: Plans, organizes, reviews and evaluates the work of professional, technical, clerical and other personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide responsible administrative support and direction in the enforcement of state laws and regulations pertaining to the licensing and discipline of Registered Nurses, Practical Nurses, Registered Nurse Practitioners, Certified Nurse Anesthetists and Midwives.

To serve as the Director of Nurse Registration and Nursing Education and as Executive Secretary to the Board.

To ensure that the activities of the Board are in compliance with state laws and regulations and that decisions vital to the mission and goals of the Board and Department are reached on a timely basis and in a manner that enables the Board to maintain a consistent and unified approach in pursuit of its objectives.

To supervise requests for licensure, renewal of licenses and endorsement.

To receive and review all investigative reports; manage adjudication of complaints and monitoring of licensees on probation; to attend disciplinary hearings and subcommittees meetings; to consult with Department legal staff in investigations; and to interpret statutes and their applications with respect to violations.

To provide consultant services to the Board and Liaison with the State schools of nursing in the field of nursing education and approval of nursing programs.

To manage the Non-Disciplinary Alternative Program for impaired licensees.

To prepare Board agendas and promotes the effective functioning of the Board by providing background material and resources for decision making; to supervise the preparation of the minutes of open and executive sessions of the Board and its committees in accordance with the provisions of the Open Meetings Law Chapter 5-34 and other applicable statutes.

To participate in the interviewing, and hiring of new staff and to participate in the employee grievance.

Plans, implements, and evaluates performance of staff with respect to assigned programs and activities.

To prepare various reports and other documents.

To serve as custodian of all record relating to the activities of the Board and to monitor any expenditures relating to the activities of the Board.

To represent the Board at conferences, and meetings with other organizations and agencies.

To provide consultative services regarding nursing practice within the Department of Health and to respond to inquiries from outside agencies and individuals.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A specialized knowledge of nursing practice, standards, and education in the state of Rhode Island; the ability to provide technical assistance in nurse practice and education to the Board of Nurse Registration and Nursing Education; the ability to provide consultative services regarding the field of nursing education and nursing practices; skilled in effective oral and written communications; must have demonstrated leadership/management skills and knowledge of budgetary process is desirable; the ability to maintain confidentiality; the ability to assist in the organization and development of training and educational programs and standards for nurses; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Nursing and Masters Degree in nursing or other health-related field: supplemental course work in Administration, Education and/or business beyond basic nursing preparation is desirable, and

Experience: Such as may have been gained through a minimum of five years of experience in nursing, three of which must have been administrative experience in nursing education or clinical nursing service and experience in a management position.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: Must meet nursing registration requirements as required by Rhode Island law and regulations and must maintain such requirements as a condition of employment.

Class Revised: March 28, 1999

Editorial Review: 3/15/03