

# Louisiana State Board of Nursing

17373 Perkins Road

Baton Rouge, Louisiana 70821

Ph: (225) 755-7500

## LSBN Job Vacancy - Chief Regulatory Officer

**SUPERVISION RECEIVED:** Executive Director/Appointing Authority/Chief Executive Officer

**DEPARTMENTAL SUPERVISION EXERCISED:** Investigations; Hearings; Recovering Nurse Program/Monitoring

**PROFILE:** This highly responsible executive leadership position provides leadership, direction and administration of the three departments involved in investigations, hearings, the Recovering Nurse Program and monitoring for the RN/APRN nursing profession in the state of Louisiana. The individual will insure compliance with LSBN's Mission, Vision, Values and Strategic Plan and the implementation of quality, cost-effective nursing regulatory and discipline services in the Investigations, Hearings and Recovering Nurse Program/Monitoring departments. This individual will provide administrative management of the LSBN fiscal and human resources functions, direction of mission-driven activities, and health policy development within these specific departments. She/he will monitor and assist the Chief Executive Officer (CEO) and other Chiefs with legislative proposals and rule making that impact the work of the Board. The individual will collaborate with LSBN General Counsel and the Office of Legal Affairs to manage regulatory and disciplinary activities.

The position requires management/supervision experience, a master's degree in nursing forensics, nursing regulation and policy, public administration, juris doctorate, criminal justice or related field as well as an extensive knowledge of Louisiana law, rules and regulations related to professional nursing practice. Multivariate experience in nursing regulation, public administration, law enforcement or the judicial system including at least five (5) years of successful experience in administration is required. Membership and active involvement in professional associations/organizations.

### **GENERAL ADMINISTRATIVE AND MANAGEMENT DUTIES (40% Total)**

Maintains comprehensive knowledge of nursing regulation, discipline and alternative to discipline programs. Works with the Board, CEO and other Chiefs to develop and implement LSBN's strategic plan for effectiveness and resource alignment. Communicates LSBN actions related to regulation, discipline and alternative to discipline programs to stakeholders, licensees and the public relative to his/her departments. Performs other duties as assigned by the CEO. Serves as designee on behalf of the CEO on legislative or stakeholders commissions, task forces, and committees. Monitors proposed legislation and advises CEO regarding relevance to nursing regulatory affairs or the work of LSBN. Provides information to legislators regarding the work of LSBN and specific legislative proposals that impact the regulation of the nursing profession, discipline and assistance to nurses with substance abuse issues or medical conditions that may impact their ability to practice safely.

### **--Human Resource Management**

Supervises the Director of Investigations, Director of Hearings, and Director of Recovering Nurse Program and Monitoring. Assists with selection, orientation, setting performance expectations and retaining qualified staff necessary to carry out the functions of her/his departments. Properly documents and records employee behaviors and work product to support all employee performance

rating, promotion recommendations, and disciplinary recommendations. Properly documents and records employee behaviors and work product to support all employee performance rating, promotion recommendations, and disciplinary recommendations. Assures compliance with Civil Service regulations for all classified personnel under her/his direction. Complies with state and federal labor laws. Assures current written job descriptions and evaluations for all classified personnel within her/his purview in keeping with Civil Service regulations. Collaborates with the CEO and other Chiefs to establish policies and procedures to assure effective recruitment, credentialing, selection, appointment, orientation, performance evaluation, and training and development of departmental personnel.

#### **--Fiscal Management**

Assists CEO and other Chiefs with accounting and budget functions for assigned departments. Assures compliance with the Budget Act. Works with CEO, accountant and Board to develop annual budget and implements the budget within her/his departments. Provides for an effective means of record keeping with respect to financial matters. Provides current information from assigned departments for bi-monthly reports to Board members. Oversees activities in assigned departments to comply with annual audit by external auditor.

### **COORDINATION AND SUPERVISION OF DEPARTMENTAL ACTIVITIES (60% Total)**

#### **--Disciplinary Investigations**

Supervises the Director of Investigations in their work to process complaint analysis, applying statutory and regulatory guidelines to determine violations of the Nurse Practice Act and/or Louisiana criminal statutes. Ensures the tracking of data to document the effectiveness and efficiency of nursing regulation in Louisiana and benchmarks that data nationally to assist LSBN in improving program performance and providing accountability to Board, legislature and the public. Collaborates with the Board, CEO, CNO and General Counsel to insure that investigations are conducted according to statutory regulations and due process. Reviews sentencing guidelines and other investigation processes and templates on a regular basis and coordinates appropriate revisions with the Director of Investigations.

#### **--Disciplinary Actions**

Supervises the Director of Hearings in evaluating investigations and making recommendations for informal reprimands, formal reprimands, consent orders, investigations agreements and formal Board Hearings. Responsible for coordinating appearance before the Board of all those persons who can meet the requirements of the Board for endorsement or admission to examination only through Board action. Assists the Director of Hearings in creation of formal show cause orders in disciplinary matters. Supervises and approves the issuance of summary and automatic suspensions of licensure when public health and welfare at risk or a RN or APRN has violated a standing disciplinary order. Responsible for final resolution of matters in which there is insufficient evidence and/or which do not rise to a violation of the nurse practice act. Assists the Director of Hearings and coordinates with the CNO to timely and accurately forward cases to the Board for action on all matters involving a violation of the nurse practice act and/or eligibility for licensure based on fitness concerns.

#### **--Alternative to Discipline and Monitoring**

Supervises the Director of the RNP (Alternative to Discipline) and Monitoring Department in accordance with the rules and regulations of the Board. Provides for the effective monitoring of RNs/APRNs with encumbered/restricted licenses. Assists Director of RNP and CNO with development of criteria for LSBN-recognized treatment programs for Louisiana nurses with substance abuse issues.

## **GLOBAL LEADERSHIP STANDARDS**

- Champions new initiatives. Acts as a catalyst of change and stimulates others to change. Manages change implementation effectively.
- Encourages and rewards others for innovative ideas and to look at problems in a new ways. Provides consistent support for those who are willing to take risks.
- Consistently analyzes the market and uses benchmark data to design and implement new or cutting edge programs/processes. Ensures operations meet or exceed outside regulatory/accreditation requirements.
- Establishes performance indicators with measures. Uses statistical and quantitative information to manage quality. Analyzes, prioritizes and implements improvement opportunities.
- Encourages staff to compare processes and established protocols and identify new methods of doing the work.
- Makes active attempts to influence events to achieve goals.
- Recruits, trains, supports and promotes people who have a passion for their work and the work of LSBN.
- Respects and appreciates the contributions of a diverse work force.
- Provides staff with the safe work environment and necessary tools to excel in their role.
- Creates standards of excellence, builds and monitors commitment and sets a positive example for others to follow.
- Fosters a spirit of collaboration across departments; recognizes and rewards good performance; respects work/life issues of others.

**Salary:** Negotiable.

**Job Type:** Unclassified, Job Appointment