

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

CHIEF HEALTH PROFESSION INVESTIGATOR

DEFINITION

Under general direction, performs supervisory and investigative work in administering investigation activities of the agency in compliance with the Health Professions Practice Acts; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of investigators and other staff; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

Conducts a statewide investigations program to provide for appropriate handling of complaints and allegations of irregular and illegal health profession practices.

Provides information and guidance to train field investigators in the agency's investigative practices.

Acts as department spokesperson to maintain interaction with health- related groups.

Performs complex and highly sensitive investigations and recommends action to the Board.

Develops and implements policies and procedures to guide the functions of field investigators; interprets Code requirements and researches previous investigations.

Participates in budget preparation for the entire department.

Provides liaison to the legislature concerning legislative and rule changes that affect the discipline program of the Board.

Develops and maintains effective communication with local, state, and federal law enforcement agencies and directs the Board's investigative functions during joint investigations.

Prepares the legal documents required to instigate disciplinary action against a licensee (Statement and Complaint of Charges, Original Notice, and Order for Hearing).

Insures that tests given by the Board for licensure are not compromised.

Supervises and conducts investigations to determine if licensees are meeting the legal requirements for Continuing Medical Education.

Supervises the administrative functions relating to the disciplinary programs which include the filing system, investigation expenses, payroll, and evaluations.

Facilitates the exchange of information to other licensing Boards at the federal, state and local level.

Establishes and monitors a probationary licensee program to insure that a licensee on probation is practicing in a manner that is safe and effective for the public.

Prepares subpoenas for records and personal appearances as required.

Is responsible for reporting at each board meeting on each investigation whether it be founded or unfounded. Included in this responsibility is a recommendation relative to their course of action.

Participates in organization of the administrative staff to insure the highest level of efficiency possible.

Has responsibility to keep abreast of constantly changing laws and regulations which, if violated, could result in a suit against the Board.

COMPETENCIES REQUIRED

Knowledge of practices and standards of the profession being surveyed, i.e., Pharmacy, Medicine, Nursing.

Knowledge of investigative methods and techniques.

Knowledge of the legal provisions concerning the collection and admission of evidence in court.

Knowledge of interviewing techniques.

Ability to adapt investigative methods and techniques to specific situations.

Ability to plan, organize, control and effectively supervise the work of subordinates.

Ability to observe and record facts clearly and accurately.

Ability to analyze results for accuracy and conformance to laws, rules, and regulations.

Ability to view situations with objectivity.

Ability to organize and present opinions and recommendations clearly and concisely, in oral or written form.

Ability to interact with physicians, nurses, dentists, pharmacists, and others involved in the wholesale or retail distribution of drugs and biologicals; private and public officials; and the general public to establish and maintain effective working relationships.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Four years of coursework in an accredited college or university with emphasis in criminal justice, law, law enforcement, pharmacy, medicine, nursing or other health-related field and two years of professional investigative experience in these areas;

OR

an equivalent or a combination of education and professional investigative experience in areas such as criminalistics, law enforcement, or health field investigation to total six years;

OR

a law degree from an accredited school of law;

OR

eligible for licensure as a Pharmacist by the State of Iowa and two years of full-time employment as a Pharmacist shall be considered as qualifying;

OR

employees with current, continuous experience in the state classified service that includes the equivalent of twelve months of full-time experience as a Health Professions Investigator shall be considered as qualifying.

NOTE

Travel statewide is expected of positions in this class. Employees must arrange transportation to and from assigned work areas.

NOTE

A thorough background investigation will be conducted.

Effective Date: 1/16/87 JMM