

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Nursing Standards Representative

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### Definition

Oversees the review and approval of nursing standards, practice, continuing education, curriculum and licensure for Licensed Practical Nurses, Registered Nurses, and Advanced Registered Nurse Practitioners in Iowa; interprets Board of Nursing regulations to the public; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Develops, revises and implements rules and regulations for nursing practice, education and continuing education.

Establishes and maintains parameters of nursing practice for nurses; defines nursing practice for nurses, other health professionals, and the public, disseminates clear explanations of the role of nurses.

Specifies parameters and requirements for nursing education, so that programs attain and maintain the status of full approval.

Specifies parameters and requirements of nursing continuing education to ensure availability of continuing education needed for licensure renewal or reactivation; facilitates statewide planning; reviews and approves continuing education provider applications.

Conducts nursing education program surveys.

Performs enforcement investigations which require nursing practice judgment.

Establishes and implements examination and initial licensure procedures; oversees licensure of nurses.

Participates in continuing education to maintain credentials and increase expertise and knowledge in professional clinical nursing and education.

### Competencies Required

Knowledge:

- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Administrative – Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.
- Medicine and Dentistry – Information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

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- Biology – Plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
  - Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.
  - Therapy and Counseling – Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
  - Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
  - Education and Training – Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
  - Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
  - Psychology – Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
  - English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

**Abilities:**

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Skills:**

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

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- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
  - Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
  - Speaking – Talking to others to convey information effectively.
  - Writing – Communicating effectively in writing as appropriate for the needs of the audience.
  - Instructing – Teaching others how to do something.
  - Systems Evaluation – Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
  - Systems Analysis – Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
  - Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
  - Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
  - Service Orientation – Actively looking for ways to help people.
  - Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

### **Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) All of the following (a, b, and c):
  - a. Licensure as Registered Nurse in the State of Iowa by the Iowa Board of Nursing or licensure as a Registered Nurse in accordance with the Nurse Licensure Compact Administrator’s Agreement of the National Council of State Boards of Nursing; and
  - b. Graduation from an accredited four-year college or university with a bachelor’s degree in nursing; and
  - c. Three years of full-time work experience in nursing.
- 2) All of the following (a, b, and c):
  - a. Licensure as Registered Nurse in the State of Iowa by the Iowa Board of Nursing or licensure as a Registered Nurse in accordance with the Nurse Licensure Compact Administrator’s Agreement of the National Council of State Boards of Nursing; and
  - b. Graduation from an accredited college or university with a master’s degree in nursing.
  - c. One year of full-time work experience in nursing.
- 3) All of the following (a, b, and c):
  - a. Licensure as Registered Nurse in the State of Iowa by the Iowa Board of Nursing or licensure as a Registered Nurse in accordance with the Nurse Licensure Compact Administrator’s Agreement of the National Council of State Boards of Nursing; and
  - b. Three years of full-time work experience in nursing; and

- c. A total of four years of education and/or full-time experience (as described in part b), where thirty semester hours of accredited college or university course work in nursing equals one year of full-time experience.

### **Notes**

More information regarding the Nurse Licensure Compact Administrators Agreement of the National Council of State Boards of Nursing is available at: [Nurse Licensure Compact](#).

Review the provisions of the statute that authorized the creation of the Nurse Licensure Compact at: [Chapter 152E, Iowa Code](#).

*Effective date: 10/25 KC*