

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

**HEALTH PROFESSIONS INVESTIGATOR**

---

---

**DEFINITION**

Performs investigative and administrative work in the regulation and enforcement of the Nursing Practices Act or the Medical Practices Act; 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**

Investigates irregular medical or nursing practices; determines whether probable cause exists for remedial action by nursing or medical licensing and standards board; gathers pertinent facts, questions witnesses, and collects and preserves evidence.

Reports findings of probable cause for hearing or legal action against person(s) involved (i.e. nurses, licensed practical nurses, physician's assistants and physicians); refers to legal counsel or recommends suspension or revocation of licensure by written and oral presentation.

Interacts with law enforcement officials, the Attorney General's Office, and the General Assembly; coordinates issues affecting the regulation and enforcement of statutory medical or nursing practices; acts as department liaison, monitoring activities and exchanging information.

Develops and implements policies and procedures to guide department regulation and enforcement activities.

Prepares narrative and statistical reports to satisfy legal and departmental reporting requirements; compiles and summarizes regulation and enforcement activities.

Conducts licensing examinations administered by the department as necessary.

**COMPETENCIES REQUIRED**

Knowledge of practices and standards of the profession being surveyed, i.e., 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 observe and record facts clearly and accurately.

Ability to view situations with objectivity.

Displays high standards of ethical conduct. Exhibits honesty and integrity while refraining 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.

Acts to align one's 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**

Graduation from an accredited college or university with major coursework in criminal justice, law, law enforcement, pharmacy, medicine, insurance investigations, nursing, or other health-related field;

OR

an equivalent combination of education and professional experience substituting one year of full-time experience or equivalent for thirty semester hours of college or university coursework to total four years, in criminal justice, law, law enforcement, pharmacy, medicine, insurance investigations or investigative work including fact-finding analyses and detailed technical reporting, nursing or other health-related field.

#### **NOTES:**

Employees are expected to live in and travel a specified area or territory in the State of Iowa. Some positions travel statewide.

A thorough background investigation will be conducted.

Effective Date: 7/00 SP