

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas State Board of Nursing		9. Position No. K0237083		10. Budget Program Number	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) Registered Nurse Specialist – Nursing Education Specialist	
3. Division Education				12. Proposed Class Title	
4. Section Education		For Use By Personnel Office	13. Allocation		
5. Unit			14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee			15. By	Approved	
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		Personnel Office	16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 4:30 AM/PM			17. Audit Date: By: Date: By:		

Agency
Number

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Carol Moreland	Executive Administrator	K0144765

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Carol Moreland	Executive Administrator	K0144765

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- a) Once oriented, a considerable amount of independent judgment is expected.
- b) General and specific instruction from Executive Administrator and other professional staff.
- c) Specific detail will be provided based on Board procedures; however, there will be a great deal of flexibility once the orientation is complete.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each

Task and Indicate Percent of Time	
1. 25%	<u>Continuing Education Activities</u> <ul style="list-style-type: none"> • Implements evaluation criteria and monitoring procedures for continuing education programs. • Responds orally and in writing to inquiries and requests concerning continuing education offerings. • Reviews continuing education submittals and approves as appropriate. • Assists community and professional groups with CNE course development and approval. • Provides education and consultation to providers as needed. • Reviews Individual Offering Approval requests submitted by licensees. • Compiles annual report of CNE providers. • Prepares Committee materials and newsletter report for continuing education.
2. 20%	<u>Agency Records Officer</u> <ul style="list-style-type: none"> • Liaison between KSBN and KSHS staff and the State Records Board • Manage the agency's records, record keeping practices and records scheduled • Revises agency record schedules and requests new record schedules as necessary • Facilitates and catalogs the transfer of records and handles records destruction • Ensures agency records are well managed, regardless of format • Monitoring storage locations for condition changes and security risks. • In legal cases the records officer can sign a legal document stating the records in question are accurate and have been filed properly
3. 10%	<u>IV Therapy</u> <ul style="list-style-type: none"> • Implements evaluation criteria and monitoring procedures for IV therapy education providers. • Responds orally and in writing to inquiries and requests concerning IV therapy offerings. • Reviews IV therapy course applications and approves as appropriate. • Reviews individual IV therapy approval requests submitted by licensees. • Compiles annual report of IV therapy providers. • Prepares committee materials and newsletter report for IV therapy.
4. 10%	<u>Board and Committee meetings</u> <ul style="list-style-type: none"> • Prepares agenda and report of assigned committees. • Completes Board and Committee assignments including written responses for Board and Committee action. • Provides staff support at Board and committee meetings as assigned.
5. 25%	<u>KS Open Records Requests (KORA)</u> <ul style="list-style-type: none"> • Approves and processes requests for the mailing list and/or documents requests or direct request to appropriate staff. • KORA requests could require redacting information that cannot be shared due State laws.
6. 5%	<u>Survey Visits</u> <ul style="list-style-type: none"> • Assist the Nursing Education Compliance Officer with school site visits as needed.
7. 5%	<u>Other</u> <ul style="list-style-type: none"> • Attends meetings of selected organizations as assigned. • Coordinates submission of materials for newsletter. • Provides feedback throughout the year. Assigns work and provides oversight and direction as needed for the Administrative Assistant. • In addition to the aforementioned, the incumbent will be expected to perform other duties as needed and assigned.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (☒) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Once oriented, the responsibilities will be quite significant, and the mistakes will be very costly in terms of licensure and program failure.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contact with providers, licensees, other Board of Nursing staff.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal office hazards

Some lifting and moving of files and boxes.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

General office equipment. Computer, printer, phone, answering machine, fax, copier.

PART III - To be completed by the department head or personnel office

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27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

Baccalaureate Degree in Nursing required, preferred two (2) years experience in nursing education.

Education or Training - Special or professional

Graduate of nationally accredited nursing program, B.S. in Nursing, computer courses, curriculum and education courses.

License, certificates and registrations

RN License in Kansas

Special knowledge, skills and abilities

People skills – communication important

Expertise, knowledge and experience in education and administration

Experience - Length in years and kind

Two (2) years experience in nursing education preferred.

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28. SPECIAL QUALIFICATIONS

Kansas State Nursing license

Signature of Employee _____ Date _____

Signature of Personnel Official	Date
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Signature of Supervisor	Date
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Signature of Agency Head or Appointing Authority	Date
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