



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## ADVANCED PRACTICE REGD NURSE INVESTIGR

Job Number: 21002825  
Job Code: 43290V190816  
Job Group: 4300 - NURSING  
Job Established: 08/16/2019  
Job Revised: 09/01/2020

Grade: 17	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$25,980-\$38,488 - Hourly	<b>NONE</b>
	\$4,221.76-\$6,254.30 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$4,503.20-\$6,671.26 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 12 months, except as provided in KRS 18A.111.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs complex complaint investigative work regarding nursing practice violations against Advanced Practice Registered Nurse (APRN) licensees; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a master's degree in nursing or a Doctor of Nursing Practice degree.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Must have five years of experience as an Advanced Practice Registered Nurse.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be licensed with the Kentucky Board of Nursing as an Advanced Practice Registered Nurse OR become licensed in Kentucky within thirty (30) days of hire as an Advanced Practice Registered Nurse if licensed in another state <https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=51271> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee processes and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs investigative work with a knowledge base of APRN licensure and practice requirements. Receives and responds to complaints. Investigates complaints regarding nursing practice violations against APRN and Registered Nurse (RN) licensees regarding the practice, behavior, and licensure status. Advises complainants about complaint procedures. Consults with appropriate persons regarding nursing practices and/or violations of the Kentucky Nursing Laws. Makes recommendations for and assists with hearings. Testifies at hearings. Prepares written report of investigations. Is responsible for the security and confidentiality of investigative materials. Maintains records and monitors compliance with Board orders, regulations and statutes. Assists with the preparation and review of guidelines and procedures. Reviews applications for eligibility for Kentucky licensure. Participates in educational programs on the legal aspects of nursing and the disciplinary process.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job title may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R. 115.17 and 115.317.

*The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.*