TEXAS MEDICAL BOARD
STATE JOB VACANCY NOTICE
INVESTIGATIONS DEPARTMENT

Job Posting: 19-503-30
Monthly Salary: $4,023.17
WIT#: 3672394
Job Title: Expert Panelist Specialist
Classification Title: Program Specialist V
Class No/Sal Grp: 1574/B21
FLSA Status: Exempt
Location: Home-based

Opening Date: March 15, 2019
Closing Date: Opened Until Filled
No. of Openings: 1
Type of Employment: Full-Time

How to Apply:
All applications for employment with the Texas Medical Board must be submitted electronically by 5:00 p.m. central time on the job closing date through www.WorkInTexas.com. The first two business days only Veterans can apply. After the two business days, it is open for all to apply. PAPER, FAX OR E-MAIL APPLICATIONS WILL NOT BE ACCEPTED. A public criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date and possibly SSN for this purpose.

Agency Information
We have over 200 employees across the state of Texas. We are a collaborative and team environment work culture that values an environment of trust and accountability as we work towards our Board’s mission to protect and enhance the public’s health, safety, and welfare by establishing and maintaining standards of excellence used in regulating the practice of medicine and ensuring quality health care for the citizens of Texas through licensure, discipline, and education.

We value employee work-life balance and provide our team incentives that include telework, flexed and compressed work schedules, wellness leave incentive, health and retirement programs, 401k, vacation and sick leave paid, holiday pay, and other various benefits.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: SN, YN, 360, 0100, 0111, 3A1X1, 641X, 3A Additional Military Crosswalk information can be accessed at: http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

General Description
Performs highly-advanced reviews of expert panelist reports for the Texas Medical Board in the Investigations Department. Work involves report analysis, fact checking and review of grammar, spelling, punctuation and overall accuracy. Provides technical assistance to the Expert Panelist process related to case reviews. Serves as a primary and secondary backup for other positions as needed. Also performs highly significant and complex investigative and inspection duties for the Texas Medical Board and eight (8) sub-boards and committees. Within the confines of established procedure and policy, independently plans, organizes schedules and conducts prolonged, complex or unusual investigations through data collection, review and evaluation of documents and medical records, interviews of witnesses, and obtaining appropriate panelists/consultants. Independently prepares comprehensive and detailed reports of investigative findings that support case resolution. Works under minimal supervision from the Manager of Investigations and in conjunction with the Medical Director with considerable latitude for the use of initiative and independent judgment. May at times, take direction from the Program Supervisors. May be required to exercise discretion and independent judgment with respect to complex and/or unusual investigations and inspections procedures.

Principal Duties and Responsibilities

65% Responsible for the review of expert panelist reports. This will include the review of medical records and content to ensure accuracy of the facts of the reports, tab citations and patient references as well as appropriateness of the issues addressed. Any substantive deficiencies will be brought to the attention of the Manager of Investigations and/or the Medical Director.

30% Within the confines of established procedure and policy, independently plans, organizes, schedules, and conducts complex investigations and inspections through data collection, review and evaluation of documents and medical records, interviews with witnesses, and obtaining appropriate consultation. Prepares comprehensive and detailed reports of investigative findings in compliance with policy and guidelines for content and timeliness, to include but not limited to adequate support of dismissal or prosecution for case resolution. When directed, responsible for obtaining, reviewing and analyzing Texas Prescription Monitoring Program (PMP) reports for specified licensees to identify prescribing patterns. Independent overnight travel will be required.

5% Performs other duties as assigned to maintain efficient and effective department operations.

Experience and Education
Graduation from an accredited four-year college or university with major coursework in medicine, health care, medical quality assurance, investigations or related fields of study required
Must hold a Texas License in good standing as a Registered Nurse or Licensed Vocational Nurse.
Extensive and responsible experience in direct patient care, clinical, and medical quality assurance work preferred.
Experience working with litigating attorneys is preferred.
Experience using Microsoft Word, Excel, Laserfiche, SQL is preferred.
Experience analyzing data and preparing comprehensive detailed reports for investigative findings.
Experience in obtaining, reviewing, and analyzing Prescription Monitoring Program reports.
Experience evaluating medical records and documents.
Must be in good performance standing in department.
May occasionally be required to travel overnight.

Knowledge, Skills, and Abilities
Knowledge of medical records and medical terms
Knowledge of statutes and rules governing the agency
Skills in use of office equipment and computers
Ability to research the facts in medical record against the reports
Ability to plan, organize, and carry out multiple tasks and meet deadlines
Ability to communicate tactfully and effectively both orally and in writing
Ability to read and review records
Ability to perform detailed work in an accurate and efficient manner
Ability to meet deadlines and prioritize tasks
Ability to be flexible and maintain professionalism in a somewhat stressful and fast-paced environment
Ability to handle high level administrative issues and confidential documents
Ability to maintain high level information in a confidential manner

Physical Requirements And/Or Working Conditions of Employment
The principal job functions are performed in a home-based standard office environment and require:
Regular and punctual attendance
Frequent use of personal computer, copiers, printers, and telephones
Frequent sitting
Frequently working under deadlines, as a team member, and in direct contact with others
Must have a valid Texas Driver License
Ability to occasionally lift boxes up to 30 pounds

Remarks
Resumes will be accepted with completed State of Texas applications. **If you are selected, you will be called for an interview.** Only applicants who are interviewed will receive written notification of application results. Dual employment with another state agency or Public Higher Education Institute is not allowed.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
The Texas Medical Board does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or veteran status. Employment opportunities shall not be denied a qualified individual with a disability that requires a reasonable accommodation. The applicant should communicate requests for reasonable accommodations by calling (512) 305-7146.

If selected for employment, male applicants age 18 through 25 must present proof of registration or exemption with the federal Selective Service System.