

**TEXAS MEDICAL BOARD
STATE JOB VACANCY NOTICE
INTERNAL/EXTERNAL
FIVE DAY EMERGENCY POSTING**

Job Posting:	19-503-51	Opening Date:	August 12, 2019	No. of Openings:	1
Monthly Salary Range:	\$4,600-\$5,315.14*	Closing Date:	August 19, 2019	Type of Employment:	Full-Time

Job Title: Program Supervisor VI
Classification: Program Supervisor VI
Class Number: 1586
Salary Group: B23
FLSA Status: Exempt
Location: **This position is home-based.**

Agency: Texas Medical Board
333 Guadalupe, Tower 3, Suite 610
Austin, TX 78768-2018
www.tmb.state.tx.us

How to Apply: All applications for employment with the Texas Medical Board must be submitted electronically via e-mail or fax by 5:00 p.m. central time on the job closing date. HR fax number is 512.305.7124 and e-mail is Human.Resources@tmb.state.tx.us. The first two business days only Veterans can apply. After the two business days, it is open for all to apply.

A public criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date for this purpose.

NOTE: *After successful completion of the six-month probationary period, a salary increase to the budgeted salary of the position will be considered.

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, and other various other benefits.

General Description

Performs complex supervisory duties for the Texas Medical Board and eight sub-boards and committees overseeing the daily operations of the investigative process for a team of field investigators. Oversees, enforces and validates compliance with all current administrative policies, procedures, and deadlines for investigative activities. Assures appropriate record keeping of investigative process deadlines in an approved form and format for all team members. Conducts training, orientation, remedial training and mentoring of other investigators assigned to the team to ensure accurate handling of large priority cases. Independently plans, organizes and conducts complex, high priority investigations on a limited number of high priority cases. The investigative work will involve complex, highly responsible investigative duties and medical record review to obtain factual data necessary to appropriately resolve complaints through dismissal or prosecution. Functions as a resource specialist to all team members. Works under minimal supervision from the Manager of Investigations with extensive latitude for the use of initiative and independent judgement.

Principal Duties and Responsibilities

- 80 %** Functions as a supervisor to assigned agency field investigators. Manages and oversees the work of all team members and provides advice and direction as needed. Provides oversight of the investigative process for assigned field investigators. Plans, organizes, directs, and monitors the performance of the assigned field staff and takes corrective action to achieve assigned goals and objectives. Performs and conducts performance evaluations for all team members. Ensures that the appropriate processes are in place and those processes are being followed in order to effectuate mandatory investigative process deadlines. May assist with the hiring processes for vacant positions in their assigned team and approves all leave requests submitted by assigned staff with departmental needs a priority. Reports information related to the team function and other information requested by the Manager of Investigations.
- 10 %** Plans and implements formal training and orientation of new investigators with the assistance of the Manager of Investigations. Assists in the implementation of re-training activities for all team members.
- 5 %** Independently plans, organizes, schedules, and conducts complex, unusual, or high priority investigations 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 all policies and guidelines for accuracy, content and timeliness. Reports adequately support dismissal or prosecution for case resolution

5% Performs other duties as assigned.

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 preferred
- Licensure as a Licensed Vocational Nurse or Registered Nurse required
- Extensive investigative training required
- Extensive and responsible experience in investigative, clinical, or medical quality assurance work required
- Experience in teaching/training/mentoring of other medical investigators as a Senior Investigator (Investigator V)
- Must have or have had at least five (5) years in a Senior Investigator position in the Department of Investigations required with proven performance
- Must have or have been in good performance standing within your department

Knowledge, Skills, and Abilities

- Knowledge of federal regulatory laws affecting the practice of medicine and the Texas Medical Board
- Knowledge of investigative methods and court procedures, rules of evidence, and departmental policies
- Skills in conducting investigations and/or medical record review
- Skills in compiling, evaluating, and presenting relevant data gathered through investigation or review
- Skills in preparation and review of detailed and comprehensive investigative reports
- Ability to support all policies and procedures and hold team members responsible for same
- Ability to initiate and coordinate all phases of an investigation
- Ability to analyze medical records
- Ability to obtain expert testimony regarding standards of medical care
- Ability to communicate effectively both verbally and in writing
- Ability to accurately report facts
- Ability to gather information and evidence
- Ability to explain and interpret pertinent provisions of laws and regulations to other investigators, licensees, and complainants
- Ability to maintain liaison with co-workers, the general public, and federal, state, and local authorities
- Ability to plan learning objectives and teach them effectively
- Ability to supervise and review the work of others and offer sound advice and direction
- Ability to oversee the completion of the casework of hundreds of investigations

Physical Requirements And/Or Working Conditions of Employment

The principal job functions are performed in a standard office environment and require:

- Regular and punctual attendance Monday-Friday
- 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
- Compliance with all agency policies, procedures, including but not limited to, applicable confidentiality, security, and safety rules, regulations, and standards
- If hired must provide document(s) within three days of hire date that establishes identity and employment eligibility

Remarks

Resumes will not be accepted without a completed signed State of Texas Applications for Employment.

If you are selected, you will be called for an interview. Only applicants who are interviewed will receive written notification of application results.

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.

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