



STATE OF MISSISSIPPI  
invites applications for the position of:

## Nurse IV

**SALARY:** \$49,306.36 Annually

**OPENING DATE:** 03/17/21

**CLOSING DATE:** 03/29/21 11:59 PM

**JOB TYPE:** Full-Time

**LOCATION:** 25 - HINDS COUNTY

**SHIFT SCHEDULE:** Day Shift Only

**TRAVEL SCHEDULE:** None

**TIME LIMITED POSITION:** No

**AGENCY INFORMATION:** This position is with Mississippi Board of Nursing (NB) assigned to the Compliance Division and will serve as the Compliance Nurse, under the supervision of the General Counsel and the Senior Attorney of NB. The duties and responsibilities of this position include, but are not limited to, • Performing professional work involving the identification, referral, and monitoring of human responses to actual or potential health problems relating to drug/alcohol use in licensed nursing healthcare professionals; • Experience with risk management; • Experience with emphasis on drug/alcohol rehabilitation; • Being highly organized and detail oriented with the ability to effectively work independently or in a team setting; • Possessing excellent verbal, written and interpersonal skills; • Having an ability to work well under pressure in a fast-paced environment; • Experience in health compliance and/or management; • Graduation from an approved Nursing education program; • Current Registered Nurse licensure (in good standing); and • Supervising personnel in lower classifications.

### CHARACTERISTICS OF WORK:

This is professional work involving the identification and treatment of human responses to actual or potential health problems. The work includes such services as case finding, health teaching, health counseling, referring, and providing care supportive to or restorative of life and well-being. General supervision is received from an administrative superior, and the incumbent may supervise nurses or other personnel in lower classifications.

### EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Coordinates the development, interpretation, and implementation of standards of nursing practice within the area of practice.

Completes nursing process and refers as necessary.

Coordinates and participates in the determination of conditions, resources, and policies essential

to delivery of nursing care services within the area of practice.

Reviews and analyzes trends pertinent to delivery of nursing care services within the unit and initiates appropriate action.

Records, reports, and interprets clients' responses and collaborates with appropriate members of the health team.

Coordinates the development, implementation, and evaluation of the regimen for clients within a given area.

Identifies components of the nursing regimen that may be delegated to allied nursing personnel and provides teaching and guidance when necessary.

Participates in the development and implementation of a system of peer evaluation, performance appraisal, and self-evaluation.

Participates in departmental and interdisciplinary committees influencing or determining policies which affect nursing practice.

Interprets philosophy and objectives of agency and nursing department to clients, families, and other groups.

Participates in continuing education and other appropriate learning experiences.

Performs related or similar duties as required or assigned.

#### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

#### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

Education:

A Master's Degree in nursing;

AND

Experience:

Four (4) years of experience in nursing as a Registered Nurse/Nurse Practitioner, of which at least two (2) years must be in the area of supervision and licensure as required below.

OR

Education:

Graduation from a state approved nurse practitioner program with credentials (certification);\*

AND

Experience:

Four (4) years of experience in nursing as a Registered Nurse/Nurse Practitioner, of which at least

two (2) years must be in the area of supervision and licensure as required below.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in nursing;

AND

Experience:

Five (5) years of experience in nursing as a Registered Nurse, of which at least two (2) years must be in the area of supervision and licensure as required below.

OR

Education:

Graduation from a three-year diploma or a two-year Associate Degree nursing program;

AND

Experience:

Six (6) years of experience in nursing as a Registered Nurse, of which at least two (2) years must be in the area of supervision and licensure as required below.

Certification/Licensure Requirements:

Must have a valid license to practice as a Registered Nurse and/or Nurse Practitioner in the State of Mississippi.

\*Must possess approved certificate in area of practice.

Documentation Required:

Applicant must attach a valid copy of his/her license to practice as a Registered Nurse and/or Nurse Practitioner in the State of Mississippi.

### **ESSENTIAL FUNCTIONS:**

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Maintains effective communication with patients, families, and members of the health care staff.
2. Monitors physical conditions of patients/clients.
3. Provides documentation, prepares reports, and maintains patient records.
4. Supervises and assists lower-level health care staff in the administration and monitoring of medications, treatments, and physical/mental conditions.
5. Participates in regular in-service training and continuing education.
6. Participates in defining, interpreting, and implementing standards, policies, and procedures which affect the delivery of nursing care services.

## Nurse IV Supplemental Questionnaire

- \* 1. What is the highest level of education (or semester hours of college) you have completed in the field of Nursing?
- None
  - GED or High School Equivalency Diploma / High School Diploma
  - 30 semester hours
  - Associate's Degree / 60 semester hours
  - 90 semester hours
  - Bachelor's Degree
  - Master's Degree
  - Specialist Degree
  - Doctorate Degree
- \* 2. How many years of experience do you have in nursing as a Registered Nurse or Licensed Nurse Practitioner?
- None
  - 1 year of experience
  - 2 years of experience
  - 3 years of experience
  - 4 years of experience
  - 5 years of experience
  - 6 years of experience
  - 7 years of experience
  - 8 years of experience
  - 9 years of experience
  - 10 years of experience
  - More than 10 years
- \* 3. Do you have two (2) or more years of experience in the area of supervision?
- Yes
  - No
- \* 4. Do you have a current valid license to practice as a Registered Nurse and/or Nurse Practitioner in the State of Mississippi?
- Yes
  - No
- \* 5. Have you graduated from a state approved Nursing program?
- Yes
  - No
- \* 6. Do you have five (5) years or more of work experience in health compliance and/or management?
- Yes
  - No
- \* Required Question

713 S. Pear Orchard Rd.  
Plaza II, Suite 300  
Ridgeland, MS 39157  
T: (601) 957-6300  
F: (601) 957-6301



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## **COMPLIANCE NURSE** **JOB DESCRIPTION**

### **RESPONSIBILITIES**

As Compliance Nurse your primary responsibility will be to manage the alternative program within the Board and serve as a staff liaison on the Board's compliance committee. Additionally, you will ensure the Board's policies/procedures, laws and regulations as well as any/all Final Orders of the Board are being followed and implemented. Additionally, you shall have a working knowledge of the Board's internal database Thought Span, our national boards of nursing database Nursys as well as the federal system's National Practitioner Data Base. Other duties may include projects that require development, implementation, and continuous monitoring of policies, procedures, processes and practices. You will work closely with your immediate supervisor, compliance officers as well as with other departmental directors.

### **Additional duties for this Compliance Nurse position include, but are not limited to:**

- Monitoring day-to-day alternative compliance department activities.
- Ensures proper reporting of non-disciplinary actions to licensure management systems.
- Overseeing alternative program's compliance with the requirements of the eNLC laws
- Overseeing process for policy and process development/change/revision.
- Overseeing monitoring of internal and external audits and investigations
- Acting as a Liaison/Communicating with OIG Monitor as necessary
- Acting as a Liaison with Board Panel within Informal Settlement Conferences
- Acting as a Liaison on the Board's Ad Hoc Evaluation committee
- Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities.
- Other duties as specified.

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# MISSISSIPPI



## Board of Nursing



### **Qualifications**

We are looking for a Compliance Nurse who is highly organized and detail-oriented with the ability to effectively work both independently or in a team setting. It is also important that you display excellent verbal and written communication and interpersonal skills, as well as the ability work well under pressure in a fast-paced environment.

Specific qualifications for this role include:

- Five (5) years (preferred) in health compliance and/or management experience
- Graduate of an approved Nursing education program
- Current Registered Nurse licensure (in good standing) in the state of practice