

TEXAS BOARD OF NURSING

- I. **TITLE: Team Leader for Practice (Nurse V) (4414) (B25)** **January 2018**
- II. **DEFINITION:** The Team Leader for Practice oversees daily operations and the activities of the Practice department, including the Advanced Practice Nurse Consultant under the general direction of the Director of Nursing with wide latitude for judgment and innovation in implementing the mission of the Texas Board of Nursing (BON). Plans and oversees the work of the Practice and the Advanced Practice Nurse Consultants to promote quality improvement in daily operations. Demonstrates a strong commitment of collaboration with the Team Leader for Education in developing a team approach for the Nursing Department and the agency. Oversees the advanced practice and practice consultants in their daily work of interpreting the NPA, rules, and other applicable laws to the public, preparing reports to the Board, and assisting with development and/or revision of position statements, guidelines, interpretive statements, and internal policies and procedures related to nursing practice and continuing education. Oversees and develops all activities related to educating the public about the Board's mission. This includes conducting Board workshops across the state, the development and implementation of educational materials for on-line use and outreach to stakeholders such as other state agencies. The Team Leader for Practice also oversees the process for the nurse consultants for practice and advanced practice to provide consultation services to Enforcement and Legal staff on practice-related investigations including testimony at State Office of Administrative Hearings as an expert witness on the NPA, Rules, Disciplinary Sanction Policies, and the minimum standard of care.
- III. **RESPONSIBILITY TO THE AGENCY:** Assists the Director of Nursing with establishing a culture of teamwork, collaboration and support within the Nursing Department. Contributes to agency goals and objectives and adheres to agency ethics and personnel policies.
- IV. **QUALIFICATIONS:**
- A. Personal**
1. Recognized personal and professional integrity that is necessary to maintain the respect of state officials, professional colleagues and the general public.
 2. Personal characteristics desirable: professional manner and conduct, good grooming, sound judgment, honesty, creativity, integrity, initiative, self-direction, objective attitude, flexibility, critical thinking and problem solving skills, ability to work well with others, effective communication skills, consistency in work activities and products, organized, and attention to detail.
 3. A deep sense of responsibility for the professional aspects of state board

work.

4. Possesses the ethical standards required of state employees.
5. Consistently complies with Board rule on good professional character.

B. Experience

1. Broad experience in various types of professional nursing positions with at least 5 years in patient care.
2. Experience in project management relevant to nursing.

C. Educational

1. Graduate of a Board approved nursing education program. Minimum of a MSN from an accredited professional nursing education program.
2. Unencumbered and current licensure as a registered nurse in Texas or eligible for licensure.
3. Masters degree, PhD or DNP in nursing preferred.

D. Professional Development

1. Recognized as possessing the personal and professional integrity that is necessary to maintain the respect of state officials, professional colleagues, and the general public;
2. Recognized as possessing the ethical standards required of state employees;
3. Recognized as able to use sound judgment, consider issues with objectivity, and apply standards for decision-making with consistency, and as being honest;
4. Recognized as able to use appropriate grooming, manner, and conduct as adjuncts to effective communication with others; and
5. Recognized as displaying accountability for own professional actions and development with the potential to develop a deep sense of responsibility for the professional aspects of state board work.

E. Knowledge, Skill and Abilities

1. Communicates effectively with an emphasis on reflective supervision, coaching, and mutual problem solving.
2. A broad understanding of the nursing profession and the ability to interpret the role of nursing in society effectively.
3. Comprehensive knowledge of general nursing.
4. Knowledge and understanding about contemporary nursing practice.
5. High degree of skill in methods of written and verbal communication.
6. Ability to analyze and synthesize information quickly.
7. Basic knowledge about the Nursing Practice Act, and the role and function of the Board of Nursing.
8. An appreciation of the value of research in nursing and nursing education with an ability to translate research into evidence-based

practices in regulation.

9. Articulate speaker; excellent communication and delivery skills to both large and small audiences and ability to apply adult learning principles to presentations to the audience at hand.
10. Ability to organize and accomplish work efficiently.
11. Experienced with computer hardware and software and other equipment necessary for conducting professional presentations developed around set objectives and consistent with planned time frames.
12. Ability to effectively manage multiple tasks with minimal direction.
13. Able to utilize available human, paper, and computer-based resources to gain knowledge of regulations beyond the purview of the BON to accurately direct the public to resources applicable to practice questions.
14. Ability to write reports suitable for public distribution.

F. Licensure

1. Current, unencumbered licensure to practice as a Registered Nurse in Texas or eligible for same.

V. FUNCTIONS:

A. Manages the presentation of online education offerings and workshops on behalf of BON:

1. Able to conduct needs assessments for educational programs.
2. Able to manage and coordinate education offering and workshop planning process, including annual schedule and applicable time-management issues, budget, host facility arrangements, handout materials and marketing brochures and printing of same, travel arrangements for staff, coordination of necessary items for pre-registration (including walk-in registrants), maintenance of participant databases, and obtain approval for continuing education providership for workshops;
3. Able to operate equipment necessary for workshop activities (on-site and/or on-line).
4. Prepare scripts for scheduled webinars, courses, and workshops, congruent with current statutes, rules, and Board positions that utilize principles of adult teaching/learning.
5. Assists with delivery and presentation of courses, webinars and workshops; makes individual public presentations as assigned.
6. Evaluates outcomes of each webinar and workshop and uses information to make recommendations and/or changes to future presentations.

B. Ensures that the Practice Department interprets the Nursing Practice Act and Rules in response to requests regarding nursing practice issues:

1. Responds knowledgeably and respectfully to phone calls and written correspondence concerning nursing practice issues.

2. Confers with individuals and groups to assure the accurate interpretation of the Nursing Practice Act, Board rules, policies and trends in nursing practice.
3. Maintains self-development in awareness of national, state and regional health care issues that impact nursing practice.
4. Identifies trends or issues that impact nursing practice and utilizes established chain of command to initiate appropriate agency response to issues.

C. Prepares and Maintains Reports and Records:

1. Assists in development, maintenance, and revisions of department policies and procedures.
2. Prepares and presents reports to the Board.
3. Assists with development and preparation of agency reports to Board and other relevant parties.
4. Organizes and maintains files and materials related to nursing practice issues, legislative materials, committees and other work products.
5. Maintains all files and records in readable, easily accessed manner.
6. Prepares, edits and contributes reports and articles to BON Bulletin as scheduled; maintains newsletter files for readily accessed references on Board activities.

D. Assists the agency in the coordination of the legislative review of laws and regulations affecting nursing education, licensure and practice.

1. Participates in tracking legislative bills during state legislative session.
2. Coordinates activities of the Advanced Practice and Practice Department in tracking and analyzing relevant legislation.
3. Participates in reports and summaries for staff and the Board regarding the impact of legislation. During the session, monitors state and national health care legislation and keeps the agency and the Board apprized of potential impacts.
4. As appropriate, reviews proposed and approved rules published in the Texas Register and advises the Board and staff regarding reported actions.

E. Participates in department and agency operations and activities:

1. Assist Enforcement Division as needed with review of nursing practice investigations, expert witness testimony at ALJ/SOAH hearings, and other duties as assigned.
2. Participates in staff discussion, planning, development and evaluation of overall agency objectives.
3. Assists with implementation of agency's Strategic Plan.
4. Assists in development and implementation of department and agency's policies and procedures.
5. Assists in revision/development of rules.

6. Consults with and seeks consults from other departments and personnel as needed on issues of nursing practice.
7. Coordinates webinars, online courses, workshops and pertinent practice activities with other agency departments as applicable.
8. Represents the Board on outside committees as assigned.
9. Staff Board advisory committees as assigned.
10. Helps promote teamwork within the nursing division and the entire agency.

VI. CONDITIONS OF EMPLOYMENT

- A. Must be willing to travel within the State of Texas.
- B. Refer to personnel policies for other conditions of employment.
- C. Position is exempt from the Fair Labor Standards Act.