

NORTH CAROLINA MEDICAL BOARD

POSITION DESCRIPTION

Job Title:	Investigations Project Coordinator	Date:	11/1/16
Department:	Investigations	Grade:	
Reports to:	Field Investigations Administrative Manager	FLSA:	
Location:	Raleigh, NC		

Responsibilities:

- Identifies and notifies CIO and Field Investigations Administrative Manager of potential field investigation cases by:
 - Running/reviewing/classifying Change in Staff Privilege (CISP) report daily and obtaining additional information as needed.
 - Reviewing/classifying USSS Daily NC Criminal Offense Notifications.
 - Running/reviewing/classifying Online History and Renewal Yes Response Detail reports daily and obtaining additional information as needed.
- Reviews/classifies Out of State actions reported through renewals and obtains additional information as needed. If disciplinary action needs reporting to the Board, authors Report of Out of State Investigation for Legal, SSRC, and Board review/action.
- Responsible for compiling documentation from numerous sources to complete case assignment packet for review by Chief Investigative Officer
- Opens new cases in the Board database and forwards case assignment packet to respective investigator.
- Corresponds with DHHS Controlled Substances Reporting System Program Consultant to obtain CSR data then formats CSRs and forwards formatted CSRs to appropriate staff member(s) (Field Investigations, Complaints, OMD).
- Manages OMD and expert (outside) reviews for Field Investigation section (selects reviewer(s), prepares and forwards records/documents to reviewer(s), communicates with reviewer(s) throughout review process, and monitors to ensure timely completion of reviews).
- Selects and secures expert (outside) reviewer for Complaints section and Licensing.
- Manages expert reviewer vetting process and spreadsheet for Investigations, Legal, Licensing and OMD
- Responds to licensees that express an interest in reviewing cases for the NCMB via their annual renewal or Forum articles).
- Edits letters, proposed protocols/policies, and other documents for Field Investigations Administrative Manager and CIO.
- Serves as primary support for Field Investigations section special projects assigned by Field Investigations Administrative Manager and CIO.
- Assists with Investigative Interviews (prepares room for interview, provides information as needed by Board Members and staff, records interview, documents interviewing panel's recommendation(s), and immediately reports recommendation(s) to Field Investigations Administrative Manager).
- Provides back-up support to Investigative Coordinator.
- Updates SOPs related to Investigative Process Coordinator position (as outlined in position description).
- Performs all other duties deemed necessary by the Field Investigations Administrative Manager or CIO.

Skills:

- Advanced proficiency with Microsoft Office with an emphasis on Excel spreadsheets Possesses organizational and planning skills to achieve desired results
- Possesses interpersonal and communication skills to effectively interface with Board personnel at all levels
- Possesses analytical skills, arranges information quickly and orderly, identifies trends and relationships, prioritizes workload
- Uses initiative to independently seek solutions
- Reviews work carefully for completeness and accuracy and is attentive to detail
- Works as a team member to accomplish goals and objectives
- Maintains and secures confidential information

Education and/or Experience:

- Associate degree from an accredited college or university and a minimum of five years of related experience or any equivalent combination of education, training and experience
- Experience with data analysis and medical records