

# NORTH CAROLINA MEDICAL BOARD

## POSITION DESCRIPTION

Job Title:	Investigator	Date:	November 2017
Department:	Investigations	Grade:	
Reports to:	Field Investigations Mgr.	FLSA:	Non-Exempt
Location:	Statewide		

### General Summary:

This position is responsible for the investigation of complaints and other inquiries made to the North Carolina Medical Board that will ensure the proper regulation of the practice of medicine in North Carolina as mandated by the North Carolina Medical Practice Act.

### Responsibilities:

- Investigate complaints by locating and interviewing licensees, witnesses and other health care professionals in a timely and detailed manner.
- Identify and pursue investigative leads and other information in a timely manner.
- Examine, analyze and interpret medical, business, personal and public records and documents to determine facts and verify authenticity.
- Organize, manage and investigate cases in an effective and efficient manner in order to produce proper outcomes.
- Prepare timely, accurate and complete reports documenting all areas of investigative activity and maintain compliance with administrative directives and guidelines.
- Perform pharmacy audits, prescription surveys, licensee drug screens, review NC Controlled Substance Reporting System (CSRS) data and conduct investigations in an undercover capacity when appropriate.
- Perform physician extender site checks to ensure accountability and adherence to applicable requirements, rules and regulations.
- Prepare and serve subpoenas and Board orders to ensure the appearance of licensees before the Board and to acquire documents and other relevant information in support of the litigation and investigation of cases.
- Exhibit knowledge of the North Carolina Medical Practice Act, North Carolina Medical Board Position Statements, and other rules and regulations governing the practice of medicine by Board licensees.
- Monitor and report compliance and non-compliance by licensees that are practicing under Consent Orders.
- Conduct joint investigations, when appropriate, with federal, state and local law enforcement agencies.
- Develop contacts and resources with other state and federal regulatory and licensing agencies.
- Provide pre-hearing support to the Board's attorneys and attend Board hearings as needed.
- Attend board meetings, present, testify and report investigative findings in an objective and professional manner to the Disciplinary Committee and Investigative Interview Panels.
- Submit administrative reports in an accurate and timely manner.
- Obtain continuing education in the field of regulatory investigation.

**Skills:**

- Proficient with all computer programs and software utilized by the Board.
- Possess planning, organization and analytical skills.
- Exhibit attention to detail and accuracy.
- Communicate well with personnel at all levels.
- Use initiative and exhibit integrity and character.
- Possess a valid North Carolina Driver License.

**Education and Experience:**

- Graduation from an accredited four-year college or university.
- Five years of experience in conducting investigations.