

NURSING EDUCATION SPECIALIST

KIND OF WORK

Professional nursing of a consultative and administrative nature.

NATURE AND PURPOSE

The employee in this class assists in the accreditation of nursing education programs, administration of State Board Test Pool examinations and licensure within the state and through interstate endorsement. The employee may assist in the administration of the State Nursing Scholarship Law. Responsibility extends to representing the Board of Nursing in public relations contacts and interpreting the Board's policies and standards to professional and lay groups. The Nursing Education Specialist plans and conducts surveys to evaluate schools of nursing, prepares and submits all reports and recommendations to the Executive Secretary and the Board.

Work is performed under the general direction of the Executive Secretary of the Minnesota Board of Nursing.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Consults with appropriate individuals concerning the advisability and problems involved in starting, ending or revising education programs preparing for R.N. or L.P.N. licensure.

Evaluates schools of nursing to determine that minimum accreditation standards are met and gives advice on ways to improve programs.

Supervises processing of R.N. and L.P.N. licensure applications and evaluates difficult and unusual applications.

Processes matters pertaining to hearings on changes in administrative rules or discipline of a licensee.

Conducts licensure examinations and participates in the review of proposed examination questions and final test drafts.

Supervises the processing and evaluation of applications for state nurse scholarships.

Recommends changes in regulations or functions for adoption by the Board.

Prepares educational and statistical reports.

Plans and participates in conferences and meetings concerned with improving nursing service and education.

Prepares and delivers speeches, issues news releases and conducts interviews with the news media and the public.

Cooperates with national associations of nurses in their studies.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the modern principles and practices of administration and curriculum in schools of nursing.

Thorough knowledge of professional and practical nursing education.

Thorough knowledge of current literature and recent developments in the field of nursing and trends in nursing education at all levels.

Ability to:

Ability to successfully meet and cooperate with professional and lay groups and to interpret policies of the Board to the public.

Ability to prepare and deliver speeches.

Ability to plan and conduct surveys, process data and prepare reports and special studies.

Ability to plan and direct a program for the licensure of nurses.

NECESSARY SPECIAL QUALIFICATIONS

Licensure as a Registered Nurse in Minnesota.

Est.: 07/02/69
Rev.:
Ckd.: 06/2002, 04/1998

T.C.:
Former Title(s):