State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. DEPSPL2

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** LICENSING AND REGULATORY AFF
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Bureau Professional Licensing
4. Civil Service Position Code Description Departmental Specialist-2	**10. Division** Administration
5. Working Title (What the agency calls the position) Nursing Education Consultant	**11. Section** Boards & Committees/FOIA
6. Name and Position Code Description of Direct Supervisor PRZYBYLO, KERRY R; STATE ADMINISTRATIVE MANAGER-1	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor MODELSKI, BRYAN B; STATE BUREAU ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 611 W. Ottawa Street, Lansing, MI 48933 / Monday-Friday; 8am-5pm

14. General Summary of Function/Purpose of Position

This position serves as the sole specialist responsible for the nursing education programs for the MI Board of Nursing. This position is responsible for statewide regulation, evaluation, and oversight of Michigan's nursing education programs for the Michigan Board of Nursing (Board). This role serves as the bureau's sole professional nursing education expert, providing advanced analysis, site review, compliance determination and regulatory guidance to the Board to assist with their statutory responsibility to approve, monitor, and enforce standards for nursing education programs.

The specialist independently conducts highly complex virtual and on site inspections of nursing programs and clinical sites to determine compliance with the Michigan Public Health Code, Nursing Administrative Rules, U.S. Department of Education requirements, accreditation standards, and evidence based educational practices. The position evaluates curriculum design, student learning outcomes, faculty qualifications, systematic program evaluation methods, program completion rates, accreditation actions, and NCLEX performance trends, and identifies evidence based quality indicators affecting educational effectiveness.

This role develops statewide regulatory procedures, templates, guidelines, and monitoring systems that form the foundation of Michigan's nursing education oversight program. The specialist maintains statewide performance and compliance data, conducts program investigations, and provides expert recommendations for program approval, denial, corrective action, or further review. Although the Board of Nursing issues final regulatory decisions, those actions rely on the specialist's expert judgment and professional analysis.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage:** **50**

This specialist is responsible in performing in-person or virtual site visits statewide and initially evaluating nursing programs and clinical sites for the purpose of determining compliance with U.S. Department of Education requirements, the Michigan Board of Nursing regulations, and the Michigan Public Health Code.

Individual tasks related to the duty:

- Conduct comprehensive virtual or on-site compliance and or monitoring visits of nursing education programs and clinical sites.
- Interview faculty and clinical partners regarding school/student performance.
- Review quality indicators such as employment rates, faculty retention, curriculum rigor, instructional methods, accreditation standing, and clinical experience quality to assess overall program effectiveness and emerging risks.
- Evaluate whether faculty credentials, licensure, expertise, and teaching assignments align with regulatory requirements and best practices in nursing education.
- Analyze and validate systematic program evaluation processes, ensuring alignment with accreditation expectations. Work with established nursing education programs to ensure understanding of and compliance with federal and state requirements, while maintaining student graduation rates.
- Be the primary regulatory resource for nursing education program applicants, including explanation of the application process.
- Provide subject matter expertise to nursing education programs related to curriculum, end of program student learning outcomes, course student learning outcomes, plans of study, course sequence, program credits, evaluation methods, program outcomes, systematic program evaluation, program completion rates, program reports, self-studies, major program changes, and NCLEX Improvement Plans, rules requirements, and statutory interpretation.
- Develop procedures, reports, templates, and other materials surrounding program site visits, clinical sites, program reviews and investigations.
- Make recommendations for changes to statute and rule related to nurse education.

Duty 2

General Summary: **Percentage:** **25**

Advise and support the Department, Bureau, and Board on nurse education issues.

Individual tasks related to the duty:

- Evaluate program applications for compliance with regulations and recommend outcomes to the Board.
- Review nursing education program submissions, major program changes, decision letters, received from accreditors, etc.) and recommend decisions to the Board.
- Provide updates, consultation, and expert guidance to the Board.
- Once the Board has made a decision, communicate decisions to nursing education programs.
- Maintain and update the Nursing Education Committee Manual.
- Maintain and update nursing program education information on the Department’s website.
- Send agenda to the chair of the committee to make review assignments.
- Assemble submissions from nursing programs and department documents and compile an agenda for committee meetings.
- Collaborate with stakeholders to advocate for nursing education.

Duty 3

General Summary: **Percentage:** **5**

Administer the Michigan Nurse Professional Fund Scholarship Program.

Individual tasks related to the duty:

- Coordinate with the Bureau Director and the Finance and Administrative Services Bureau to determine the annual budget.
- Recommend to and discuss with the Board of Nursing the levels of education and areas of need that will receive the scholarship.
- Create and maintain scholarship applications and FAQs for participating nursing programs.
- Communicate information about the scholarship with nursing education programs.
- Receive, review, and approve program and student scholarship applications.
- Work with executive secretary to handle paperwork allowing the transfer of funds to the programs.
- Receive, review, and approve program documentation certifying that funds were distributed to the student recipients.

Duty 4

General Summary: **Percentage:** **5**

Participate in investigation and resolution of complaints against nursing programs.

Individual tasks related to the duty:

- Work with the Bureau's Investigations and Inspections Division to determine if complaint indicates a possible violation of the Public Health Code.
- Communicate with the complainant and respondent as necessary.
- Provide consultation and expert guidance to the Investigation and Inspections Division regarding nursing education program standards, expectations, and requirements.
- Advise the Board of investigations that require disciplinary discussion and propose resolutions.

Duty 5

General Summary: **Percentage:** **5**

To review and evaluate refresher course programs for licensed practical, registered nurse, and advanced practice registered nurse programs. Curriculum and virtual or on-site survey evaluations must ensure compliance with laws and requirements.

Individual tasks related to the duty:

- Develop and following procedures for the review of refresher courses for nurses licensed in the state of Michigan
- Evaluate refresher course curriculum and make recommendations for existing programs.

Duty 6

General Summary: **Percentage:** **5**

Create and maintain systems to track nursing student performance, evaluate program compliance, analyze nursing program course outcomes, nursing program reports and self-studies, general nursing program data, and refresher course programs.

Individual tasks related to the duty:

- Maintain accurate files of nursing education programs which include next reporting dates to the board that align with dates of the nursing program's accrediting body.
- Develop a system to track performance of evidence based key problem indicators, program outcomes, and other data as necessary.
- Provide regular updates to the Department, Bureau, and Board regarding trends, concerns raised by programs or applicants, etc.

Duty 7

General Summary: **Percentage:** **5**

Other duties as assigned.

Individual tasks related to the duty:

- Represent the department at professional and staff meetings and seminars.
- Participates in surveys sent by the National Council of State Boards of Nursing.
- Serve as the resource for directors of nursing for nursing education programs.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Considerable independent judgment is used based upon the employee's education, training, expertise, and experience in the nursing profession and with nursing education. When conducting site visits, it will be up to the employee to make recommendations to the committee and the board regarding the site visit results which can impact a program's approval. Additionally, this position will independently handle the administration of the Nursing Education Committee, the systems to track performance and evaluate compliance of nursing programs, and the administration of the Nursing Scholarship. Nursing education programs will be impacted by the decisions/recommendations made by the Nursing Education Consultant, but ultimate decisions will be made by the board of nursing.

17. Describe the types of decisions that require the supervisor's review.

The nursing education consultant will report to the manager of the Boards and Committees Section. The manager is available to provide guidance and direction on rules, policies, procedures, and to review documentation drafted by the employee. The nursing education consultant makes recommendations to the Board of Nursing. It is the board that will make final decisions.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Sitting, standing, stooping, reaching, carrying, and walking.

Travel: Travel is required to meet with nursing programs, both approved and those applying for approval. Locations for travel include nursing programs, clinical facilities, meetings with deans/directors of nursing programs. When traveling for work, the position may require traveling alone or with another employee for multiple days and nights in state.

When driving for state business, the employee must be able to legally operate a state or privately-owned vehicle; OR provide alternate transportation while on state business.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

N	Complete and sign service ratings.	N	Assign work.
N	Provide formal written counseling.	N	Approve work.
N	Approve leave requests.	N	Review work.
N	Approve time and attendance.	N	Provide guidance on work methods.
N	Orally reprimand.	N	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

N/A

23. What are the essential functions of this position?

This position is the statewide specialist responsible for the regulation, evaluation, and oversight of Michigan's nursing education programs The Nursing Education Consultant assesses submissions from nursing schools for initial and full program approval and major program changes and provides approval or denial proposals for the Board to finalize. This position serves as the primary regulatory contact for Michigan's over 100 approved nursing education programs as well as new applicants, providing subject matter expertise on education requirements to ensure understanding and compliance, ultimately helping expand Michigan's nursing education capacity. This position has the sole statewide responsibility for performing in-person or virtual site visits for the purpose of determining compliance with U.S. Department of Education requirements, Michigan Board of Nursing regulations, and the Michigan Public Health Code.

This position will create and maintain systems to track nursing student performance, evaluate program compliance, analyze nursing program course outcomes, nursing program reports and self-studies, general nursing program data, and refresher course programs. This information will be examined by this position to develop and lead efforts to increase the number of nursing licensees in Michigan. This position will work closely with colleagues at the state level, including the Office of Nursing Programs at MDHHS, and other public stakeholders, to increase interest in nursing education with the goal of adding to Michigan's over 200,000 nursing licensees.

This position will participate in investigation and resolution of complaints against nursing programs through advising the Board of Nursing. The position will stay abreast of current events/trends related to nursing education, including being active in the National Council of State Boards of Nursing (NCSBN). The position will administer the Michigan Nurse Professional Fund Scholarship Program, as required by MCL 333.16315, to allocate over $500,000 in scholarships to nursing programs to be awarded to eligible students. The position coordinates the Department's responses for the annual NCSBN Education Survey, and other duties as assigned.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New Establishment.

25. What is the function of the work area and how does this position fit into that function?

The function of the Boards and Committees/FOIA Section is to provide administrative support for the professional boards that are regulated by the Bureau of Professional Licensing. In addition, it provides centralized services within the bureau, including the handling of FOIA and other designated information requests. The position is the primary professional-level position assigned to nursing education and must work closely with the Michigan Board of Nursing, the board-approved programs, and programs seeking initial approval to operate.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

MN or MSN in nursing is preferred.

EXPERIENCE:

Departmental Specialist 13 - 15
Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the Michigan Public Health Code, Nursing Administrative Rules, Michigan Freedom of Information Act and other federal and state laws concerning nursing programs.

Knowledge and ability related to nursing education, the nursing profession, analytical and writing skills.

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the need, preparation, and use of reports.

Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

CERTIFICATES, LICENSES, REGISTRATIONS:

Licensed as an RN in the State of Michigan preferred.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

Appointing Authority **Date**

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee **Date**