

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV24630</b>
<b>Job Class Code:</b>	<b>580</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>20</b>
<b>Workers Comp Code:</b>	<b>8833</b>		

<b>Job Code Established:</b>	<b>02/26/97</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Miscellaneous Investigation, Control, and Inspection

**JOB CODE TITLE: MEDICAL INVESTIGATIVE NURSE**

**HRIS TITLE: MED INVESTIGATIVE NURSE**

**CHARACTERISTICS OF THE CLASS:** Reports to an Assistant Attorney General. Functions under limited supervision. Authority to determine the direction of the medial aspect of investigations assigned. To act as consultant, advisor and instructor to prosecutors and special agents regarding the technical, medical aspects of cases. To secure a variety restricted records/documents pertaining to investigation from appropriate agencies/officials/professionals. Requires extended periods of concentration in reviewing detailed documentation and performing research and analysis. May require fluctuating work hours, travel with overnight stays. May encounter a degree of hazard interviewing or interrogation hostile witnesses. Directs/conducts the medical aspect of criminal investigations relating to abuse, neglect, financial exploitation or medical provider fraud. Work involves the evaluation of allegations from a medical standpoint to assess merit for criminal investigation; evaluating a wide variety of pertinent confidential and sensitive medical information; interviewing victims, witnesses, suspects, medical service providers and health care professionals to obtain facts; examining victims/potential subjects of proceedings as part of assessment process, to determine physical and/or mental status; preparing detailed case reports and medically oriented exhibits for use by the prosecution team; and testifying at administrative, civil and criminal court proceedings as requested. Work product consists of investigations completed; medical documents evaluated and analyzed; evidence secured; subjects examined; medical exhibits completed; reports written. Responsible for development and execution of the medical aspect of assigned investigations; case analysis; collection and preservation of evidence; examination and assessment of victims/subjects to determine physical/mental status; the preparation of final written reports; and for testimony in court and other proceedings as necessary.

**EXAMPLES OF DUTIES:** Evaluates allegations from a medical standpoint to assess merit for criminal investigations. Interview victims, witnesses, suspects, medical (and other) professionals to obtain required information. Obtains, reviews, interprets and analyzes medical data to identify violation, determine merit of case and prepare findings for use by prosecution team. Writes detailed investigative reports recording the results of each investigation in support of administrative civil or criminal action. Prepares medical exhibits for use in trial process. Performs examination of victims/subjects as necessary to determine physical/mental status. Acts as advisor and instructor to attorneys, special agents in responding to information regarding the technical medical aspect of cases under review. Testifies in court or other proceedings as necessary. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** applicable State of Arizona statutes and Federal and State and local agency rules and regulations governing health care; methods, principles, standards and techniques of civil and criminal investigation; procedures, practices and techniques of adult and geriatric health care; general nursing practices; specialized terminology; pharmacology; medical equipment use.

**Skill/Ability to:** gather, interpret and analyze medical documents; communicate clear and succinct nursing opinions verbally and in writing; write accurate, informative and concise investigative reports; establish and maintain interpersonal relations involving a wide variety of public contact situations; identify documents that have been altered/tampered with; observe/assess condition/behavior of subject under examination in order to identify possible signs of neglect, abuse or fraud; plan treatment programs for geriatric patients; identify fraudulent billings practices through the review of medical claims documentation; identify appropriate medical/nursing care or indications of abuse or neglect through the review of medical records/documents.

**SPECIAL SELECTION FACTORS:**

Possession of a current license to practice as a registered nurse in the State of Arizona.