

# NEVADA STATE BOARD OF MEDICAL EXAMINERS

9600 Gateway Drive  
Reno, NV 89521

**Rachakonda D. Prabhu, M.D.**  
Board President

**Edward O. Cousineau, J.D.**  
Executive Director



## Nevada State Board of Medical Examiners Position Announcement

**Position Title:** Chief of Investigations  
**Location:** Reno, NV

### Summary

The Nevada State Board of Medical Examiners (Board) is searching for a Chief of Investigations. This position is responsible for managing the Division of Investigations and determining jurisdiction of complaints and information alleging violations of Chapters 629 and 630 of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC) by Physicians, Physician Assistants, Practitioners of Respiratory Care, and Perfusionists. The Chief of Investigations assigns investigations to Investigators and manages the Board's reporting requirements with appropriate governmental and medical data banks and the Legislative Counsel Bureau (NRS 630.130). The Chief of Investigations also manages the Board Legal Compliance Program and the Board Liaison Program with Nevada hospitals. The Board is looking for candidates who have management experience and excellent communication skills with the public, licensees and staff, while working in a fast-paced environment. Candidates need to be detail oriented, possess strong interpersonal skills, and have supervisory or management experience.

This position is eligible for excellent employee benefits, including:

- Pension retirement from the State of Nevada (PERS)
- Full medical, dental and vision benefits
- 11 paid holidays per year
- Paid vacation time
- Paid sick leave

*The starting salary range for this position is \$75,000 to \$87,000 on the Employer Paid Retirement schedule.*

### Assigned Responsibilities

- Manage and supervise the daily operations of the Investigations Division;
- Supervise the Deputy Chiefs of Investigations, Medical Reviewers, Senior Investigators, Investigators, and various administrative support staff;
- Open and assign investigative cases, manage the investigative case process and reports of investigations;
- Report disciplinary actions to the National Practitioner Data Bank, Federation of State Medical Boards of the United States, Inc., American Medical Association, United States Department of Health & Human Services, Nevada Division of Industrial Relations, Nevada hospitals, and all other requesting entities, and maintain records of such reports;
- Manage those programs specifically assigned for supervision by the Deputy Chiefs of Investigations;

- Manage the agenda and preparation for Investigative Committee meetings;
- Attend all Investigative Committee meetings;
- Serve as the Investigation Division's Primary Training Officer;
- Attend all appropriate sessions of Board meetings;
- Assistant General Counsel and other legal staff with hearings and pre-hearings, when required;
- Perform all the duties and responsibilities of an Investigator, when required;
- Serve as a key member of the Board's management team, interacting with the Executive Director, Deputy Executive Director, and other management team members regularly; and
- Perform other duties as required.

### **Knowledge, Skills and Abilities**

- Ability to manage and supervise other professional Investigators and support staff;
- Ability to interact and communicate effectively, both in writing and orally, at a high level with complainants, respondents, witnesses, the public and other government agencies;
- Ability to speak persuasively to individuals or groups and to work well in a team environment;
- Ability to work independently and make appropriate judgments and decisions;
- Knowledge of enforcement procedures of the Board;
- Knowledge of investigative practices and techniques;
- Knowledge of or ability to acquire working knowledge of NRS 629 and 630 and NAC 629 and 630.
- Ability to prepare written reports and verbal briefings;
- Ability to maintain confidentiality of information;
- Knowledge of computer applications;
- Ability to work under pressure and meet deadlines;
- Ability to travel as required; and
- Ability to be flexible in work schedule.

### **Education, Training and Experience**

A Bachelor's Degree in Criminal Justice, Government or related appropriate field from an accredited college or university. Knowledge of medical practices and procedures and administrative law practices and procedures sufficient to supervise administrative processes is preferred. Candidates must have investigative and management experience.

*This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.*

### **How to apply**

Interested applicants must submit a cover letter, resume and two (2) professional references to:

Nevada State Board of Medical Examiners  
 Attn: Sarah A. Bradley, J.D., MBA, Deputy Executive Director  
 9600 Gateway Drive  
 Reno, Nevada 89521  
[bradleys@medboard.nv.gov](mailto:bradleys@medboard.nv.gov)

In your cover letter, please indicate how you heard about the position. If you heard about this position through a website, please indicate which website. The deadline for applications is February 7, 2020.

*The Nevada State Board of Medical Examiners is an equal opportunity employer.*