



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MEDICAL INVESTIGATOR

Job Number: 20001038

Job Code: 45510V231016

Job Group: 4500 - MEDICAL INVESTIGATION

Job Established: 03/01/1994

Job Revised: 10/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans and conducts complex, sensitive investigations of relevant areas of jurisdiction for the Kentucky Board of Medical Licensure in the enforcement of the State Medical Practice Act as it relates to the practice of medical and osteopathic medicine; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Three years of investigative experience in the fields of criminal justice/law enforcement or performing investigations of licensed or regulated health care practitioners or performing other medical standards compliance inspections/investigations.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above areas will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans and conducts complex investigative services including the interviewing of complainants, witnesses, and prospective witnesses. Communicates directly with the grievant, the licensee, the patients, the licensee's co-workers, state and local police agencies, federal agencies, hospitals, and pharmacies. Assists in training other investigative personnel within the Medical Investigative system. Conducts investigations into complaints registered against physicians holding medical or osteopathic licenses issued by the Board. Reviews court proceedings, pharmacy records, hospital records, and individual patients records of physicians to report any irregularities to the Board relating to the practice of medicine. May enlist an outside medical expert to review the details of the grievance, the physician's response to the grievance, and the medical records involved to form a professional opinion. Prepares and maintains detailed reports on investigations conducted for the Board or any of the Board's advisory committees. Creates reports of the findings and provides the reports to the Board's Inquiry Panel to review. Coordinates investigations with State and Federal regulatory agencies. Provides guidance and assistance to physicians and to the general public involving the interpretation of the Board's rules and regulations. Testifies in hearings and in court as necessary. Coordinates, counsels, and directs physicians on Probation under terms of Orders issued by the Kentucky Board of Medical Licensure. Maintains dialogue with physicians. Acts as liaison between the individual physician and the Board. Prepares and investigates all special assignments as issued by proper authority. Conducts additional interviews, retains the independent medical consultant, requests specific medical records to be reviewed and provides them securely to the medical consultant. Obtains the licensee's official, type-written response to the grievance, the medical consultant opinion, and provides the licensee with an opportunity to respond to the findings. Attends monthly Board/Inquiry Panel meetings to discuss the report and answer questions regarding the case.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Statewide travel is required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.