

**Effective Date: March 5, 1995**  
**Modified: September 5, 2004**  
**Modified: July 18, 2010**  
**Modified: April 6, 2014**

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**NURSING CONSULTANT  
CLASSIFICATION SERIES**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional nursing consultant positions located within the classified service. Positions allocated to this classification perform nursing consultative work for a majority of the time. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or that result from changing program emphasis in the future whether at the Department of Health Services or at another agency. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are professional nursing consultant positions located within the Department of Health Services which provide nursing consultation: (1) to health care facilities in Wisconsin; or (2) as a central office nursing consultant performing audits of health care providers; or (3) as a central office nursing consultant in a nursing program area which impacts a designated segment of the state population. In addition, a single position in the Department of Transportation; Division of Motor Vehicles is allocated to this classification to design and formulate the medical review program to determine the maximum degree of driving privileges for person with functional ability impairments. Other departments may utilize this classification if the position performs professional nursing consultative work for a majority of the time.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which meet the statutory definition(s) of supervisor and/or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are, for a majority of the time, engaged in the provision of direct and indirect patient care and are more appropriately classified as Nurse Clinician.
3. Positions which are, for a majority of the time, engaged in developing and conducting educational programs for nursing personnel and are more appropriately classified as Nursing Instructor.
4. Positions which are, for a majority of the time, engaged in the performance of professional and administrative nursing work which does not have direct patient care as its primary focus (i.e. infection control, continuity of care, utilization review, nursing information systems, quality assurance, community outreach) and are more appropriately classified as Nursing Specialist.
5. Positions which, for a majority of the time, provide assistance to private and public agencies in improving public health nursing services and are more appropriately classified as Public Health Nurse.
6. Positions which are assigned and, for a majority of the time, perform advanced practice nursing responsibilities, have the appropriate credentials and are more appropriately classified as a Nurse Practitioner.
7. Positions which are not required to possess registration or eligibility for registration as a professional nurse in the State of Wisconsin.
8. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into Positions in This Classification Series

Employees enter positions at both levels within this classification series by competitive examination. Reclassification may occur to the Nursing Consultant 2 level.

## II. DEFINITIONS

### NURSING CONSULTANT 1

#### Department of Health Services

Positions at this level, for a majority of the time, perform responsible nursing consultative work within the Department of Health Services (DHS). Positions at this level are responsible a majority of the time for: (1) providing program review and assistance to health care providers as a member of a survey team; or (2) functioning as a statewide specialist in a defined nursing program area. Positions at this level are responsible a majority of the time for providing nursing consultative services, policy development and determination of eligibility for program participation. Positions in all allocations at this level also perform the following duties/functions: plan and conduct workshops, in-service training and meetings

for health service personnel; prepare and submit reports of activities; and determine program eligibility and provide input into central office program development activities which may include policy development and/or grant writing. Work is performed under general administrative supervision.

**DHS/Division of Quality Assurance:** Positions provide program review and assistance to health care providers as members of a team of health care facility reviewers and are responsible for consulting with providers of health care services, conducting program monitoring and assuring compliance of the providers (i.e., nursing homes, intermediate care facilities for the mentally retarded, facilities for the developmentally disabled, hospitals, etc.) with federal and state codes, standards and guidelines for licensure, program certification or eligibility for participation in Medicare and Medicaid programs.

Other positions in the Divisions function as highly specialized consultants in a defined nursing program area providing nursing consultation, training and technical assistance to a variety of professionals and service providers. They develop policy and determine eligibility for program services through nursing consultation with hospitals, public health agencies, home health agencies, social or human service departments, families and a variety of community health care providers and assure compliance with federal and state codes, standards and guidelines in order to obtain and maintain eligibility for program participation

**DHS/Division of Health Care Access & Accountability, Central Office:** Positions function as a statewide specialist in a limited program area are responsible for consulting with hospital and other health care provider personnel, local health staffs, the public, and others for coordination of services, reviewing and approving of prior authorizations (Medical Assistance Program), and monitoring policies in the program area.

Examples of Work Performed:

Positions in the Division of Quality Assurance, Division of Long Term Care and Division of Mental Health & Substance Abuse Services provide program review and assistance to health care providers in Wisconsin:

- Conduct state licensure/federal Medicare/Medicaid certification surveys of hospitals, community clinics, and related community mental health services for which the state has fiscal and/or statutory responsibility.
- Participate as a member of a team conducting licensure or approval surveys of health care providers to determine compliance with standards of care.
- Review residents for appropriate levels of care for facility to qualify and participate in the Medicaid Program.
- Consult with administrators of local agencies, hospitals and nursing homes regarding the interpretation and fulfillment of applicable program requirements.
- Prepare and submit detailed reports of survey findings and recommendations to the central office.
- Investigate complaints and testify in legal proceedings regarding code violations.

Other positions provide highly specialized consultative services in a designated nursing program area:

- Provide consultation and clinical expertise and specialized services to increase the capacity of communities to serve people in community settings, at home or in home-like settings throughout the duration of the illness.
- Administer selected programs to ensure appropriateness in fulfilling program purpose and to ensure compliance with statutes, administrative rules and procedures.
- Provide authoritative consultation to shape public policy and program development consistent with the clinical needs of the target population.

- Determine Medical Assistance eligibility and consult on a statewide basis for certain severely disabled children, permitting those individuals to receive services in their homes/community in lieu of hospital/institutional placement.
- Develop policy and programming for the Katie Beckett Program.
- Coordinate inter-bureau/office and interdivisional task groups that may be assigned as legislative, departmental or divisional policy study mandates.

**DHS/Division of Health Care Access & Accountability:** Positions function as a statewide specialist in a limited nursing program area:

- Promote interest and participation in the specialty program area at the local and community agency levels.
- Monitor specialty program, compile data and prepare program reports as necessary.
- Develop, plan and organize a program of consultative services in the specialty program area at the local level, for community agencies and for families as needed.
- Ensure the coordination of health care services to program participants at the local level.
- Review and approve prior authorization requests in the assigned program area.
- Participate in program audits and investigations.

### **Department of Children and Family Services (DCF)**

**DCF/Bureau of Milwaukee Child Welfare:** Positions at this level, for a majority of the time, perform responsible nursing consultative work within. These positions provide consultation and medical expertise to assist the Initial Assessment staff and contracted staff of the Bureau of Milwaukee Child Welfare by systematically collecting, recording, analyzing and translating pertinent available information on the child's health status and any health and/or developmental vulnerabilities through both direct and indirect contact with children who may be victims of child abuse and/or neglect. These positions work with community physicians and health care professionals to establish improved reporting and communication between the medical provider community and BMCW that would facilitate the integration of relevant medical information into BMCW decision making. These positions work in collaboration with children's other health and social service providers to facilitate the delivery of age appropriate health and development services to children assigned to the BMCW. In addition these positions provide nursing consultation to Initial Assessment Specialists who ensure comprehensive health assessments occur and plan for periodic ongoing health monitoring.

### **NURSING CONSULTANT 2**

Positions allocated to this level are central office positions in the Department of Health Services which develop and interpret regulations, policies, manuals, guidelines and reference materials relating to improved care delivery. Positions at this level serve as technical advisors to providers of service in developing, revising, and updating nursing program philosophy, objectives and plans by: (1) performing responsible statewide consultative work, providing comprehensive program review and technical assistance and training to health care providers; or (2) functioning as a statewide specialist in a broad program area; or (3) coordinating Medical Assistance audits and fraud investigations; or (4) serving as the primary medical/nursing consultant for the Division of Motor Vehicles in the Department of Transportation.

Positions at this level which perform program review and provide technical assistance within the Division of Quality Assurance, Division of Long Term Care and Division of Mental Health & Substance Abuse Services differ from the Nursing Consultant 1 by the higher level of the consultant's involvement in affecting program change and improvement. These positions develop, implement, and maintain

training for health care providers (including Nursing Consultant 1s); develop licensing standards for patient care; and participate in functions that have direct impact on how the licensing function is managed.

Positions at this level, responsible for a broad program area within the Division of Health Care Access & Accountability are either a statewide specialist or an audit coordinator. These positions differ from those identified at the Nursing Consultant 1 level by the increased impact, complexity, and scope of the nursing program areas. Statewide specialist functions include providing consultation to health care providers, local health staffs and the public for the coordination and/or oversight of broad Medical Assistance programs (i.e., affect a large segment of Wisconsin's population and extend beyond long term care facilities); reviewing and adjudicating requests for prior authorization of services, utilizing established criteria; providing clinical advice and assisting in reviewing administrative rules, policy statements and other program guidelines to enhance overall efficiency and economy; and participating in utilization review, audits and other activities designed to eliminate fraud, waste and abuse. Audit Coordinators design and implement programs to detect, combat, and eliminate fraud, waste and abuse in the Medical Assistance program by formulating detailed audit plans; reviewing and identifying potential areas for audit; leading staff (i.e., Nursing Consultants) in audit functions; defending audit findings in legal/administrative proceedings; and performing miscellaneous functions related to audit coordination.

The single position allocated to this level which serves as the primary medical/nursing consultant for the Division of Motor Vehicles, Department of Transportation, is responsible for the design and formulation of a medical review program to determine the maximum degree of driving privileges for persons with functional ability impairments. This position directs the development of state laws and administrative rules for the medical review program in cooperation with a variety of other resources. This is the objective level for this position.

Examples of Work Performed:

**Department of Health Services:**

**Division of Quality Assurance, Bureau of Long Term Support:** Positions perform responsible statewide consultative work:

- Assess training needs and develop, provide and evaluate training of division and industry staff.
- Identify status of the program in relation to established standards of care.
- Consult with participating providers in the correction of major program deficiencies.
- Conduct policy and procedure research.
- Provide Quality Assurance and Improvement support and recommendations

**Division of Health Care Access & Accountability:** Positions function as a central office statewide specialist in a broad program area:

- Review and approve prior Medical Assistance program authorization requests based on determination of medical necessity.
- Develop and lead investigatory program audits to eliminate fraud and waste in the provision of Medical Assistance program services.
- Develop and implement program guidelines for major segments of the Medical Assistance Program.
- Review hospital utilization review plans and functions and consult with administrators, medical and nursing staffs and other key personnel in plan development, execution and revision.
- Encourage and participate in the development of new services and the expansion of existing health services at the community level.

**Department of Transportation:**

**Division of Motor Vehicles (DMV):** The single position which is the primary medical/nursing consultant for the DMV:

- Represents the Department of Transportation, Division of Motor Vehicles in meetings with and provides technical assistance to other states on medical review standards.
- Evaluates Division medical review programs, policies and procedures.
- Provides training and technical assistance to health care professionals and organizations representing people with medical conditions or disabilities or elderly drivers, to other states, and to driver licensing staff within the Department.
- Consults with driver license applicants regarding their medical conditions and the impact of their conditions on driving and the resources which may be available to them.
- Interprets reports from physicians and hospitals, state laws and administrative rules and determines eligibility for driver licensing in the most complex medical cases.

**III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**Special Requirement:** Registration or eligibility for registration as a professional nurse in the State of Wisconsin.

**IV. ADMINISTRATIVE INFORMATION**

The Nursing Consultant 1 and 2 classification specification was created effective January 3, 1990, and announced in Bulletin CC-219 as a result of the Client Care and Custody Personnel management Survey. The specification was modified effective March 6, 1995 and announced in Bulletin CC/SC-38. The specification was modified effective September 5, 2004, and announced in Bulletin OSER-0051-MRS-SC to update the job duties under the definition section and to reflect the division name changes at the Department of Health and Family Services. The specification was modified effective July 18, 2010 and announced in Bulletin OSER-0268-CLR/SC to include positions in the Department of Children and Families; Bureau of Milwaukee Child Welfare. The specification was modified effective April 6, 2014 and announced in Bulletin OSER-0360-MRS/SC to update Social Worker to Initial Assessment Specialist.

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