

## **Board of Naturopathic Medicine Investigator Position**

### **General Information**

This position is currently a .5FTE part-time position with the Oregon Board of Naturopathic Medicine, with more hours as needed. (20+ hours per week)

Must be able to maintain confidentiality of complaints and assist in Board investigations.

Must be able to pass an OSP/FBI criminal background check

Reports to Executive Director and Board

Work is located in Portland State Office Building, 800 NE Oregon St., Suite 407

Work may require a minimal amount of travel

### **Knowledge, Skills and Attributes**

General knowledge of health and patient medical record keeping methods/ standards

(Preference: medical terminology, medical training background)

Knowledge of standards and techniques pertaining to investigations – where to start, report writing, follow-up.

General knowledge of procedures, practice standards, and scope of practice relevant to naturopathic/conventional medicine

Must be LEADS certified, or certifiable

General knowledge of statutes and rules regulating the practice of medicine

Good analytical skills (Able to analyze conflicting allegations, testimony and documentary records)

Good Interpersonal skills (Able to interview, handle hostile/angry people, offer advice and consult with the board on care related to naturopathic medicine)

Good report writing skills (Reports and correspondences)

Good basic computer skills (PC - MS Word, Excel, Publisher, PowerPoint, Internet)

### **Duties and Responsibilities**

#### **Complaint Investigations:**

- Review initial complaints received by the Board office to determine first actions;
- Investigate cases that require theoretical or clinical knowledge to evaluate if actions are within the scope of practice for naturopathic medicine;
- Interview parties using acceptable principles, standards and techniques of investigation;
- Prepare documents for review by the Board, the director and legal counsel;
- Responsible for maintaining the confidentiality of a complaint and all material related to the complaint;
- May be called to testify as an expert witness at contested case hearing;
- Respond to complainants, licensees and others regarding the status of an investigation

#### **Salary Range:**

- \$20 - \$25 hourly
- With State Benefits for half time employee