

Division of Health Related Boards Recruiting Board Consultants

The Tennessee Department of Health is charged with the responsibility of regulating health care professionals to protect the health, safety and welfare of the citizens of this state.

Regulation is accomplished through twenty-plus health related boards which set qualifications for the licensure and continued competency of each regulated health professional. Each board sets standards for professional practice and is responsible for the discipline of those health professionals found guilty of violations of laws and regulations.

These measures are accomplished by three (3) state agencies working in tandem. The agencies are:

The **Division of Health Related Boards** provides administrative and investigative services for the boards.

The **Office of Investigations** is responsible for investigating complaints against any licensee. Investigations are usually precipitated when a complaint is received from the public.

The **Office of General Counsels'** function is to provide legal advice to the department and the boards, which are administered by the Division of Health Related Boards (HRB). The Office of General Counsel also represents the department in administrative and disciplinary hearings. The Office of General Counsel does not provide legal advice to licensees or applicants for licensure.

General Statement of Functions:

Following a general protocol, board consultants may be called upon to participate in the:

1. Review and evaluation of complaints filed with the Office of Investigations for alleged violations of the Practice Act and/or rules.
2. Complaint File Review-In conjunction with the Department's Office of General Counsel, a consultant will provide and apply expertise as a practitioner of the profession, while the litigation attorney will provide the legal expertise. Together the consultant and the state's attorney will make the decisions concerning the disposition of pending complaint files.
3. Review of applications and supporting documents and make initial determination as to the eligibility/ineligibility for licensure where the board's statutes and rules grant authority.
4. Review of continuing education documentation for compliance with the board's statutes and rules.

5. Undertaking of any other matter authorized by the board and serve on ad hoc committees.

All work is strictly confidential and shall not be disclosed to anyone except the board's authorized administrative staff, Internal Audit and Investigations and the Office of General Counsel.

The Minimum Qualifications for a Medical Laboratory Board Consultant

1. Holds a current license issued by the Board of Medical Examiners as a physician in the specialty of Clinical Pathology, Anatomic Pathology or both or
2. Holds a current license issued by the Medical Laboratory Board in the category of Medical Laboratory Director and
3. Has never had his/her license restricted, sanctioned, revoked or otherwise disciplined in this state or any state, jurisdiction or territory and
4. Has a general knowledge or applied practice as detailed in the Tennessee Code Annotated, Rules of the Tennessee Medical Laboratory Board and
5. Is not currently under disciplinary review which could possibly lead to legal or ethical disciplinary sanction, restriction, or similar action or condition by the Division of Health Related Boards or other licensure/certification board or professional association in any other state or locality and
6. Is an actual and bona fide resident and a legally practicing physician or medical laboratory professional licensed in the category of Medical Laboratory Director in this State for a period of five (5) years or more preceding such appointment to this position, and
7. Is not regularly employed by nor is a member of the governing body of any medical laboratory training program, college or university.

How the process will work:

1. A list will be compiled consisting of licensees who meet the criteria and indicate a willingness to be a board consultant. It is the state's intent that these actions will preserve the integrity of the process by avoiding the appearance of impropriety and/or conflicts of interest. If a consultant has a personal/professional relationship with the applicant or licensee, the consultant shall recuse himself/herself.

The Division will then assign another consultant.

2. When there is a need for a board consultant by either of the above entities, a telephone contact will be made to schedule a date, time and location for the task to be accomplished. Most tasks will require the individual to travel to Nashville. The division offices are open between the hours of 8 a.m. -4:30 p.m. Central Time, Monday-Friday.
3. Once a consultant is placed on the contact list, rejecting a consultation opportunity on three (3) consecutive requests by the department or failure to appear at a scheduled time shall be just cause for removal from the contact list.

General Compensation Rates

Travel-Travel claims must be filed with the Department of Health to reimburse the traveler for expenses incurred while of state business. The Department of Finance and Administrations' Travel Regulations govern allowable expenses. The department will not reimburse travel which has not been approved by either the Division of Health Related Boards, Internal Audit and Investigations or Office of General Counsel.

Mileage-The standard mileage rate is the current rate established by the Tennessee Department of Finance and Administration (reimbursement is governed by F&A Travel Regulations). Only mileage on official state business may be claimed for reimbursement. Reimbursement for travel will be based upon the most direct or expeditious route possible. Individuals traveling by any indirect routes must assume any extra expense incurred. It is the responsibility of the individual to be familiar with and adhere to state travel policies. The maximum parking fee without a receipt is eight dollar (\$8) per day.

Lodging-When authorized overnight travel is necessary, the individual will be reimbursed for actual lodging costs plus tax incurred up to the applicable amounts indicated on the Reimbursement Rate Schedule. Lodging receipts are required and must itemize room charges and taxes by date.

Meals-Reimbursement for meals and incidentals for the day of departure shall be three fourths (3/4) of the appropriate M&I (meals & incident) rate. Reimbursement for meals and incidentals for the day of return shall be three-fourths (3/4) of the appropriate M&I rate.

Procedure for Compensation-Monthly Basis

In order to be paid for travel to include mileage, lodging and meals, the individual must complete and submit a travel claim for reimbursement of travel expense no later than five (5) days after the end of the month I which travel occurred. All written signatures on the travel claim must be original.

Telecommunications costs while on travel status-local phone calls, fax charges and long distance calls for state business will be reimbursed. Individuals must provide a statement furnishing the date, name and location called for long distance calls and fax charges.

If you meet the qualifications listed above and are interested in assisting with this crucial part of licensure and regulation, please submit a current resume which clearly reflects your employment history.

This cover letter should include your license number with expiration date. The cover letter should also state that you meet the minimum qualifications indicated above, and unequivocally state that you understand the stipulations in the above paragraphs. You must provide us with a telephone number where you can be reached during our business hours.

Please send your resume and cover letter to:

Tennessee Department of Health
Office of Health Related Boards
Medical Laboratory Board
Metro Center Complex 2nd FL
665 Mainstream Dr.
Nashville, TN 37243

The most current copy of the Rules and Regulations for Medical Laboratory Personnel 1200-6-1 and Rules and Regulations for Medical Laboratory Facilities 1200-6-3 may be found on the lab web site: <http://health.state.tn.us/boards/MedLab/index.htm> . The index is located on the left side of the web page.