

Department of Consumer Affairs
 Position Duty Statement
 HR-041 (New 5/04)

Classification Title	Board/Bureau/Division
Associate Governmental Program Analyst	Medical Board of California
Working Title	Office/Unit/Section / Geographic Location
International Medical School Coordinator	Licensing Section - Sacramento
Position Number	Effective Date
629-160-5393-801	

Under the direction of the Licensing Program Manager, Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) is part of the Licensing Section of the Medical Board of California (MBC) working independently at the journey level performing full range of analytical duties. The incumbent performs the complex research and analytical duties associated with international medical school’s self-assessment applications for Board recognition as set forth in the California Code of Regulations (CCR § 1314.1). The incumbent serves as the Board’s international medical school subject matter expert, serving as a consultant to Executive Management, International Medical Schools, Medical Consultants, Board Members, Legal Counsel, government agencies and health-related organizations.

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

55% INTERNATIONAL MEDICAL SCHOOLS (E)

- Researches, analyzes and interprets the curricula and policies of required domestic medical education as determined by the Liaison Committee on Medical Education (LCME), Business and Professions Code 2089 and 2089.5 and CCR § 1314.1, in order to accurately evaluate and assess an international medical school’s extensive self-assessment application for Board recognition. Evaluates and analyzes application and all submitted supporting documentation to ensure required documentation is included; communicates directly with international medical schools to request additional documentation or clarification. Conducts an annual re-evaluation of Board-recognized international medical schools to ensure the school maintains continuous compliance with all state regulations and laws. **(25%)**
- Formulates an analytical summary of the application assessment, evaluation and findings; transmits summary, application and supporting documentation to the assigned Medical Consultant for expert physician analysis of the international medical school’s education and training. Receives and reviews the Medical Consultant’s report of findings and recommendations; works with staff counsel to prepare correspondence for the Chief of Licensing’s signature, as recommended by the Medical Consultant, (site visit necessary or additional documents required) advising the international medical school of the application’s current status. Prepares correspondence for the Chief of Licensing’s signature notifying the international

medical school that the assessment process has been completed and Board Recognition has been approved; coordinates completion of the official formal documentation to record the Board's order of recognition. **(20%)**

- Serves as a consultant and as the Board's subject matter expert to: MBC's Medical Consultants, staff, management and staff counsel, physicians, international medical schools, health facilities, other state medical boards and other governmental agencies; provides Licensing Program staff direction regarding international medical schools; maintains and distributes decisions and orders relative to disapproved international medical schools. Provides interested parties information relative to California's process and requirements for international medical schools to obtain Board recognition; provides current status of international medical schools within the recognition process; and responds to all questions and inquiries regarding the next step for pending international medical schools. **(5%)**
- Communicates with LCME, Federation of State Medical Boards (FSMB), Educational Commission of Foreign Medical Graduates (ECFMG), US State Department and other entities regarding international medical schools status and changes. Performs analysis of, and prepares and distributes notifications to recognized international medical schools informing them of applicable changes in laws, regulations, procedures or policies that will impact California medical students. Responds to all verbal and written communications relative to status and questions regarding international medical schools. Prepares and coordinates responses to subpoenas and litigation regarding international medical schools. Researches and analyzes agreements between international medical schools and affiliate hospitals for clinical rotations to ensure compliance with all regulatory and statutory requirements. **(5%)**

20% PROBLEM APPLICATIONS (E)

- Examines and evaluates physician and surgeon license applications, which have been identified by the Management Services Technician or Staff Services Analyst whom perform the initial file review, as "problem files" based on applicant information including, but not limited to, alcohol or substance abuse, criminal conviction, disciplinary actions, fitness to practice, mental health, postgraduate training deficiencies and clinical skill evaluations, which may be subject to a conditional/probationary license, denial and/or litigation. **(10%)**
- Obtains, researches, and analyzes additional documentation from the applicant and appropriate entity including criminal records, treatment records, substance assessments, postgraduate training documentation, and disciplinary/administrative action documentation to determine appropriate action (denial, probation, monitoring program, substance evaluations, competency or psychological evaluations, etc); prepares detailed analyses of the issue(s), including relevant laws, regulations and policies. Communicates both verbally and in writing with the applicant and their attorney(s) to resolve issues in the application file to avoid litigation. **(5%)**
- Serves as a consultant to the Office of the Attorney General providing analysis and interpretation of applicable laws, regulations and policies for cases which go to hearing; represents the Board as a subject matter expert in state or federal court proceedings; prepares stipulated agreements between the Board and applicants identifying terms and conditions of the conditional or probationary license. Prepares letters of denial to applicants and prepared Statement of Issues packages when

applicants request an appeal of the denial. Transmits the packages to the appropriate Deputy Attorney General and provides copies to the Discipline Coordination Unit. Researches and analyzes issues raised by opposing counsel and prepares written response referencing applicable laws and regulations. **(5%)**

10% SITE VISITS (E)

- Works with the MBC budget analyst to prepare an out-of-country request, which must be approved by DCA, the Business, Consumer Services and Housing Agency, Department of Finance and the Governor's Office prior to scheduling a site visit. Coordinates and identifies an appropriate site team for the impending site visit. Coordinates the site visit travel arrangements; communicates both verbally and in writing with the international medical schools to coordinate the site visit and draft a site inspection agenda/itinerary which is approved by the site team. Requests the necessary documentation from the school and/or hospital needed to conduct the site visit. Prepares comprehensive site materials for each team member (Board member, Executive Officer, Medical Consultant and Legal Counsel). Notifies and provides the finalized site inspection agenda/itinerary to the appropriate international medical school personnel and affiliate hospital locations to ensure the site inspection is conducted as scheduled and that the Dean, Associate Dean, Hospital Chief Executive, Medical Student Coordinator, supervising physicians and medical students are available on the scheduled date and time of the site visit. **(5%)**
- Works directly with the Medical Consultant to prepare a detailed, concise and thorough report that includes the team findings and recommendations to be presented to the Board members. Cooperatively works with the Chief of Licensing and Staff Counsel to prepare the Board's final decision and ensure this information is communicated directly to the international medical school in a timely manner. **(5%)**

10% SPECIAL PROJECTS (E)

- Researches, investigates and prepares special projects, legislative analyses, fiscal analyses, position papers and reports requested by the Chief of Licensing, Executive Director, Deputy Director or Board Members. Communicates, both verbally and in writing, with the Board members providing information regarding Licensing issues, concerns, laws, regulations, policies and procedures. Contacts applicants on behalf of Board members to answer licensing questions and/or resolve issues. Prepares and makes presentations at quarterly Board meetings as requested. **(5%)**
- Reviews current statutes and regulations pertaining to the Licensing Program to determine if the statutes and/or regulations provide adequate consumer protection and execute the MBC's mission. Works with management and staff counsel to determine if there is a need to amend or develop new statutes and/or regulations; prepares draft amendments or new statutes and/or regulations; prepares draft Notice of Hearings, Text, Modified Text, Initial Statement of Reasons, and Final Statement of Reasons; attends regulatory hearings. Prepares and makes presentations to Executive Staff, Board members and Licensing's management and staff regarding new/current/changes Licensing related statutes and regulations. **(5%)**

5% LEAD ANALYST (E)

- Provides analytical guidance, assistance and solutions/decisions to licensing staff with a difficult or atypical application. Reviews outgoing correspondence prepared by MSTs and SSAs for completeness, accuracy, and appropriate interpretation of laws, regulations and policies. Provides guidance to MSTs and SSAs on the licensing process and responds to the more technical licensing questions and problems. **(5%)**

B. Supervision Received

The incumbent works under the direction of the Licensing Section Manager (SSM I).

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent has daily direct contact with staff and management of the Licensing Program regarding sensitive/complex licensing issues. In addition, the incumbent has direct daily contact with Board management, members and employees in order to carry out the duties described in Section A. The incumbent also has direct contact, as needed, with physician's and surgeon's, applicants, international and domestic medical schools, hospital management and staff, other state agencies, applicant's attorneys, Deputy Attorney Generals, ECFMG management and staff, (LCME) management and staff, (FSMB) management and staff, California Medical Association (CMA) management and staff, and other related organizations. The incumbent occasionally has direct contact with Board Members.

F. Actions and Consequences

If the incumbent does not perform his/her job adequately: the recognition of an international medical school may be unduly delayed, an applicant may not be licensed in a timely manner, which could cause the licensee a hardship or could cause the Board to not fulfill its mission of protecting California Healthcare Consumers through proper licensure. If the incumbent fails to perform his/her job adequately, an applicant from a non-recognized international medical school may be licensed in error, thereby exposing the Board and the Governor's office to potential embarrassment and litigation.

G. Functional Requirements

No specific physical requirements are required: the incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Travel may be required to attend Board and Committee meetings, other meetings and hearings held in various locations throughout California. Incumbent is required to travel by commercial carrier or auto whichever method is in the best interest of the State. Travel may be for one or several consecutive days.

H. Other Information

Incumbent must possess excellent analytical skills, good communication skills, tact, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be

responsive to MBC staff, board and committee members, and DCA management needs. The analyst must be able to reason logically and creatively in order to resolve complex governmental problems, perform effective leadership and presentation skills, be able to act independently, be open-minded, and flexible.

The analyst routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Title 11, section 703D California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Revised: cw 04/2012

Approved: jm 12/24/2014