

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

MEDICAL REVIEW SPECIALIST

Position Code: K5680

DISTINGUISHING FEATURES OF THE CLASS

Under administrative direction, performs a variety of highly responsible professional work of a specialized nature in the review, analysis and coordination of medical review cases on a statewide basis in accordance with statutory provisions of the Driver's License Medical Review Law; serves as liaison and provides training for members of the medical community, law enforcement agencies and other Departments; assists in the formulation and implementation of policies and procedures for assigned area of responsibility.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Assists in the installation and implementation of a statewide medical policy in conjunction with the Driver's License Medical Review Law; coordinates and monitors program operations; provides input in the development of program initiatives.
2. Participates in on-going research, review and assessments of statewide program; researches medical programs in other states; prepares detailed administrative reports for management with recommendations on additions, deletions or changes to existing and/or proposed programs within the assigned area of responsibility.
3. Performs extensive liaison duties with other Departments, law enforcement agencies, medical community and the Medical Advisory Board; provides guidance and technical assistance to staff on unfavorable or questionable medical cases and on cases that require further disposition by the Board.
4. Maintains professional interrelationships with physicians and other members of the health care community in order to identify and promote training needs and the dissemination of information on program statutes.
5. Assists in the review and drafting of proposed legislation affecting the Medical Review Law; reviews and provides interpretations of existing law.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REQUIREMENTS:

Education and Experience

Requires licensure as a Registered Nurse in the State of Illinois.

Requires (a) graduation from an approved nursing education program resulting in an Associate or Diploma Degree in Nursing and three years of professional nursing experience; or (b) a Bachelor's Degree in Nursing and one year of professional nursing experience; or (c) a Master's Degree in Nursing.

Knowledge, Skills and Abilities

Requires thorough knowledge of health care principles, practices and techniques.

Requires knowledge of the principles and practices of program management and delivery of health services.

Requires knowledge of methods of compiling, organizing and analyzing data.

Requires ability to develop and maintain harmonious and productive working relationships with the medical community, law enforcement, and general public.

Requires ability to exercise independent judgement in applying rules, regulations, policies and procedures.

Requires ability to prepare accurate detailed reports.

Requires ability to communicate complex ideas clearly both orally and in writing.

Approved by the Secretary of State Merit Commission – December 8, 1993

Effective – December 16, 1993

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year