

Meeting of the  
IDAHO BOARD OF NURSING  
TownePlace Suites by Marriott  
1455 S. Capitol Blvd.  
Boise, ID  
January 8-9, 2015

**MEETING MINUTES**

- Time and Place A regular meeting of the Idaho Board of Nursing was held on January 8-9, 2015 in Boise, ID
- Presiding Susan Odom, PhD, RN, Chairman
- Call to Order The meeting was called to order at 9:07 a.m., Thursday, January 8, 2015 by Susan Odom, Chairman
- Members Present Susan Odom, PhD, RN, Chairman, Moscow  
Vicki Allen, RN, Pocatello  
Jill Howell, RN, Jerome  
Whitney Hunter, Consumer, Boise  
Chris Jenkins, RN, Homedale  
Jan Moseley, RN, Coeur d'Alene  
Carrie Nutsch, LPN, Jerome  
Rebecca Reese, LPN, Post Falls  
Clayton Sanders, APRN, CRNA, Boise
- Staff Present Sandra Evans, RN, Executive Director  
Judy Taylor, RN, Associate Director for Practice and Education  
Andrea Anzalone, RN, Associate Director for Investigation and Discipline  
Kathleen Pollard, RN, Associate Director for Alternative Programs  
Lyn Moore, Management Assistant  
Roger Gabel, General Counsel  
Shasta Kilminster-Hadley, Prosecutor (Present January 8, 2015)
- Welcome and Introductions The Chair welcomed faculty and students from ITT Technical Institute nursing program as well other guests present.
- Adoption of Consent Agenda Motion The Consent Agenda was adopted as revised to include:

Approval of Oct.  
9-10, 2014  
Minutes  
Motion

A. Communication

1. Approval of Oct. 9-10, 2014 Board meeting minutes as written.
2. 2<sup>nd</sup> Quarter Environmental Scan
3. Board Monitored Graduate Observations

B. Governance/Organization

1. Reports of meeting attendance:
  - a. Council on Licensure, Enforcement and Regulation (CLEAR) Investigator Training, October 14 – 17, 2014, Portland, OR
  - b. Citizen Advocacy Center (CAC) 2014 Annual Meeting, October 23 – 24, 2014, Baltimore, MD
  - c. International Nurse Regulator Collaborative, October 28 – 30, Chicago, IL
  - d. NLCA Meeting, December 9, 2014, by Teleconference
2. Quarterly updates – 2<sup>nd</sup> Quarter
  - a. Special Projects Update
  - b. NCSBN Update
  - c. Nurse Licensure Compact Update
3. Update on Pending Rules
  - a. Docket 23-0101-1401, Sexual Misconduct
4. Update on the LSO Fiscal Audit for FY2011 – 13

C. Practice

1. Frequently Asked Questions (FAQs) for website re:
  - Selecting a nursing education program
  - Administration of ‘off-label’ medications
  - Medication administration vs. assisting with administration
  - Criteria for nursing education program approval
  - Role of Nurse Apprentice

D. Discipline/Alternatives to Discipline

1. FAQ for Website, Alternatives to discipline and discipline
  - IBN Beliefs Supporting PRN
  - PRN Description

E. Licensure/Certification

1. Non-Routine Applications Report – 2<sup>nd</sup> Quarter
2. Licensure by Equivalence
  - a. Report – 2<sup>nd</sup> Quarter
  - b. Applications for Licensure by Equivalence

LPN-Licensure by  
Equivalence:

Casey Sase, LPN

Tessa Meier, LPN

Mindi Anderson, LPN

Motion

1) Casey Sase, LPN

2) Tessa Meier, LPN

3) Mindi Anderson, LPN

Issue LPN licenses ‘valid only in Idaho’ to C. Sase, T. Meier and M. Anderson consistent with provisions of Idaho Code 54-1407(a), IDAPA 23.01.01.241 and Board Licensure Policy VIII.3.b

F. Education

1. Boise State University MSN Population Track Program Closure

## NEW BUSINESS

### COMMUNICATION

#### Staff Report – Communication

The Executive Director presented the 2<sup>nd</sup> Quarter Report (Oct. 1 – Dec. 31, 2014) of staff activities related to Communication and indicated progress toward established benchmarks.

#### Open Forum

Time for an open forum was provided at 9:15 a.m. on Friday January 9, 2015. Guests engaged Members in discussion related to:

- Location of forms and other information on the Board website
- Transition to the new information management system
- Telehealth
- Strategies to reduce prescription drug abuse

Following discussion, the meeting continued as scheduled.

#### Board Member Electronic Communication

The Management Assistant provided information on State of Idaho email accounts and policies for use of electronic devices.

### GOVERNANCE/ORGANIZATION

#### Staff Report- Governance and Organization

The Executive Director presented the 2<sup>nd</sup> Quarter Reports (Oct. 1 – Dec. 31, 2014) of staff activities related to Governance and Organization and indicated related activities, including 2<sup>nd</sup> quarter financial reports, and indicated progress toward established benchmarks.

#### Executive Director Expense Report Motion

Rebecca Reese, LPN, reported on Executive Director expenses for the 2<sup>nd</sup> Quarter (Oct. 1 – Dec. 31, 2014) indicating all expenses were in order. A motion was made and carried to accept the report.

#### Travel Approval Motion

Travel was approved for the Executive Director and Chair to participate in the NCSBN Executive Officer Meeting, January 31, 2015, in Chicago, IL.

#### Philosophy Statement Governance Motion

The draft Governance Philosophy Statement was presented for review and feedback. Members suggested and discussed additional revisions. A revised draft incorporating the changes was presented by the Governance Committee on January 9<sup>th</sup>. A motion was made and carried to adopt the revised philosophy statement.

#### Requests for 2016 Rule Promulgation; Committee

At the October 2014 Board meeting, Members directed staff to explore possible rule promulgation in FY2016 related to specific requests to:

1. Include ‘Certified Diabetes Educator’ as an additional RN specialty in IDAPA 23.01.01.402.02.

2. Add a definition of “active practice” similar to the definition adopted by the Washington Board of Nursing.
3. Clarify where the practice of nursing occurs, e.g. where the recipient of nursing services is located.

Board members directed staff to develop draft rules for the above and, in addition, to work with a committee to redraft rules requiring demonstrated continuous professional development as a requirement for licensure renewal, all to be presented at the April 2015 meeting. The committee to address #3 above will include: Board members Clay Sanders, Chris Jenkins, Whitney Hunter and external members representing the Idaho Nurses Association, Parish Nurse group and other interested stakeholder groups to be determined by staff.

Report on 2014  
Nursing Workforce  
Initiatives

Representatives from the Idaho Dept. of Labor and Nurse Leaders of Idaho /Idaho Alliance of Leaders in Nursing (NLI/IALN) presented outcomes of initiatives funded with Board FY2014 Workforce Development monies.

- Bob Uhlenkott, Pei-Chi Liu and Ethan Mansfield, Idaho Dept. of Labor, provided an overview of the information/findings included in the January 2015 “Idaho Nursing Overview”, an in-depth analysis of Idaho’s nursing workforce. The report will be posted to the IDOL website and the Board’s website will provide a link to the report.
- Julie Marcum, Project Director for the NLI/IALN “Advancing Nursing in Idaho to Improve Health/Access to Care Goal” initiative, presented her methodology and findings for discussion. A report of her study has been submitted for publication.
- Julie Reis, consultant to the NLI/IALN project, and Margaret Henbest, NLI/IALN Executive Director, presented related information as part of Ms. Marcum’s presentation.

Board  
Development

*How Competent are We at Assessing Competence?*, Zubin Austin, PhD, taped presentation from the NCSBN International Nurse Regulator Collaborative, October 2014, in Chicago, was presented as a Board development activity.

Legislative Preview

The Executive Director presented a preview of the 2015 Legislative session that begins January 12, to include anticipated legislation, pending administrative rules and the Board’s FY2016 proposed budget.

**PRACTICE**

Staff Report -  
Practice

The Associate Director for Practice and Education presented the 2<sup>nd</sup> Quarter Staff Report (Oct. 1 – Dec. 31, 2014) related to Practice, indicating progress toward established benchmarks. Members provided direction on the 2014 APRN renewal audit.

Practice  
Philosophy  
Workgroup Report

The workgroup charged to review/recommend revisions to the Board's Practice Philosophy Statement (Susan Odom, Clay Sanders, and Chris Jenkins) presented the second draft revisions to the Philosophy of Nursing Practice for review and comments. Additional changes were recommended. Revisions will be incorporated and a new draft presented to the Board at the April meeting.

### **DISCIPLINE/ALTERNATIVES TO DISCIPLINE**

Staff Report -  
Discipline/Alter-  
natives to Discipline

Associate Directors for Investigations/Discipline and Alternative Programs presented the 2<sup>nd</sup> Quarter Report (Oct. 1, – Dec. 31, 2014) of staff activities related to discipline and alternatives to discipline, indicating progress toward established benchmarks.

Discipline  
In-service

Kay Christensen, Division Chief, Contracts and Administrative Law, Office of the Attorney General, presented "Technology: Legal Implications of Technological Advancements", during which she offered suggestions for protecting the integrity of Board processes while employing electronic tools to conduct the business of the Board during both public and non-public meetings. Ms. Christensen provided clarity on the benefits and risks of engaging in the use of social media in the conduct of Board business.

PRN Advisory  
Committee Report  
Motion

Jan Moseley, RN, Chair of the Program for Recovery Nurses Advisory Committee (PRNAC), reported on the November 14, 2014 meeting of the Committee including the recommendation to add an additional committee member who is a PRN graduate. Motion was made and carried to accept the report and recommendation with nominations to be accepted at the April meeting.

Policy on PRN  
Eligibility  
Requirements  
Motion

The Associate Director for Alternative Programs presented the draft policy, "Program for Recovering Nurses (PRN) Eligibility Requirements", for consideration. Following discussion and recommended revisions, a motion was made and carried to approve the policy as revised.

### **LICENSURE/CERTIFICATION**

Staff Report -  
Licensure

The Executive Director presented the 2<sup>nd</sup> Quarter Staff Report (Oct. 1– Dec. 31, 2014) of activities related to licensure, and indicated progress toward established benchmarks.

Licensure by  
Equivalence  
Motion

Board Licensure Policy VIII.3.b., adopted 7/24/09, defines eligibility criteria for nurses applying for licensure by endorsement through the process of determination of equivalence. Following discussion, a motion was made and carried to authorize staff to issue licenses by equivalence consistent with provisions of Policy VIII.3.b. and to continue to report quarterly to the Board.

Executive Session  
Motion

A motion was made and carried to enter into Executive Session pursuant to Idaho Code §67-2345(1)(b), to consider non-routine applications. Members voting in the affirmative: Susan Odom, Vicki Allen, Jan Moseley, Carrie Nutsch, Chris Jenkins, Clay Sanders, Whitney Hunger, Jill Howell and Rebecca Reese. There were no opposing votes and the Board entered into Executive Session at 2:40pm (MST). The Executive Director, Board Counsel, Associate Directors for Practice/Education, Investigations and Discipline, and Alternative Programs and the Board's Management Assistant were present during the executive session.

The Board moved to return to Open Session at 4:18pm, MST, January 8, 2015.

The Associate Director for Investigation and Discipline presented the following petitions for reinstatement:

Denial of Petition  
for Reinstatement  
by Brad West,  
Lic. No. N-31445,  
Case #12-069  
Motion

1) Brad West, License No. N-31445, Case #12-069: It was moved/passed to deny the petition for reinstatement submitted by Brad West based on an insufficient period of demonstrated behavior to determine an acceptable level of low risk of his re-offending and insufficient evidence to determine his safety to practice; and to deny all further requests for reinstatement by Mr. West for a period of not less than three (3) years.

Denial of Petition  
for Reinstatement  
By Diana Curtis,  
Lic. No. N-33983,  
Case #09-012  
Motion

2) Diana Curtis, License No. N-33983, Case #09-012: It was moved/ passed to deny the petition for reinstatement submitted by Diana Curtis based on her failure to meet all conditions for reinstatement included on the original Board order; and to deny all further requests for reinstatement submitted by Ms. Curtis for a period of not less than two (2) years. Future reinstatement shall be considered only at such time that all terms and conditions for reinstatement from the original Board order have been met.

Denial of  
Application for  
RN by Exam,  
Angie James,  
Case #EX-AJ0113  
Motion

The Associate Director for Investigation and Discipline presented the application for RN licensure by examination submitted by Angie James, Case #EX-AJ0113. It was moved/passed to deny the application and request to sit for the NCLEX-RN.

## EDUCATION

Staff Report -  
Education

The Associate Director for Practice and Education presented the 2<sup>nd</sup> Quarter Staff Report (Oct. 1 – Dec. 31, 2014) of activities related to education and indicated progress toward established benchmarks.

LCSC-PN  
Program Site  
Visit Report;  
Full Continued  
Approval to 6/2023  
Motion

The Associate Director for Practice and Education presented the Lewis-Clark State College Practical Nursing Program site visit report and recommendation. It was moved/passed to accept the report as presented and grant full continued approval to the LCSC practical nursing program for the 8-year period ending June 2023.

Education  
Philosophy  
Workgroup Report  
Motion

The workgroup charged to review/recommend revisions to the Board's Education Philosophy Statement (Susan Odom, Clay Sanders, and Carrie Nutsch) presented draft revisions to the "Philosophy of Education Regulation" for review and comments. Following discussion, a motion was made and carried to accept the Education Philosophy statement with additional suggested changes.

### **OTHER BUSINESS**

Governance  
Committee  
Meeting Report

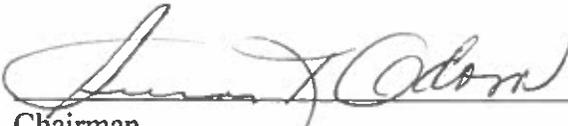
The Governance Committee reported on their meeting held the afternoon of Thursday, January 8, 2015, including revisions to the Governance Philosophy statement suggested by Members earlier in the day.

Next Meeting

April 9-10, 2015.

Adjournment

The meeting adjourned at 3:00 p.m. January 9, 2015.

  
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Chairman

  
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Vice-Chairman