

**OFFICE OF PROFESSIONAL REGULATION
NATIONAL LIFE BUILDING, MONTPELIER, VT
BOARD OF NURSING
APPROVED MINUTES
July 11, 2011**

1. Call to Order:

The meeting was called to order at 9:00 AM by Ellen Leff, Chair; Board Members present: Alan Weiss, John Todd, Deborah Swartz, Sandra Norton, Donarae Metcalf, Jeanine Carr; Board members absent: William White, De-ann Welch, Kenneth Bush; Staff members present: Nancy Morin - Administrative Assistant, Ellen Hagman - RN Staff, Elizabeth Hansen - Nursing Program Manager, Larry Novins, Board Attorney, Lauren Hibbert - Prosecuting Attorney, Stephanie Beard, Law Student; Others present: Shellie Donahue, Paul Morwood, Esq.

2. Changes and Additions to the Agenda:

There were no changes to the agenda.

3. Approval of Minutes:

A. Weiss moved to approve the minutes of the June 13, 2011.

Pass

E. Leff moved to approve the revision of the May 9th minutes to include the approval of the Charter for the Alternative Program Committee.

Pass

4. Administration, Education, Practice, Licensure

Executive Director's Report: E. Hansen read a brief statement for L. Davidson who was not present. The Board received the Executive Director's Report. Which included the following:

- The revised Administrative Rules went into effect on June 23, 2011. An information package has been sent to all APRNs which includes a cover letter about the changes to the Administrative Rules affecting APRN practice, "Frequently Asked Questions About the Revised Administrative Rules," a revised "APRN Practice Guidelines / Collaborative Agreement Template," and an "Attestation Form for the Completion of Transition to Practice Requirement." In addition, the above (excluding the cover letter) has been posted to the Board of Nursing website. Changes were made to APRN licensing applications to be consistent with Statute and Rule
- Board of Nursing 100th Anniversary: Arrangements have been made at Central Vermont Medical Center on September 12, 2011 from 2:30-5:00 for a reception to commemorate the 100th Anniversary of the Vermont State Board of Nursing. The Board meeting will end early on that day. A post card is being sent to legislators, Directors of Nurses, Past Board Members and Executive Directors, and other individuals who have been involved with nursing and the Board to notify them of the event. Other receptions will take place in Castleton (Susan Farrell – Host), Brattleboro (John Todd – Host),

Burlington (Ellen Leff and Jeanine Carr – Host). Dates for these events are pending

- LNA Medication Administration Delegation Stakeholder Workgroup: The LNA Medication Administration Delegation Stakeholder Workgroup met on June 20, 2011. The group reviewed the legislation which set specific criteria to explore, viewed a power point presentation from Elizabeth Hansen about “Medication Nursing Assistants,” and overview of the “Medication Administration Delegation Ad Hoc Task Force Report.” Plans were made for future meetings. This Workgroup will meet once monthly through October.
 - Staff Changes: The search is on for the Case Management position. The Office has had one well qualified candidate apply and is proceeding with an interview. L. Davidson will be assuming the case management responsibilities until a candidate is recruited. Interviews for the open administrative assistant position are scheduled for the week of June 25, 2011.
 - NCSBN Annual Meeting: The attendees for the NCSBN Annual Conference are Ellen Leff, Deborah Swartz and Nancy Morin.
 - As of May 31, 2011 there are 234 open cases, 80 follow-up cases and 7 Alternative Program participants.
- A. VT Board of Nursing Current Committees:** The Board received the revised VT Board of Nursing Current Committees list.
- B. Board Retreat:** The Board discussed having a retreat to discuss the forthcoming LNA Medication Report that has to be submitted to the Legislature. The Board decided on December 5th.
- C. Just Culture Review:**
- **I-Team Form and Just Culture Tool:** The Board discussed the I-Team form and how it would be used in I-team as a tool to evaluate complaints and disciplinary actions. The Board received the North Carolina complaint evaluation tool and discussed how it could be used for evaluating complaints. J. Carr moved that the I-team form and Just Culture Tool would be used for the evaluation of complaints for disciplinary actions.
- Pass**
- Larry Novins requested that the Board consider revising their stipulations format and wording for conformity. L. Novins advised the Board that he is working with the prosecutors and C. Winters on formatting changes.
 - J. Carr advised the Board that she has applied for a grant to evaluate the disciplinary actions for the last 5 years. The goal is to evaluate the education and disciplinary actions to ascertain if there is a correlation between education and RNs who are disciplined and the most common types of unprofessional conduct amount LPNs, RNs and LNAs.
- D. Results of Board Self-Evaluation Assessment:** The Board received and discussed the Board Self-Evaluation Assessment Survey results.
- E. Leff thanked the Board for all the work they do at Board meetings and outside of Board meetings.
 - A. Weiss stated that he had been on many Boards but that the Board of Nursing and the staff is highly professional and he is proud to have served on the Board the last 9 years.

- The Board discussed the following suggested improvements:
 - Recognize and meet a Board a Board employee each month;
 - Discuss topics of interest when there is extra time in the agenda.
- E. Alternative Program:** E. Hansen reported that the Committee had been meeting every 2-3 months. At the last meeting J. Todd reported on the regional meeting he had attended. The Committee is working on updating the Alternative Practice Contract to include practice and mental health issues. The next meeting is scheduled for the end of July at which time the NCSBN Substance Use Disorder in Nursing resource manual will be reviewed and discussed.
- **Draft Goals for Expansion of VT Board of Nursing Alternative Program to Include Practice Issues:** A. Weiss moved to approve the Goals for Expansion of VT Board of Nursing Alternative Program to Include Practice Issues. **Pass**
- F. Quarterly Licensure and Case Report:** E. Hagman explained the report to the Board.
- G. Nursing Education Committee:** J. Carr thanked D. Swartz for chairing the last Committee meeting. The next meeting for the Education Committee and the Ad Hoc Nursing Assistant Education Committee will be in August 2011.
- H. Nursing Assistant Education Program**
- New Programs: Request for Approval**
- **Green Mountain Technology and Career Center (Day Program) -D.** Metcalf moved to approve Green Mountain Technology and Career Center (Day Program)for a one-year period at which time another site visit will be conducted. **Pass**
- Program Re-approval: Request for approval**
- **VNA of Chittenden & Grand Isle Counties –** S. Norton moved to approve VNA of Chittenden & Grand Isle Counties for the biennium 2011-2013 with recommendations. **Pass**
 - **River Valley Technical Center (Adult Program) –** D. Metcalf moved to approve River Valley Technical Center (Adult Program) for the biennium 2011-2013 with recommendations. **Pass**
 - **Green Mountain Technology and Career Center (Adult Program) –** S. Norton moved to approve River Valley Technical Center (Adult Program) for the biennium 2011-2003. **Pass**
- Other Reports:**
- Quarterly Nursing Assistant Education Programs: The Board received the Quarterly Nursing Assistant Education Program report.
- I. Nursing Practice Committee:** The Practice Committee will not be meeting in July 2011. The Committee has started receiving surveys back from health care facilities in reference to feedback on the “Role of the LPN in IV Therapy.
- Position Statements for Approval:**
- **The Scope of Practice for the Registered Nurse (non-Certified Registered Nurse Anesthetist) In the Administration and Monitoring of Moderate Sedation for Procedure Position Statement –** J. Carr moved to approve The Scope of Practice for the Registered Nurse (non-Certified Registered Nurse Anesthetist) In the

Administration and Monitoring of Moderate Sedation for Procedure Position Statement with the recommendation that the references reflect the most current references or a statement is added that the references are the most current. **Pass**

- **Registered Nurses Role in the Administration of Propofol (Diprivan) Position Statement:** D. Swartz moved to approve the Registered Nurses Role in the Administration of Propofol (Diprivan) Position Statement with the removal of “and maintain appropriate liability insurance” under section A.g. **Pass**

J. APRN Advisory Committee Report: The APRN Advisory Committee will not be meeting in July 2011. This committee is now a sub-committee of the Board as defined in Statute. This committee will meet quarterly on the 4th Wednesday from 9:00 am – 12:00 pm. The first meeting is August 24, 2011. The meeting will be at the National Life Building. The meetings will be open to the public and have public notice. The Physician designee and the public member have not been appointed at this time.

K. Public Comments: There were no public comments.

5 Disciplinary Proceedings:

- 2010-434 Priscilla Adsit was not present. D. Metcalf moved to approve the Stipulation and Consent Order and **CONDITION** the license of Registered Nurse **Priscilla Adsit.** **Pass**
- M2009-185 Eleonore Makosso was not present. S. Norton moved to approve the Stipulation and Consent Order and **REINSTATE AND CONDITION** the license of Licensed Nursing Assistant **Eleonore Makosso.** **Pass.**
- 2010-364 Kristine Dubie was not present. D. Swartz moved to approve the Stipulation and Consent Order and **CONDITION** the license of Licensed Nursing Assistant **Kristine Dubie.** **Pass**
- 2010-258 Elizabeth Diette was not present. S. Norton moved to approve the Stipulation and Consent Order and **INACTIVE-CONDITION** the license of Registered Nurse **Elizabeth Diette.** **Pass**
- M2009-133 Anne-Marie Newton was not present. D. Metcalf moved to **approve the request for reinstatement of privileges to administer controlled substances** for Registered Nurse **Anne-Marie Newton.** **Pass**
- 2010-463 Shellie Donohue was present and represented by Paul Morwood, Esq. E. Leff moved to approve the Stipulation and Consent Order and **INDEFINITELY SUSPEND** the license of Licensed Practical Nurse **Shellie Donohue.** **Pass**
- D. Metcalf moved to go into deliberative session to discuss Shellie Donohue’s request for a stay of the Suspension at 1:30 p.m. **Pass**
The meeting resumed at 1:43 p.m. The Board will issue a written decision.

Closing Reports:

A, Weiss moved to recommend that the following complaints be concluded without charges:

- 2010-509 J. Carr recused
- 2010-178 J. Carr recused
- 2010-508 D. Swartz recused
- 2009-314 D. Swartz recused
- 2009-572 J. Todd recused
- 2010-605 J. Todd recused
- 2010-233 J. Todd recused **Pass**

6. Other Business:

- The Board received the June 2011 Nursing Law Regan Report.

7. Adjournment: D. Metcalf moved to adjourn the meeting at 1:45 p.m. **Pass**

Minutes recorded by: Nancy Morin, Administrative Assistant
Draft minutes reviewed by: Linda Davidson, Executive Director
Date minutes approved by Vermont Board of Nursing: