

**OFFICE OF PROFESSIONAL REGULATION
NATIONAL LIFE BUILDING, MONTPELIER, VT
BOARD OF NURSING
APPROVED MINUTES
October 10, 2011**

1. Call to Order:

The meeting was called to order at 9:03 AM by Ellen Leff, Chair; Board Members present: Alan Weiss, John Todd, Deborah Swartz, Sandra Norton, Kenneth Bush, Jeanine Carr; William White, De-ann Welch, Donarae Metcalf; Staff members present: Linda Davidson – Executive Director, Nancy Morin - Administrative Assistant, Christopher Winters, Director, OPR, Elizabeth Hansen - Nursing Program Manager, Larry Novins, Board Attorney, Lauren Hibbert and Chad Bonanni - Prosecuting Attorneys, Others present: North Country Technical Center LNA students, Franklin Pierce College Students, Holly Shaner-Mcrae

2. Changes and Additions to the Agenda:

There were no changes to the agenda.

- E. Leff welcomed the students from the North Country Technical Center and from Franklin Pierce College.
- L. Novins explained the disciplinary process for the students.

Old Business:

- L. Davidson requested that the Board change the meeting date in March because it conflicted with the NCSBN Mid-Year meeting and to change the November meeting date because the State would be closed for Veteran's day. The Board agreed to move the meetings to March 5th and November 5th 2012.

3. Approval of Minutes:

A. Weiss moved to approve the minutes of the September 12, 2011 with corrections as noted. D, Metcalf, D. Welch and W. White recused. **Pass**

4. Administration, Education, Practice, Licensure

Executive Director's Report: L. Davidson gave an overview of the written Executive Director's Report and related documents provided in the Board meeting packet. L. Davidson reported:

- Board Staff Transition: Patricia Abrahms, the new Case Manager who was to begin work on October 3, 2011 has chosen to decline the position. The position is being re-advertised and has also been placed in the newsletter which is going out in the next two weeks. L. Davidson will continue to fulfill the responsibilities of the Case Manager. Sherry Saunders, the Kelly temp who accepted the position in the international nurse program decided she was not a good fit for the position and is no longer with the Board of Nursing. A new Kelly Temp has been hired.

- Board of Nursing 100th Anniversary: The Board of Nursing 100th Anniversary Ad Hoc Committee met on Wednesday, September 14, 2011. Vince Franke from Peregrine Productions attended this meeting to obtain guidance from the committee on the production of the DVD. The reception in Castleton is hosted by Sue Farrell on October 25, 2011 from 1:30 to 4:30 at the Student Center. Posters have gone out to facilities and schools inviting nurses, nursing students and administrators. The event is in the newsletter and on the website. The event in St. Johnsbury hosted by Veronica Hychalk is on October 28, 2011 from 1:30 to 4:00. The event at the Best Evidence Symposium is scheduled in November. The agenda for that event will be coming soon.
 - Data Integrity Project: The Data Integrity Project continues to be on schedule.
 - Blue Ribbon Commission on Nursing: The first meeting of the Blue Ribbon Commission on nursing is scheduled for October 6, 2011. All members have been chosen and appointed by the governor. L. Davidson will be serving on this committee.
 - School Health Nurses: L. Davidson participated in the School Health Nurses Board meeting on September 26, 2011. The Board discussed health and wellness in schools and the epidemic of obesity and also discussed the administration of medication by non-nurses in this setting. Further discussion is needed.
 - SANE Meeting: L. Davidson participated in the SANE Board meeting. The Board discussed the certification of SANE nurses, educational programs being offered and the collection of forensic evidence.
 - National APRN Survey: The Board office is participating in a national APRN survey by the Department of Health and Human Services in Washington, DC. They are collecting data on Family, Adult and Pediatric Nurse Practitioners and assessing how many licensees are actually in the Primary Care workforce.
 - Licensure: Amy Boulanger is working with NCSBN and Mary Val Palumbo to incorporate the workforce survey into the on-line renewal for LPNs. It was not possible to coordinate the survey between NCSBN, CAVU and the Board of Nursing as previously anticipated, therefore, the Board of Nursing will create a link to the survey on the website for licensees to access and they will be returned to the on-line renewal site after the survey is complete. Participation in the survey remains voluntary.
 - Discipline: As of July 31, 2011 There are 200 open cases, 72 follow-up cases and 8 Alternative Program participants
- A. Board of Nursing Quarterly Statistics:** The Board of Nursing received the Nursing Quarterly Statistics that E. Hagman had compiled.
- B. 2011 OPR Fall Training:** The Board received information on the 2011 OPR Fall training that will be held on November 15, 2011.
- C. Budgets:** C. Winters discussed the Board budget with the Board. A memorandum from Paul Daley, Administrative Services Director, was distributed to the Board. The memorandum outlined the Board's revenue projections for the fiscal year 2012. C. Winters explained what direct versus indirect expenses

were and how receipts show the fluctuation of renewal cycles. C. Winters advised the Board that they need to watch the Fund Balance so that when it reached a certain level then the Board may need to raise fees.

D. International Applicants: C. Winters explained the background and reasoning on licensing international applicants without social security numbers. C. Winters explained implementation, financial and staffing impact if the Board required all applicants to have a social security number in order to be licensed. J. Todd moved that C. Winters would present to the Board a plan for the implementation of the requirement that initial applicants and renewal applicants possess a social security number. **Pass**

E. Education Committee Report: J. Carr reported that E. Hansen and J. Carr would be making a site visit to Norwich University in conjunction with the National Accrediting Agency. E. Hansen reported in the Executive Director's report and at the Board meeting the following:

- The Annual Reports for nursing programs were due by 10/1/11 and all have arrived by email attachment. The reports will be reviewed by the Education Committee at their next meeting on 11/4/11.
- The LNA competency exam vendor, D&S Diversified Technologies, was in Vermont from 9/24/11 through 9/30/11. They presented several instructor and test observer workshops. A new training on use of the on-line test application option was given to representatives of several programs. Next spring they plan to offer it again and hope many more programs will avail themselves of this new technology. E. Hansen attended all of the workshops (except the one for new test observers given on Saturday 9/24/11 where 2 new observers were trained) and found them to be very productive in obtaining test feedback and assuring consistency among the observers and instructors.
- D&S representatives, including the co-principal of the company, Paul Dorrance, and the regional managers Jessica LaBean and Jennifer Underwood, attended the Test Advisory Panel on Thursday and Friday at the Board of Nursing office. Also participating in this annual review of the testing process were members of the Ad Hoc Nursing Assistant Education Committee, D. Metcalf, Lynda Volz, and E. Hansen. These were productive days in which many changes to the exam content and testing processes were proposed and adopted. Effective immediately is a change to the cut score for the written exam to 75% per the Board's acceptance of that recommendation last month.
- The next meeting of the Ad Hoc Nursing Assistant Education Committee will be in January 2012. The agenda that day will be to review the skills checklist used by the NAEPs for signing off on student competency in the lab and clinical settings.

F. Nursing Assistant Education Program

Program Re-approval: Request for approval

- **St. Albans Health & Rehabilitation Center (Genesis) 1 Year Post Approval** – J. Carr moved to approve the St. Albans Health & Rehabilitation Center (Genesis) program with recommendations for the biennium 2011-2013 **Pass**

Other Reports – The Board received the Quarterly Nursing Assistant Education Program Report (NAEP) July – September 2011

- G. Nursing Practice Committee** – The Nursing Practice Committee met on October 5, 2011. The Committee has been working on position statements. The following position statements are being presented for the Board's approval:

- **Obligations of Nurses Holding Multiple Licenses** – J. Carr moved to approve the Obligations of Nurses Holding Multiple Licenses position statement. **Pass**
- **Obligations of Licensees Who Work in a Position That Does Not Require Nursing Licensure** – J. Carr moved to approve the Obligations of Licensees Who Work in a Position That Does Not Require Nursing Licensure position statement. A. Weiss moved to table the motion and send the position statement back to the Practice Committee. **Pass**
- **Request to retire the Administration of Ketamine for Pain Control position statement** - A. Weiss moved to retire the Administration of Ketamine for Pain Control position statement. **Pass**

- H. APRN Sub-Committee** - The APRN Sub-committee will meet on Wednesday, November 23, 2011. This Sub-committee meets the fourth Wednesday every 3rd month at the National Life Building from 9 a.m. – noon. The schedule is as follows:

Wednesday, November 23, 2011	9am - noon
Wednesday, February 22, 2012	9am - noon
Wednesday, May 23, 2012	9 am – noon

- I. LNA Medication Administration Delegation Stakeholder Workgroup** - This Workgroup met on September 19, 2011. They continued their review of literature that exists on this topic and discussed the requirements of LNAs who would be entering this field as well as program criteria. This group will continue to meet monthly until November 2011.
- I. Public Comments:** Holly Shaner-McRae invited the Board to attend the November 11-12, 2011 symposium at which the military personnel will be honored.

5 Disciplinary Proceedings:

- 2010-288 Melissa Estivill was not present. D. Welch moved to find Melissa Estivill in **DEFAULT.** **Pass**
S. Norton moved to **INDEFINITELY SUSPEND** the license of Licensed Nursing Assistant **Melissa Estivill.** **Pass**
- 2011-237 Holly Bates was not present. S. Norton moved to find Holly Bates in **DEFAULT.** **Pass**
A. Weiss moved to **INDEFINITELY SUSPEND** the license of Licensed Nursing Assistant **Holly Bates.** **Pass**

- 2011-238 Crystal Barbour was not present. E. Leff moved to find Crystal Barbour in **DEFAULT.** **Pass**
D. Metcalf moved to **INDEFINITELY SUSPEND** the license of Licensed Nursing Assistant **Crystal Barbour.** **Pass**
- 2011-79 Bianca Gibbs was not present. J. Todd moved to **SUMMARILY SUSPEND** the license of Licensed Nursing Assistant, E. Leff recused. **Pass**
- 2010-698 Dale Joy was not present. D. Swartz moved to approve the Stipulation and Consent Order and **WARN** the license of Licensed Nursing Assistant **Dale Joy.** A. Weiss voted no. **Pass**
- 2011-233 Marley Parsons was not present. J. Carr moved to approve the Stipulation and Consent Order and **INDEFINITELY SUSPEND** the license of Licensed Practical Nurse **Marley Parsons.** **Pass**
- 2009-501 Deborah Moore was not present. S. Norton moved to approve the Stipulation and Consent Order and **WARN** the license of Advanced Practical Registered Nurse **Deborah Moore.** J. Carr and E. Leff recused. J. Todd abstained. **Pass**
- M2009-203 Richard Abete was not present. K. Bush moved to approve the Stipulation and Consent Order and **REINSTATE AND CONDITION** the license of Registered Nurse **Richard Abete.** **Pass**
- 2009-499 Renee Trombley was not present. K. Bush moved to approve the Stipulation and Consent Order and **REPRIMAND** the license of Licensed Practical Nurse **Renee Trombley.** J. Carr recused **Pass**
- 2011-235 Brittany Booth was not present. J. Carr moved to approve the Stipulation and Consent Order and **INDEFINITELY SUSPEND** the license of Licensed Nursing Assistant **Brittany Booth.** **Pass**
- 2010-701 Richard Dufresne was not present. D. Metcalf moved to approve the Stipulation and Consent Order and **INACTIVE CONDITION** the license of Licensed Nursing Assistant **Richard Dufresne.** K. Bush recused. **Pass**

Closing Reports:

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

- 2010-461 Ken Bush recused
- 2011-251 Ken Bush recused
- 2010-505 Ken Bush recused
- 2010-684 Ken Bush recused
- 2010-659 Deb Swartz recused

- 2010-680 Deb Swartz recused
- 2010-694 Deb Swartz recused
- 2011-11 Deb Swartz recused
- 2010-165 Deb Swartz recused
- 2010-648 Deb Swartz recused
- 2011-199 John Todd recused
- 2010-537 John Todd recused
- 2010-306 John Todd recused
- 2010-527 John Todd recused
- 2011-145 John Todd recused
- 2010-538 J. Carr recused
- 2011-197 J. Carr recused
- 2010-523 J. Carr recused
- 2010-594 J. Carr recused **Pass**
- 2011-252 closing report was sent back to the I-Team for revisions.

6. Other Business:

- **Social Media and the Role of the Board of Nursing** – J. Carr did a PowerPoint presentation on social media. This PowerPoint is presented to her nursing students. The Board discussed how social media affected all aspects of an individual's life at work and at home. Nurses need to be extra careful about anything they post on the website or say because of confidentiality issues.
- **Create a list of educational topics** – The Board discussed educational topics that the Board might address in the future. Some of the topics discussed were:
 - Aligning State Board school approval with the national criteria
 - Dedicated educational units within facilities
 - Role of LPN – focused assessment
 - Green Mountain Healthcare Advisory Board
- **Board attendance** - E. Leff spoke to the Board about Board members being absent from numerous meetings and how this affected the Board's ability to function. E. Leff asked Board members to try not to miss numerous meetings.

7. Adjournment: K. Bush moved to adjourn the meeting at 1:55 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: