

**OFFICE OF PROFESSIONAL REGULATION  
NATIONAL LIFE BUILDING, MONTPELIER, VT  
BOARD OF NURSING  
APPROVED MINUTES  
November 5, 2012**

**1. Call to Order:**

The meeting was called to order at 9:00 AM by Jeanine Carr-Chair; Board Members present: John Todd, Alan Weiss, Sandra Norton, Ellen Watson, Sheila Davis, Deborah Swartz, Donarae Metcalf, William White, Virginia Hudson; Board Members absent: Douglas Sutton,; Staff members present: Linda Davidson – Executive Director, Nancy Morin - Administrative Assistant, Elizabeth Hansen - Nursing Program Manager, Ellen Leff - Nursing Case Manager, Ron Klein - Pharmacy Board Executive Director, Larry Novins - Board Attorney, Gabriel Gilman and Melissa Sharkis - Prosecuting Attorneys; Others present: UVM Students

**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 October 8, 2012 meeting with corrections as noted. J. Carr recused. **Pass**

**4. Disciplinary Proceedings:**

2012-510 Olivia Desforges was not present. J. Todd moved to approve the Stipulation and Consent Order and **ISSUE WITH A WARNING** the Licensed Nursing Assistant License for **Olivia Desforges**. **Pass**

2011-287 Amy Belisle. The State requested and was granted a postponement.

2012-345 Kathryn Norris was not present. S. Davis moved to **WARN AND CONDITION** the license of Licensed Nursing Assistant **Kathryn Norris**. **Pass.**

2012-244 Nicole Edwards. The State dismissed the charges.

2010-530 Brenda Bean was not present. John Todd moved to approve the Stipulation and Consent Order and **WARN AND CONDITION** the license of Registered Nurse **Brenda Bean**.

The Board requested deliberative session at 9:55 a.m. The meeting resumed at 10:07 a.m. The Board while in deliberative session approved the motion.

2011-765 June Clayton was not present. The Board went into deliberative session at 10:50 a.m. The meeting resumed at 10:54 a.m. The Board will issue a written decision.

2011-70 Tracy Lewis was not present. D. Metcalf moved to find Tracy Lewis in **DEFAULT**. **Pass**

- E. Watson moved to **INDEFINITELY SUSPEND** the license of Licensed Nursing Assistant **Tracy Lewis**. **Pass**
- 2011-291 Shana Berry. The State dismissed the charges.
- 2012-2 Steven St. Peter was not present. D. Metcalf moved to find Steven St. Peter in **DEFAULT**. **Pass**  
E. Watson moved to **INDEFINITELY SUSPEND** the license of Registered Nurse **Steven St. Peter**. **Pass**
- 2011-759 Nicole Moret was not present. J. Carr moved to find Nicole Moret in **DEFAULT**. **Pass**  
E. Watson moved to **INDEFINITELY SUSPEND** the license of Licensed Nursing Assistant **Nicole Moret**. 9 yes 1 no **Pass**
- 2011-749 Deborah Kittredge was not present. S. Davis moved to find Deborah Kittredge in **DEFAULT**. **Pass**  
E. Watson moved to **INDEFINITELY SUSPEND** the license of Licensed Nursing Assistant **Deborah Kittredge**. **Pass**
- 2011-700 Ann Wade was not present. J. Carr moved to approve the Stipulation and Consent Order and **WARN AND CONDITION** the license of Licensed Practical Nurse **Ann Wade**. D. Metcalf and S. Norton recused. **Pass**
- M2012-109/2011-645 Raylene Pinney was not present. S. Davis moved to **REINSTATE WITHOUT CONDITIONS** the license of Licensed Nursing Assistant **Raylene Pinney**. **Pass**

#### **CLOSING REPORTS:**

E. Watson moved to recommend that the following complaints be concluded without charges:

- 2011-784 – J. Todd recused
- 2012-377
- 2012-446 – J. Carr recused
- 2011-837 – D. Swartz recused
- 2012-531 – D. Swartz recused

**Pass**

D. Swartz moved to reject closing report 2011-414 and send it back the Investigative Team for further clarification. **Pass**

#### **OTHER DISCIPLINARY ITEMS:**

- A. Open Nursing Discipline Cases 11/1/12:** The Board reviewed the graphs that E. Leff had prepared on the open nursing cases. A. Weiss requested that he would like to see data on what types of unprofessional conduct were the most common. E. Leff will check with Jaime Palmisano, Chief Investigator, and see if he can provide the requested data.

- B. Nursing Case Aging Chart:** The Board reviewed the graphs that E. Leff had prepared on the age of the open nursing cases.
- C.** E. Leff inquired if any Board Members would be willing to serve on the Alternative Program Committee or the Practice Committee. E. Watson volunteered to serve on the Alternative Program Committee and Virginia Hudson volunteered to serve on the Practice Committee.

**5. Administration, Education, Practice, Licensure**

**Executive Director's Report:** The Board received the written Executive Director's Report and related documents provided in the Board meeting packet. The report included:

- **Board Meetings:** The Board of Nursing will be meeting at Schulmaier Hall at the Vermont College of Fine Arts on December 10, 2012.
- **Change in Board meeting:** L. Davidson advised the Board that the date of the Board meeting scheduled for November 11, 2013 is Veteran's Day. The Board agreed to change the meeting to November 4, 2013.
- **Board of Nursing Move:** Plans remain in place for The Office of Professional Regulation to move to Schulmaier Hall at The Vermont College of Fine Arts in December 2012. This move is temporary. L. Davidson will keep the Board informed of plans for a final location.
- **Blue Ribbon Commission:** The Blue Ribbon Commission on Nursing had its final meeting on September 11, 2012. Recommendations submitted to the Governor are included in the Board packet. The recommendations will be reviewed at the Board retreat.
- **Licensure:** The LNA renewal cycle began October 19, 2012. There are a total of 5518 LNAs who could possibly renew. As of November 2, 2012 there were 730 LNAs who renewed on-line and 129 LNAs who renewed by paper. The current total number of LNAs who have renewed is 859.
- **RN/APRN Renewal Cycle:** The Board office has begun preparations for the RN/APRN renewal cycle. These licenses expire 03/31/2013. RNs may renew on-line. APRNs will need to renew by paper due to the supporting documentation that must accompany their renewals.
- **Discipline:** As of October 22, 2012 there are 191 open cases, 72 follow-up cases and 8 Alternative Program participants.

**A. Budget:** C. Winters handed out the FY 2013 Nursing Board Budget. C. Winters explained how the expenses are allocated between Boards and Advisors. C. Winters advised the Board they may need to raise the licensing fees in the future. The Nursing fees have not been raised since 2005. C. Winters was asked to return to the December meeting so that the Board could approve the budget.

**B. Paperless Licensing:** C. Winters asked the Board to consider not issuing paper licenses when the RN's renew their license. C. Winters presented many reasons why going paperless makes economic and environmental sense. It will also increase public protection. C. Winters explained that he would like to have employers start using the Office's online verification when hiring a nurse. The online verification is updated immediately whenever a change is made to a license. J. Carr moved to not issue a paper license when a nurse renews their licenses starting with the 2013 RN renewal.

**Pass**

- C. Strategic Initiatives and Goals:** The Board received the Strategic Initiatives and Goals. L. Davidson reviewed the document with the Board and will make the suggested changes to the Strategic Initiatives. She will bring it back to the December meeting
- D. Board Retreat.** The Board retreat will be held on February 4, 2013. NCSBN staff will be invited to attend to present on trends of requiring criminal background checks for licensing. Agenda items were discussed and suggestions were made for the agenda.
- E. NCLEX Test re: Inactivating Test Results:** L. Davidson advised the Board that under certain circumstances NCLEX Scores could be inactivated and an Individual could take the NCLEX examination again.
- F. NCSBN Quarterly NCLEX RN and LPN Examination Report:** The Board received and reviewed the NCLEX RN and LPN Examination Reports.
- G. Public Comments –** There were no public comments.
- H. Education Committee Report:** D. Swartz reported that the Education Committee met on October 22, 2012. The Committee worked on a survey to be sent to educators, charter changes and reviewed nursing program annual reports.
  - **Revisions to the Nursing Education Committee Charter:** E. Watson moved to approve the revisions to the Nursing Education Committee Charter. **Pass**
  - **Revisions to the Nursing Assistant Education & Practice Committee Charter:** S. Davis moved to approve the revisions to the Nursing Assistant Education & Practice Committee Charter. **Pass**
  - **Appointment of Dr. Karen Clement-O'Brien to the Education Committee:** D. Metcalf moved to approve the appointment of Dr. Karen Clement-O'Brien to the Education Committee. **Pass**

#### **Nursing Education Programs:**

- **Southern Vermont College Associate and Bachelor Degree in Nursing Program Site Survey Approval Review:** J. Todd moved for **CONTINUED APPROVAL FOR 3 YEARS** with a focused site visit to be scheduled in the Fall Semester 2015. **Pass**
- **Norwich University Progress Report:** The Board received and reviewed.
- **Nursing Program Annual Reports:** S. Norton moved to accept the following Annual Reports:
  - Castleton State College Associate of Science in Nursing
  - Castleton State College Bachelor of Science in Nursing
  - Norwich University Bachelor of Science in Nursing
  - Norwich University Master of Science Program
  - Southern Vermont College Associate of Science in Nursing
  - Southern Vermont College Bachelor of Science in Nursing

- University of Vermont Baccalaureate Nursing Program
- University of Vermont Master of Science Program
- Vermont Technical College Associate of Science in Nursing
- Vermont Technical College Practical Nursing Program
- Vermont Technical College LPN and RN Re-Entry Programs
- South Dakota State University LPN & RN Re-Entry Programs

**Pass**

**I. Practice Committee:** The Practice Committee Report was tabled.

- Delegated Medical Acts Position Statement – A. Weiss moved to table. **Pass**

**J. APRN Sub-committee:** L. Davidson reported that the APRN Sub-Committee will be meeting on November 28, 2012.

**6. Other Business:**

- There was no other business.

**7. Adjournment:** J. Todd moved to adjourn the meeting at 2:38 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: December 10, 2012