

North Dakota Board of Nursing Meeting Minutes – May 19, 2016

| Call to Order: | May 19, 2016 at 8:30 a.m. – NDBON Board Conference Room – 919 S 7 th Street, Suite 504, Bismarck ND | |
|--|--|---|
| Roll Call: | Nine members present as follows: | |
| | Daniel Rustvang, RN, President | Michael Hammer, RN |
| | Jane Christianson, RN, Vice President | Janelle Holth, RN |
| | Mary Beth Johnson, RN | Bonny Mayer, LPN |
| | Paula Schmalz, APRN | Wendi Johnston, LPN |
| | Clara Sue Price, Public Member, Treasurer | |
| | Staff Present: | |
| | Stacey Pfenning, APRN, Executive Director | Melissa Hanson, RN, Associate Director for Discipline |
| | Tammy Buchholz, RN, Associate Director for Education | Patricia Hill, RN, Assistant Director for Practice & Discipline |
| | Julie Schwan, Administrative Services Coordinator | |
| Other individuals were present as indicated on the Board Meeting Attendance Roster. | | |
| AGENDA | DISCUSSION & ACTION | |
| Th1.1 Consent Agenda | <p><i>Discussion:</i> The consent agenda was reviewed with no items identified for discussion.</p> <p><i>Motion:</i> Mayer, seconded by Christianson to: ADOPT THE CONSENT AGENDA AS PRESENTED.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> | |
| 1.2 Agenda | <p><i>Discussion:</i> The agenda was reviewed. No additions were identified.</p> <p><i>Motion:</i> Holth, seconded by Price to: APPROVE AGENDA AS DISTRIBUTED.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> | |
| 1.3 Public Forum 11:00 a.m. | <p>Dr. Gayle Roux, Dean of the UND College of Nursing and Professional Disciplines addressed the board regarding the nursing education program survey process. Dr. Roux requested the board consider harmonizing the approval process with accrediting agencies and accept national nursing accreditation in lieu of survey process and board approval. She indicated that CUNEA would provide a representative to assist with this process. The open forum was closed at 11:15.</p> | |
| 2.1 March 9, 2016, 2016 Meeting Minutes & Public Notice | <p><i>Discussion:</i> The minutes of the March 10, 2016 meeting were reviewed. One correction was noted to change the number of board members present from nine members present to eight members present. .</p> <p><i>Motion:</i> Holth, seconded by Schmalz to: APPROVE THE MINUTES OF THE MARCH 10, 2016 MEETING AS WITH CORRECTION OF NUMBER OF MEMBERS PRESENT TO EIGHT.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> | |
| 3.1 Financial Statements | <p>The financial statements through April 30, 2016 were reviewed. Income is at 91% and expenses at 85% of budgeted. The board reviewed categories that were significantly below or above budget. A comparison from last fiscal year to this fiscal year to date was reviewed with no issues identified.</p> | |
| 3.2 ND Center for Nursing – Chartbook/Workforce/Strategic Report – Dr. Patricia Moulton ED | <p>Patricia Moulton, Executive Director for the ND Center for Nursing presented highlights of 2016 Education, Supply and Demand Chart book. The full chart book is available on the ND Center for Nursing website and the report was provided to the ND Health Services Legislative Committee. Dr. Moulton also reviewed some of the key outcomes during the first five years.</p> | |

North Dakota Board of Nursing Meeting Minutes – May 19, 2016

| AGENDA | DISCUSSION & ACTION |
|---|--|
| 4.1.1 Request for Reinstatement – Jacqueline Binstock R28568 | <p><i>Discussion:</i> Jacqueline Binstock, RN was present to request reinstatement of her suspended RN license. Ms. Binstock signed a statement in which she acknowledged the board is authorized to hold an executive session to discuss exempt or closed records, and agreed to discuss her request for licensure during the regular board meeting, which is open to the public, and may include personal health information. The board reviewed the order and discussed the Disciplinary Review Panel recommendation for reinstatement to encumbered status for three years. Ms. Binstock will need to take a refresher course to be eligible for reinstatement. Ms. Binstock discussed her history with the board.</p> <p><i>Motion:</i> Christianson, seconded by Holth to: GRANT JACQUELINE BINSTOCK'S REQUEST FOR REINSTATEMENT OF HER SUSPENDED RN LICENSE TO ENCUMBERED STATUS FOR THREE YEARS UPON MEETING LICENSURE REQUIREMENTS WITH THE TERMS AND CONDITIONS OF THE ENCUMBRANCE AS ESTABLISHED BY THE BOARD AND AS SET OUT IN THE BOARD ORDER.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 4.1.2 Request for Reinstatement – Carmen Doney, R31521 | <p><i>Discussion:</i> Carmen Doney, RN was present to request reinstatement of her suspended RN license. Ms. Doney signed a statement in which she acknowledged the board is authorized to hold an executive session to discuss exempt or closed records, and agreed to discuss her request for licensure during the regular board meeting, which is open to the public, and may include personal health information. The board reviewed the order and discussed the Disciplinary Review Panel recommendation for reinstatement to encumbered status for three years. Ms. Doney will need to complete a refresher course to be eligible for reinstatement. Ms. Doney discussed her history with the board.</p> <p><i>Motion:</i> Holth, seconded by Schmalz to: GRANT CARMEN DONEY'S REQUEST FOR REINSTATEMENT OF HER SUSPENDED RN LICENSE TO ENCUMBERED STATUS FOR THREE YEARS UPON MEETING LICENSURE REQUIREMENTS WITH THE TERMS AND CONDITIONS OF THE ENCUMBRANCE AS ESTABLISHED BY THE BOARD AND AS SET OUT IN THE BOARD ORDER.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 4.1.3 Request for Reinstatement – Jessica (Mayo) Ness, L12459 | <p><i>Discussion:</i> Jessica (Mayo) Ness, LPN was present to request reinstatement of her suspended LPN license. Mike Hammer recused himself from this agenda item and left the room. Ms. Ness signed a statement in which she acknowledged the board is authorized to hold an executive session to discuss exempt or closed records, and agreed to discuss her request for licensure during the regular board meeting, which is open to the public, and may include personal health information. The board reviewed the order and discussed the Disciplinary Review Panel recommendation for reinstatement to encumbered status for two years. Ms. Ness reviewed the circumstances that led to her surrender.</p> <p><i>Motion:</i> Johnson, seconded Mayer to: GRANT JESSICA (MAYO) NESS'S REQUEST FOR REINSTATEMENT OF HER SUSPENDED LPN LICENSE TO ENCUMBERED STATUS FOR TWO YEARS WITH THE TERMS AND CONDITIONS OF THE ENCUMBRANCE AS ESTABLISHED BY THE BOARD AND AS SET OUT IN THE BOARD ORDER.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, recuse; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 8 yes, 0 no, 1 recuse, 0 absent. Motion carried.</p> |
| 4.1.4 Request for Reinstatement – Tracy Gamble, R37524 | <p><i>Discussion:</i> Tracy Gamble, RN was present to request reinstatement of her suspended RN license. Ms. Gamble signed a statement in which she acknowledged the board is authorized to hold an executive session to discuss exempt or closed records, and agreed to discuss her request for licensure during the regular board meeting, which is open to the public, and may include personal health information. The board reviewed the order and discussed the Disciplinary Review Panel recommendation for reinstatement to encumbered status for two years. Ms. Gamble discussed her history with the board. The board expressed concern that Ms. Gamble was not ready for reinstatement at the present time and offered her suggestions and necessary steps for approving reinstatement.</p> <p><i>Motion:</i> Christianson, seconded by Schmalz to: DENY TRACY GAMBLE'S REQUEST FOR REINSTATEMENT OF HER SUSPENDED RN LICENSE TO ENCUMBERED STATUS FOR TWO YEARS WITH THE TERMS AND CONDITIONS OF THE ENCUMBRANCE AS ESTABLISHED BY THE BOARD AND SET OUT IN THE BOARD ORDER.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 4.3.1 Request for Reconsideration – Deborah Koppen – RN Application for Endorsement from AZ | <p><i>Discussion:</i> Brian Bergeson, SAAG, presented a review of the request for reconsideration for Deborah Koppen, RN. At their March 10, 2016 meeting, the board took action to deny the application for license by endorsement for Deborah Koppen based on the fact that the AZ Board of Nursing has revoked her license. Ms. Koppen has submitted additional information and has requested the board reconsider their decision. The disciplinary review panel recommends the disciplinary issues in AZ be resolved prior to allowing her to be issued a ND license. The board discussed that the issue should be resolved with her AZ license.</p> <p><i>Motion:</i> Christianson, seconded by Price to: DENY DEBORAH KOPPEN'S REQUEST FOR RECONSIDERATION.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |

North Dakota Board of Nursing Meeting Minutes – May 19, 2016

| AGENDA | DISCUSSION & ACTION | | | | | | | | | | | | | | | | |
|---|---|--------------|-------------|-------------|-------------|-----------------|--------------|-------------|-------|------------------|--------|-----------|-------|------------------|----------------|--------------|-------|
| 4.5 Surrender | <p><i>Discussion:</i> Three individuals have signed and submitted a surrender, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the surrender.</p> <p><i>Motion:</i> Price, seconded by Johnson to: APPROVE AND ACCEPT THE TERMS OF THE PROPOSED SURRENDER AS A FINAL ORDER OF THE BOARD FOR THE FOLLOWING:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Lic/Reg #</th> <th style="text-align: center;">City, State</th> <th style="text-align: center;">Penalty Fee</th> </tr> </thead> <tbody> <tr> <td>Carlton, Rachel</td> <td>R41010, APRN</td> <td>Lebanon, TN</td> <td style="text-align: center;">\$200</td> </tr> <tr> <td>Carlson, Cynthia</td> <td>R16283</td> <td>Velva, ND</td> <td style="text-align: center;">\$200</td> </tr> <tr> <td>Cavalier, Curtis</td> <td>R20078 & L5660</td> <td>Moorhead, MN</td> <td style="text-align: center;">\$200</td> </tr> </tbody> </table> <p><i>Roll call vote:</i> Christianson, yes; Hammer, recuse; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 8 yes, 0 no, 1 recuse, 0 absent. Motion carried.</p> | Name | Lic/Reg # | City, State | Penalty Fee | Carlton, Rachel | R41010, APRN | Lebanon, TN | \$200 | Carlson, Cynthia | R16283 | Velva, ND | \$200 | Cavalier, Curtis | R20078 & L5660 | Moorhead, MN | \$200 |
| Name | Lic/Reg # | City, State | Penalty Fee | | | | | | | | | | | | | | |
| Carlton, Rachel | R41010, APRN | Lebanon, TN | \$200 | | | | | | | | | | | | | | |
| Carlson, Cynthia | R16283 | Velva, ND | \$200 | | | | | | | | | | | | | | |
| Cavalier, Curtis | R20078 & L5660 | Moorhead, MN | \$200 | | | | | | | | | | | | | | |
| 4.6.1 Stipulation for Settlement – Michael Barry, R38647 | <p><i>Discussion:</i> A Stipulation for Settlement was received from Michael Barry, RN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3)(5) and NDAC 54-02-07-01.1 (12)(19).</p> <p><i>Motion:</i> Johnson, seconded by Christianson to: ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR MICHAEL BARRY, RN, AND ENTER ITS ORDER TO:</p> <ul style="list-style-type: none"> ◆ ENCUMBER THE LICENSE FOR TWO YEARS; ◆ ASSESS A \$600 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND ◆ OTHER TERMS AS SET OUT IN BOARD ORDER. <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> | | | | | | | | | | | | | | | | |
| 4.6.2 Stipulation for Settlement – Annette Schafer, L1413 | <p><i>Discussion:</i> A Stipulation for Settlement was received from Annette Schafer, LPN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3).</p> <p><i>Motion:</i> Christianson, seconded by Holth to: ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR ANNETTE SCHAFFER, LPN, AND ENTER ITS ORDER TO:</p> <ul style="list-style-type: none"> ◆ ISSUE A REPRIMAND; ◆ ASSESS A \$300 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND ◆ OTHER TERMS AS SET OUT IN BOARD ORDER. <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> | | | | | | | | | | | | | | | | |
| 4.6.3 Stipulation for Settlement – Stephen Hilbert, R37530 | <p><i>Discussion:</i> A Stipulation for Settlement was received from Stephen Hilbert, RN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (5) and NDAC 54-02-07-01.1 (8)(13).</p> <p><i>Motion:</i> Johnson, seconded by Holth to: ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR STEPHEN HILBERT, RN, AND ENTER ITS ORDER TO:</p> <ul style="list-style-type: none"> ◆ ISSUE A REPRIMAND; ◆ ASSESS A \$500 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND ◆ OTHER TERMS AS SET OUT IN BOARD ORDER. <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> | | | | | | | | | | | | | | | | |
| 4.6.4 Stipulation for Settlement – Janet Maxson, R16251, RN, APRN | <p><i>Discussion:</i> A Stipulation for Settlement was received from Janet Maxson, RN, APRN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3) and NDAC 54-02-07-01.1 (5) and NDAC 54-05-03.1-2 (1c).</p> <p><i>Motion:</i> Holth, seconded by Schmalz to: ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR JANET MAXSON, RN, APRN, ENTER ITS ORDER TO:</p> <ul style="list-style-type: none"> ◆ ENCUMBER HER PRESCRIPTIVE AUTHORITY FOR ONE YEAR; ◆ ASSESS A \$800 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND ◆ OTHER TERMS AS SET OUT IN BOARD ORDER. <p><i>Roll call vote:</i> Christianson, recuse; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 8 yes, 0 no, 1 recuse, 0 absent. Motion carried.</p> | | | | | | | | | | | | | | | | |

North Dakota Board of Nursing Meeting Minutes – May 19, 2016

| AGENDA | DISCUSSION & ACTION |
|--|---|
| 4.6.5 Stipulation for Settlement – Michelle Hass, R29367 | <p><i>Discussion:</i> A Stipulation for Settlement was received from Michelle Hass, RN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3)(5) and NDAC 54-02-07-01.1 (12)(19).</p> <p><i>Motion:</i> Mayer, seconded by Christianson to: ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR MICHELLE HASS, RN, AND ENTER ITS ORDER TO:</p> <ul style="list-style-type: none"> ◆ ISSUE A REPRIMAND; ◆ ASSESS A \$800 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND ◆ OTHER TERMS AS SET OUT IN BOARD ORDER. <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 4.6.6 Stipulation for Settlement – Amanda Sadowsky, R37776 & L11410 | <p><i>Discussion:</i> A Stipulation for Settlement was received from Amanda Sadowsky, RN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3) and NDAC 54-02. She denies the allegations set out in the order but has consented to the sanctions in the board order.</p> <p><i>Motion:</i> Holth, seconded by Hammer to: ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR AMANDA SADOWSKY, RN, AND ENTER ITS ORDER TO:</p> <ul style="list-style-type: none"> ◆ ISSUE A REPRIMAND; ◆ ASSESS A \$500 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND ◆ OTHER TERMS AS SET OUT IN BOARD ORDER. <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 4.6.7 Stipulation for Settlement – Melinda Surerus, L13966, RN Applicant by Exam | <p><i>Discussion:</i> A Stipulation for Settlement was received from Melinda Surerus, LPN, RN Exam Applicant, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (4) and NDAC 54-02-07-01.1.(7).</p> <p><i>Motion:</i> Christianson, seconded by Holth to: ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR MELINDA SURERUS, LPN, RN APPLICANT BY EXAM, AND ENTER ITS ORDER TO:</p> <ul style="list-style-type: none"> ◆ ISSUE A REPRIMAND; ◆ ASSESS A \$800 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND ◆ OTHER TERMS AS SET OUT IN BOARD ORDER. <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 4.9.1 Carissa Wheeler, L11990 | <p>ORDER OF EMERGENCY SUSPENSION issued to Carissa Wheeler, LPN, Chandler, AZ on March 11, 2016 based on action by AZ Board of Nursing. Respondent's license is SUSPENDED for five years or until retracted, modified or superseded by final disciplinary action of the Board or upon agreement between Responded and the Board.</p> |
| 4.9.2 Rudolf Ebot, L15092 (expired 10/5/2015) PTP TX PN/317630 | <p>CEASE AND DESIST ORDER issued to Rudolf Ebot, LPN, and PTP TX PN, Houston, TX on April 13, 2016. PVR Received 9/18/2015 from Valley Memorial Homes, Grand Forks, ND related to allegations of unsafe practice.</p> |
| 4.9.3 Mollie Eddings, SD RN PTP R043302 | <p>CEASE AND DESIST ORDER issued to Mollie Eddings, SD RN PTP, Box Elder, SD on April 14, 2016. PVR Received 3/18/2016 from Trinity Health, Minot, ND related to allegations of missing medications.</p> |
| 4.9.4 Balynda Casey, R31738 | <p>NOTICE OF SUSPENSION issued to Balynda Casey, RN, Mandan, ND on May 5, 2016 for violation of terms and conditions of Stipulation for Settlement dated September 25, 2014. Respondent's license is automatically SUSPENDED for a period of one year.</p> |
| 4.9.5 Dana Johnson, R33307 | <p>ORDER OF EMERGENCY SUSPENSION issued to Dana Johnson, RN, Fargo, ND on May 2, 2016. Respondent's license is SUSPENDED for five years or until retracted, modified or superseded by final disciplinary action of the Board or upon agreement between Respondent and the Board.</p> |
| 4.9.6 Marla Peters, R42949 | <p>ORDER OF EMERGENCY SUSPENSION issued to Marla Peters, RN, South Kaven, KS on May 16, 2016. Respondent's license is SUSPENDED for five years or until retracted, modified or superseded by final disciplinary action of the Board or upon agreement between Respondent and the Board.</p> |
| 4.9.7 Tamera Lanes, L7911 | <p>NOTICE OF SUSPENSION issued to Tamera Lanes, LPN, Grand Forks, ND on May 16, 2016 for violation of terms and conditions of Stipulation for Settlement dated July 16, 2015. Respondent's license is automatically SUSPENDED for a period of one year.</p> |

**North Dakota Board of Nursing
Meeting Minutes – May 19, 2016**

| AGENDA | DISCUSSION & ACTION |
|--|---|
| 5.1-1 UND BSN & MSN Program Survey Compliance Report | <p><i>Discussion:</i> The board reviewed the compliance report submitted by UND BSN & MSN Programs related to NDAC 54-03.2-02-03 Nursing Education Program Organizational Design required by the board at the November 2015 meeting to be submitted by May 2016. Documentation provided evidence that the standard is met.</p> <p><i>Motion:</i> Holth, seconded by Johnston:</p> <p>THAT THE BOARD:</p> <ol style="list-style-type: none"> 1. FIND THE COMPLIANCE REPORT SUBMITTED BY UNIVERSITY OF NORTH DAKOTA BACCALAUREATE AND GRADUATE PROGRAMS' NURSE ADMINISTRATOR ADDRESSING THE DEFICIENCY OF PARTIAL COMPLIANCE WITH <u>54-03.2-02-03. NURSING EDUCATION PROGRAM ORGANIZATIONAL DESIGN MEETS THE STANDARD; AND</u> 2. FIND THE UNIVERSITY OF NORTH DAKOTA BACCALAUREATE AND GRADUATE PROGRAMS' IN SUBSTANTIAL COMPLIANCE WITH <u>ND ADMINISTRATIVE CODE 54-03.2;</u> 3. CONTINUE FULL APPROVAL OF THE UNIVERSITY OF NORTH DAKOTA BACCALAUREATE AND GRADUATE NURSING EDUCATION PROGRAMS UNTIL NOVEMBER 2020 AS GRANTED NOVEMBER 19, 2015 AND REQUIRE AN ONSITE SURVEY IN 2020. <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 5.1-2 ND State College of Science RN & PN Program Paper/Interim Survey (NEC) | <p><i>Discussion:</i> The Nursing Education Committee (NEC) reviewed the ND State College of Science RN & PN Program Paper/Interim Survey report in detail noting the analysis of each standard for NDAC 54-03.2. There were no issues of non-compliance. There were two issues of partial compliance noted NDAC 54-03.2-03-01. Administrator responsibilities and NDAC 54-03.2-04-03 Practical or associate degree nurse education program faculty qualifications.</p> <p><i>Motion from Nursing Education Committee:</i></p> <p>NURSING EDUCATION COMMITTEE RECOMMENDS THE BOARD:</p> <ol style="list-style-type: none"> 1. FIND THE NORTH DAKOTA STATE COLLEGE OF SCIENCE NURSING EDUCATION PROGRAMS IN SUBSTANTIAL COMPLIANCE WITH <u>ND ADMINISTRATIVE CODE 54-03.2 STANDARDS FOR NURSING EDUCATION PROGRAMS; AND</u> 2. GRANT FULL APPROVAL OF THE NORTH DAKOTA STATE COLLEGE OF SCIENCE ASSOCIATE DEGREE PRACTICAL NURSE AND ASSOCIATE DEGREE NURSING EDUCATION PROGRAMS UNTIL MAY 2021, AND REQUIRE AN ONSITE SURVEY IN 2021; AND 3. REQUIRE THE NORTH DAKOTA STATE COLLEGE OF SCIENCE NURSE ADMINISTRATOR TO SUBMIT A COMPLIANCE REPORT WITH THE 2015-2016 NURSING EDUCATION ANNUAL REPORT TO ADDRESS THE ISSUES OF PARTIAL COMPLIANCE WITH <u>NORTH DAKOTA ADMINISTRATIVE CODE 54-03.2 STANDARDS FOR NURSING EDUCATION PROGRAMS: 54-03.2-03-01. ADMINISTRATOR RESPONSIBILITIES.</u> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 5.2-1 University of Mary FNP Program Course Programmatic Change Request (NEC) | <p><i>Discussion:</i> The NEC reviewed a programmatic change request from the University of Mary Family Nurse Practitioner (FNP) Program. The curriculum changes related to splitting NUR 570 Primary Care of Women and Children into two distinct courses, changing NUR 601 and NUR 611 from 3 credits to 2 credits and development Future of Nursing course using the two credits eliminated. The proposed changes result in a net neutral effect on total credit hour and clinical requirements and the proposed changes would take affect Fall 2016 and be incorporated into the 2016-2017 Catalog.</p> <p><i>Motion from Nursing Education Committee:</i></p> <p>THE NURSING EDUCATION COMMITTEE RECOMMENDS THE BOARD APPROVE THE UNIVERSITY OF MARY REQUEST FOR MAJOR PROGRAMMATIC CHANGES FOR THE FAMILY NURSE PRACTITIONER PROGRAM AS THE PROGRAM HAS FULL APPROVAL FROM THE ND BOARD OF NURSING AND THE PROGRAMMATIC CHANGES ARE IN COMPLIANCE WITH <u>NDAC 54-03.2-06-02. PROGRAMMATIC CHANGES.</u></p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, recuse; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 8 yes, 0 no, 1 recuse, 0 absent. Motion carried.</p> |
| 5.2-2 University of Mary LPN to BSN Program Curriculum Programmatic Change Request (NEC) | <p><i>Discussion:</i> The NEC reviewed a programmatic change request from the University of Mary LPN to BSN program. The curriculum changes related to adding a new Med/Surg bridge course and adjusting credits for four courses. The total overall program credit hours increase by 6 and the proposed changes will be implemented Spring 2017 and incorporated into the 2016-2017 University Catalog.</p> <p><i>Motion from Nursing Education Committee:</i></p> <p>THE NURSING EDUCATION COMMITTEE RECOMMENDS THE BOARD APPROVE THE UNIVERSITY OF MARY REQUEST FOR MAJOR PROGRAMMATIC CHANGES FOR THE LPN TO BSN PROGRAM AS THE PROGRAM HAS FULL APPROVAL FROM THE ND BOARD OF NURSING AND THE PROGRAMMATIC CHANGES ARE IN COMPLIANCE WITH <u>NDAC 54-03.2-06-02. PROGRAMMATIC CHANGES.</u></p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, recuse; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 8 yes, 0 no, 1 recuse, 0 absent. Motion carried.</p> |

**North Dakota Board of Nursing
Meeting Minutes – May 19, 2016**

| AGENDA | DISCUSSION & ACTION |
|---|---|
| 5.2-3 University of Mary BSN Program Curriculum Programmatic Change Request (NEC) | <p><i>Discussion:</i> The NEC reviewed a programmatic change request from the University of Mary BSN program. The curriculum changes related to changes in the number of credits for four courses and the courses will be offered each semester. There is no change to the total overall program credit hours and the proposed changes will be implemented Spring 2017 and incorporated into the 2016-2017 University Catalog.</p> <p><i>Motion from Nursing Education Committee:</i> THE NURSING EDUCATION COMMITTEE RECOMMENDS THE BOARD APPROVE THE UNIVERSITY OF MARY REQUEST FOR MAJOR PROGRAMMATIC CHANGES FOR THE BACCALAUREATE PROGRAM AS THE PROGRAM HAS FULL APPROVAL FROM THE ND BOARD OF NURSING AND THE PROGRAMMATIC CHANGES ARE IN COMPLIANCE WITH <u>NDAC 54-03.2-06-02. PROGRAMMATIC CHANGES.</u></p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, recuse; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 8 yes, 0 no, 1 recuse, 0 absent. Motion carried.</p> |
| 5.2-4 UND BSN Program Curriculum Programmatic Change Request (NEC) | <p><i>Discussion:</i> The NEC reviewed a programmatic change request from the University of ND, College of Nursing and Professional Disciplines BSN program. The program faculty have developed a concept-based curriculum which will replace the traditional content-based curriculum. The changes will result in a decrease in overall program credits from 129 to 125 and will allow for program completion in 4 semesters, a decrease from the current 5 semesters. Course development for the new curriculum will occur summer 2016 and proposed curriculum transition is planned to begin Fall 2017. The Nurse Administrator submitted detailed plans to address progression, physical and financial resources involved and transition plans.</p> <p><i>Motion from Nursing Education Committee:</i> THE NURSING EDUCATION COMMITTEE RECOMMENDS THE BOARD APPROVE THE UNIVERSITY OF NORTH DAKOTA REQUEST FOR MAJOR PROGRAMMATIC CHANGES FOR THE BACCALAUREATE PROGRAM AS THE PROGRAM HAS FULL APPROVAL FROM THE ND BOARD OF NURSING AND THE PROGRAMMATIC CHANGES ARE IN COMPLIANCE WITH <u>NDAC 54-03.2-06-02. PROGRAMMATIC CHANGES.</u></p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 5.2-5 DNP-WSC AND Program Enrollment Programmatic Change Request (NEC) | <p><i>Discussion:</i> The NEC reviewed a programmatic change request from Williston State College Dakota Nursing Program Associate Degree Nurse program to increase the number of student admissions from 16 to 24 at the Williston ND site to begin Fall of 2016.</p> <p><i>Motion from Nursing Education Committee:</i> THE NURSING EDUCATION COMMITTEE RECOMMENDS THE BOARD APPROVE THE WILLISTON STATE COLLEGE, DAKOTA NURSING PROGRAM REQUEST FOR MAJOR PROGRAMMATIC CHANGES FOR THE ASSOCIATE DEGREE NURSING PROGRAM AS THE PROGRAM HAS FULL APPROVAL FROM THE ND BOARD OF NURSING AND THE PROGRAMMATIC CHANGES ARE IN COMPLIANCE WITH <u>NDAC 54-03.2-06-02. PROGRAMMATIC CHANGES.</u></p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 5.2-6 DNP-BSC PN Program Enrollment Programmatic Change Request (NEC) | <p><i>Discussion:</i> The NEC reviewed a programmatic change request from Bismarck State College Dakota Nursing Program Practical Nurse Program to increase the number of student admissions from 30 to 40 at the Bismarck ND site to begin Fall of 2016.</p> <p><i>Motion from Nursing Education Committee:</i> THE NURSING EDUCATION COMMITTEE RECOMMENDS THE BOARD APPROVE THE BISMARCK STATE COLLEGE, DAKOTA NURSING PROGRAM REQUEST FOR MAJOR PROGRAMMATIC CHANGES FOR THE PRACTICAL NURSING PROGRAM AS THE PROGRAM HAS FULL APPROVAL FROM THE ND BOARD OF NURSING AND THE PROGRAMMATIC CHANGES ARE IN COMPLIANCE WITH <u>NDAC 54-03.2-06-02. PROGRAMMATIC CHANGES.</u></p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 5.2-7 DSU AASPN program Curriculum & Admission Policy Programmatic Change Request (NEC) | <p><i>Discussion:</i> The NEC reviewed a programmatic change request from Dickinson State University AASPN Program. The curriculum changes relate to a decrease in the number of credits and clinical hours for NURS 298B Nursing Concepts Clinical II and to replace the ACT COMPASS English test with TOEFL (Test of English as a Foreign Language). The changes decrease overall credit hours by one from 67 to 66 credits. The changes will affect current and prospective students and would begin Fall of 2016.</p> <p><i>Motion from Nursing Education Committee:</i> THE NURSING EDUCATION COMMITTEE RECOMMENDS THE BOARD APPROVE THE DICKINSON STATE UNIVERSITY REQUEST FOR MAJOR PROGRAMMATIC CHANGES FOR THE ASSOCIATE DEGREE PRACTICAL NURSING PROGRAM AS THE PROGRAM HAS FULL APPROVAL FROM THE ND BOARD OF NURSING AND THE PROGRAMMATIC CHANGES ARE IN COMPLIANCE WITH <u>NDAC 54-03.2-06-02. PROGRAMMATIC CHANGES.</u></p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |

North Dakota Board of Nursing Meeting Minutes – May 19, 2016

| AGENDA | DISCUSSION & ACTION |
|---|---|
| 5.2-8 DSU BSN program Curriculum & Admission Policy Programmatic Change Request (NEC) | <p><i>Discussion:</i> The NEC reviewed a programmatic change request from Dickinson State University Baccalaureate Program. The curriculum changes relate to a decrease in the number of credits and clinical hours for NURS 498B Nursing Concepts III, deleting PSYC 370 and to replace the ACT COMPASS English test with TOEFL (Test of English as a Foreign Language). The changes decrease overall credit hours by five from 133 to 128 credits. The changes will affect current and prospective students and would begin Fall of 2016.</p> <p><i>Motion from Nursing Education Committee:</i> THE NURSING EDUCATION COMMITTEE RECOMMENDS THE BOARD APPROVE THE DICKINSON STATE UNIVERSITY REQUEST FOR MAJOR PROGRAMMATIC CHANGES FOR THE BACCALAUREATE PROGRAM AS THE PROGRAM HAS FULL APPROVAL FROM THE ND BOARD OF NURSING AND THE PROGRAMMATIC CHANGES ARE IN COMPLIANCE WITH NDAC 54-03.2-06-02. PROGRAMMATIC CHANGES.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 5.3-1 Minnesota State Community & Technical College RN Refresher Course Survey April 2016 (NEC) | <p><i>Discussion:</i> Karen Schumacher, Coordinator of the MN State Community & Technical College RN Refresher Course was present for this agenda item. Schumacher is retiring and has submitted the course for continued approval earlier than required. The report submitted addressed all areas and requirements of guidelines and documentation submitted provided clear evidence of compliance with the RN Refresher Course guidelines. It was noted an additional component the course included was a monthly optional 4 hour skills lab for students interested in preparing for clinical practice experience. There were no issues of non-compliance with ND Administrative Code Title 54, Article 54-02 Nurse Licensure, Chapter 54-02-05 Relicensure, Section 54-02-05-05 Non-Practicing Nurses.</p> <p><i>Motion from the Nursing Education Committee:</i> THE NURSING EDUCATION COMMITTEE RECOMMENDS THE BOARD:</p> <ol style="list-style-type: none"> 1. FIND THE RN REFRESHER COURSE OFFERED BY MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE, CUSTOM TRAINING SERVICES IN FULL COMPLIANCE WITH BOARD GUIDELINE REQUIREMENTS FOR NURSE REFRESHER COURSES AS SET FORTH BY ND ADMINISTRATIVE CODE TITLE 54, ARTICLE 54-02 NURSE LICENSURE, CHAPTER 54-02-05 RELICENSURE, SECTION 54-02-05-05 NON-PRACTICING NURSES; AND 2. GRANT FULL APPROVAL OF THE MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE, CUSTOM TRAINING SERVICES, RN REFRESHER COURSE UNTIL MAY 2020. <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 5.3-2 NDSU at Sanford Health Faculty IV Therapy Course request for approval extension until July 2016 | <p><i>Discussion:</i> The NEC reviewed a request from NDSU at Sanford Health Faculty IV Therapy Course to request an extension of course approval from May 2016 to July 2016. It was noted faculty are teaching full time and plan to have the course submitted for review prior to the July meeting.</p> <p><i>Motion from the Nursing Education Committee:</i> THE NURSING EDUCATION COMMITTEE RECOMMENDS THE BOARD APPROVE THE REQUEST TO EXTEND THE CURRENT NDSU NURSING AT SANFORD HEALTH FACULTY, LPN IV THERAPY COURSE APPROVAL FROM MAY 2016 TO JULY 2016 AS THE COURSE HAS FULL APPROVAL FROM THE ND BOARD OF NURSING AND IS IN COMPLIANCE WITH NDAC 54-05-01. STANDARDS OF PRACTICE FOR LICENSED PRACTICAL NURSES AND NDAC 54-03.2 STANDARDS FOR NURSING EDUCATION PROGRAMS.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 5.4-1 LRSC & BSC national accreditation received through ACEN April 2016 | <p>The Accreditation Commission for Education in Nursing (ACEN) granted initial national five-year accreditation in April 2016 to the Associate Degree Nursing program at Lake Region State College (LRSC) Devils Lake and Mayville locations and to the Associate Degree Nursing program at Bismarck State College (BSC).</p> |
| 5.4-2 Dickinson State University AASPN Program ACEN Accreditation Formal Action Notification | <p>Dickinson State University (DSU) AASPN Program submitted the following programmatic change notification. The Accreditation Commission for Education in Nursing (ACEN) completed a site visit of the DSU AASPN Program October 5-7, 2015. The program received notification that they were found to be non-compliant with Standard 4 Curriculum, Criteria 4.2 and 4.8: 1) There was lack of evidence that the student learning outcomes are used to evaluate student progress. 2) There was lack of evidence that the length of time and number of credit hours required for program completion are consistent with national guidelines and best practices. It was recommended the program be no more than 40 credit hours and a 1-year certificate rather than associate degree. A follow-up report is required to be submitted to ACEN prior to October 1, 2017 to demonstrate compliance with Standard 4.</p> |
| 5.4-3 Distance Nursing Education Program Letter for Concern | <p>A letter of concern was issued to The College of St. Scholastica School of Nursing for placing a BSN student in a North Dakota clinical facility without proper notification or submission of required clinical practice documents Spring 2016. The Recognition fee had been paid Fall 2015, and Recognition status granted. Although numerous requests for required documentation were made by BON staff, documents were not submitted until after the Letter of Concern was issued. The program is now in compliance with NDCC and policy for Spring 2016.</p> |

North Dakota Board of Nursing Meeting Minutes – May 19, 2016

| AGENDA | DISCUSSION & ACTION |
|--|--|
| 5.4-4 Survey Schedule Updates Summer/Fall 2016 | The board reviewed the following upcoming survey schedule: Summer 2016: Turtle Mountain Community College on-site survey mid August Fall 2016 Paper/Interim Surveys: University of Mary BSN & DNP Programs. Report due September 23, 2016. Dickinson State University AASPN & BSN Programs. Report due September 15, 2016. United Tribes Technical College AASPN. Report due October 10, 2016. Compliance Reports : Sitting Bull College, AASPN & ND State College of Science, AASPN & ASN Program by September 15, 2016 with Education annual Report. |
| Public Forum Topic | <i>Discussion:</i> The board discussed the concern related to the nursing education program survey process. The board discussed having directors research the issue and gather feedback from all nursing programs throughout the state regarding the survey process. <i>Motion:</i> Price, seconded by Holth to: REFER THE PUBLIC FORUM TOPIC REGARDING THE NURSING EDUCATION SURVEY PROCESS TO DIRECTORS FOR RESEARCH AND COLLECTION OF EVIDENCE FOR CONSIDERATION BY THE BOARD. <i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried. |
| 6.1 Request for Licensure Exempt Data Policy | <i>Discussion:</i> The board reviewed updates to the new Licensure Exempt Data Policy based on feedback from the last board meeting. Exempt data includes a licensee's home address, home telephone or cell and home e-mail address. The board will only release this data to the following entities: The Dakota Nursing Connection (NDBON official publication), The North Dakota Nurse (NDNA official publication), ND Center for Nursing and Federal & State Government Entities. Fees may be assessed per NDBON fee schedule in accordance with NDCC Section 44-04-18. <i>Motion:</i> Schmalz, seconded by Holth to: APPROVE THE REVISIONS TO THE REQUEST FOR LICENSEE EXEMPT DATA POLICY. <i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried. |
| 6.2 Board of Pharmacy Database Approval | <i>Discussion:</i> Board of Pharmacy has requested the Prescription Drug Monitoring Program be allowed access to certain database fields from the board of nursing database to assist in the creation of a web service to help streamline the registration process for the PDMP. The Board of Pharmacy will assume the programming costs using grant funds. <i>Motion:</i> Christianson, seconded by Schmalz to: GRANT THE REQUEST OF THE BOARD OF PHARMACY'S PRESCRIPTION DRUG MONITORING PROGRAM TO ALLOW THE CREATION OF A WEB SERVICE. THE WEB SERVICE WILL SECURELY HOUSE APPROPRIATE DATABASE FIELDS OF NDBON LICENSEES FOR THE PURPOSE OF STREAMLINING THE PDMP REGISTRATION PROCESS OF THE NDBON'S LICENSEES. <i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried. |
| 7.3-1 Nurse Licensure Compact - NCSBN Grant | NCSBN has grants available for the purpose of legislative needs for the enhanced Nurse Licensure Compact and APRN Nurse Licensure Compact. |
| 7.4-1 NDAC PDMP Rules – AG Opinion | Notification has been received from the Attorney General's Office that the Prescription Drug Monitoring Program rules have been approved to their legality. The rules must be finally adopted by the ND Legislature's Administrative Rules Committee. |
| 7.4-2 Proceedings Legislative Committees | http://www.legis.nd.gov/assembly/63-2013/interim/15-0133-01000.pdf |
| 7.4-3 Legislative Committee – Legislative Updates & Tracking Teams | Legislative Updates and tracking teams through ND Center for Nursing |
| 7.4-4 Neonatal Taskforce – Mary Beth Johnson BON Representative | Johnson is representing the board on a Neonatal Taskforce convened by the ND Legislature. Johnson reported on highlights of the meeting and indicated the group will be working on ways to better track neonatal addiction. The task force has members for multiple disciplines. |
| 7.4-5 DH Study Taskforce on Definition of Mental Health Professional & Related Terms | Pfenning is a member for the DH Study Taskforce that is working to define "Mental Health Professional" and related Terms. The group has met twice and scope of practice and reimbursement issues were discussed. |
| 7.4-6 National Transportation Safety Board (NTSB) | The board reviewed the letter from the National Transportation Safety Board that was published in Dakota Nurse Connection and placed on the Board website under News and Hot Topics |
| 9.1 Program Monitoring Committee | No meeting |
| 9.2 Nursing Education Committee | Met May 18, 2016 – discussed under Agenda Item 5 |

**North Dakota Board of Nursing
Meeting Minutes – May 19, 2016**

| AGENDA | DISCUSSION & ACTION |
|---|--|
| 9.3 Finance Committee | The finance committee met April 19, 2016 and May 18, 2016 to discuss and review a proposed budget for 2016-2017. Treasure Price indicated that the reserve funds the board has relied on for deficit budgets and one-time expenses has dropped to a level that the committee feels should be maintained. It was noted that the licensure renewal number in even years are lower than the odd number years, which dramatically affect budgeted income. The committee reviewed numerous ways to come up with a balanced budget. Most fees are in rules and cannot be adjusted without rule revisions. It was decided that the board would not hire a legislative monitor for the 2017 session but would work with ND Center for Nursing to coordinate coverage. It was also recommended to notify committee chairs of contact information should issues arise. The committee spent portions of both meetings reviewing expenses items to cut where possible. The following recommendations were reviewed: |
| 9.3 CE Approval Fee – (FC) | <p><i>Discussion:</i> The FC reviewed the CE Course Approval fees and it was noted that the Board fees are on the very low end for approval fees and staff time for course review exceeds the amount collected. A 20% increase in fees was recommended with an effective date of July 1, 2016.</p> <p><i>Motion from the Finance Committee:</i> THE FINANCE COMMITTEE RECOMMENDS TO THE BOARD A FEE INCREASE FOR CE APPROVAL EFFECTIVE JULY 1, 2016 AS FOLLOWS: 1 Contact Hours – \$35 2 Contact Hours – \$75 3-6 Contact Hrs – \$110 7-10 Contact Hrs- \$145 11-13 Contact Hrs- \$195</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 9.3 NEL Application Fee (FC) | <p><i>Discussion:</i> The FC reviewed a recommendation to increase the NEL Application fee from \$15 to \$25 to better reflect staff time involved. The change would take effective July 1 but would not apply to the 2016-2017 applicants.</p> <p><i>Motion from the Finance Committee:</i> THE FINANCE COMMITTEE RECOMMENDS TO THE BOARD A FEE INCREASE FOR NURSING EDUCATION LOAN APPLICATION FROM \$15 TO \$25 EFFECTIVE JULY 1, 2016.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 9.3-1 Expense Authorization Policy (FC) | <p><i>Discussion:</i> The FC reviewed and discussed changes to the Expense Authorization for Board Member Policy. Currently board member per diem is paid for a full day (\$150) or half day (\$75) for a time commitment of less than four hours (including travel time). With the use of Go-to-meeting and the possibility of less than two hour meetings, it was recommended to prorate per diem further (\$35) for meetings two hours and less including travel time. Per diem and expense reimbursements would continue to be paid for board meetings and board representative meetings. Expenses would be reimbursed but per diem would not be paid for board member attendance at out of state and in state conferences or workshops</p> <p><i>Motion from Finance Committee:</i> THE FINANCE COMMITTEE RECOMMENDS THE BOARD APPROVE THE REVISIONS TO THE EXPENSE AUTHORIZATION FOR BOARD MEMBERS POLICY.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 9.3-2 External Committee Policy (FC) | <p><i>Discussion:</i> The FC reviewed and discussed the Appointment of External Committee Members Policy that allows a \$100 stipend to all appointed external committee members for attending committee meetings, no matter how long the meeting is. The committee reviewed revisions that prorates the stipend for meetings of four hours or less including travel time to \$50 and meetings of two hours or less including travel time to \$25.</p> <p><i>Motion from Finance Committee:</i> THE FINANCE COMMITTEE RECOMMENDS THE BOARD APPROVE THE REVISIONS TO THE APPOINTMENT OF EXTERNAL COMMITTEE MEMBERS POLICY.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 9.3-3 Board Member Notebooks (FC) | <p><i>Discussion:</i> The FC discussed the current board member laptops are outdated and one hard drive has crashed. Rather than purchasing laptops, Samsung notebooks were recommended for board members. The cost of the notebook and keyboard/cover is \$400 each. Staff will continue to use the laptop computers with a possibility of replacements in the next budget cycle.</p> <p><i>Motion from the Finance Committee:</i> THE FINANCE COMMITTEE RECOMMENDS THE BOARD INCLUDE THE COST OF PURCHASING NOTEBOOKS FOR REPLACEMENT OF THE BOARD MEMBER LAPTOP COMPUTERS IN THE 2016-2017 BUDGET.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |

North Dakota Board of Nursing Meeting Minutes – May 19, 2016

| AGENDA | DISCUSSION & ACTION |
|--|--|
| 9.3-3 ND Center for Nursing Funding – (FC) | <p><i>Discussion:</i> During the May 18, 2016 FC, North Dakota Center for Nursing (CFN) representatives, Patricia Moulton and Mary Ann Marsh, provided a presentation on the past 5 year outcomes, future goals, and anticipated funding from the ND Board of Nursing. Since the CFN was created (2011), \$30 of each renewal fee and endorsement fee have been contributed to the center. The FC discussed sustainability of this contribution and recommended CFN consideration of additional funding opportunities to ensure continued growth and development of the center. The FC discussed BON projected budget and recommended the Board contribute \$28 of each renewal and endorsement fee to the CFN for 2016-2017. The FC will review this contribution for feasibility during each fiscal year budget analysis.</p> <p><i>Motion from Finance Committee:</i> THE FINANCE COMMITTEE RECOMMENDS THE BOARD DESIGNATE \$28 OF EACH RENEWAL AND ENDORSEMENT LICENSURE FEE TO THE ND CENTER FOR NURSING EFFECTIVE JULY 1, 2016.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 9.3-5 Approval of Proposed Budget for 2016-2017 (FC) | <p><i>Discussion:</i> The FC reviewed the proposed budget recommendations with the board.</p> <p><i>Motion from Finance Committee:</i> THE FINANCE COMMITTEE RECOMMENDS THE BOARD APPROVE THE PROPOSED 2016-2017 BUDGET OF \$ 1,426,595 PROJECTED INCOME AND \$ 1,435,480 PROJECTED EXPENSES, WHICH INCLUDES \$81,000 PROJECTED FOR NURSING EDUCATION LOANS AND \$249,200 PROJECTED FOR ND CENTER FOR NURSING.</p> <p><i>Roll call vote:</i> Christianson, yes; Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes; Mayer, yes; Price, yes; Rustvang, yes; Schmalz, yes. 9 yes, 0 no, 0 absent. Motion carried.</p> |
| 9.4 Executive Committee | Will meet May 19, 2016 at 3:30pm. |
| 9.5 Nurse Practice Committee | No meeting. |
| 9.6 Technology Committee | Met March 25 and held a special meeting April 14, 2016 to review notebook purchase recommendations. |
| 9.7-1 Prescription Drug Monitoring Program Committee (Board Rep) | April 14, 2016, Pfenning attended. |
| 9.7-2 ND Center for Nursing | Board of Directors Meeting – 1/7/17 Schmalz attended. Strategic Planning meeting April 1, 2016 Pfenning attended. Next meeting June 3, 2016 Fargo. |
| 9.7-3 Community Paramedic Subcommittee | None |
| 9.7-4 Reducing Pharmaceutical Narcotics in our Community | Held 1/6/2016 – Pfenning will attend next meeting |
| 10.1 Staff Reports | Sally Bohmbach, Administrative Assistant has been on medical leave from April 18 through May 31 for knee replacement. The three other administrative staff have been covering her positions and split her job duties in her absence. |
| CE Audit | There were a total of 196 licensees audited and currently six outstanding penalty fees to be collected for not completing continuing education credits by 12/31/15. One individual has two contact hours left to complete for verification. |
| 11.1 Board Governance & Board Member Role | none |
| 11.2 Dakota Nurse Connection | |
| 11.3 Board Meeting Evaluation | Survey Monkey subscription will be allowed to expire, so meeting evaluations will be completed orally at the end of each meeting. |

North Dakota Board of Nursing Meeting Minutes – May 19, 2016

CONSENT AGENDA:

| |
|--|
| 8.1 NCSBN |
| 8.2 Office Management |
| 8.3 Nursing Practice |
| 8.4 Legal Counsel |
| 8.5 Unlicensed Assistive Person/Medication Assistant |
| 8.5-1 NNAAP Testing Summary |
| 8.5-2 NNAAP Testing Statistics |
| 8.6 Licensure |
| 8.6-1 NCLEX-RN Quarterly Reports |
| 8.6-2 NCLEX-PN Quarterly Reports |
| 8.6-3 Nursys Duplicate License Report |
| 8.7 Discipline |
| 8.7-1 Discipline Statistics/Case Activity Report |
| 8.7-2 NLC Case Log |
| 8.8 Academic and Continuing Education |
| 8.8-1 Ratification of approval of continuing education for contact hours |
| 8.8-2 Distance education students |
| 8.8-3 Faculty Development Program |

UPCOMING MEETINGS & REPORT OF MEETINGS ATTENDED:

| |
|---|
| 12.1 2015-2016 Meetings Attended: |
| 12.1-1 NCSBN Annual Meeting – Chicago – August 19-21, 2015 – Christianson, Rustvang, Pfenning, Holth attended. |
| 12.1-2 NLCA Meeting – Chicago – August 18, 2015 – Pfenning, & Rustvang attended. |
| 12.1-3 FARB Training – Bismarck – August 28, 2015 – Pfenning, Buchholz, Hill, Hanson, Rustvang, Christianson, Schmalz Hammer attended. |
| 12.1-4 LTCA Conference – September 15-18, 2015 – Hammer attended. |
| 12.1-5 NCSBN MidYear, NLC, and NLS Meeting – Baltimore, MD – March 13-16, 2016 Pfenning, Buchholz, Christianson (NCSBN LSC member) attended |
| 12.1-6 ND Center for Nursing 2 nd Annual Conference: Nursing's Role in Transforming Healthcare in ND – Fargo o- March 31—April 1, 2016; Hanson, Pfenning, Buchholz & Schmalz attended. |
| 12.1-7 National Forum of State Nursing Workforce Centers – April 27-29, 2016; Orlando, FL – CFN Sponsored Pfenning |
| 12.1-8 NCSBN Executive Officer Orientation – May 9, 2016 – Chicago – Pfenning attended. |
| 12.2 Recurring and upcoming NCSBN and other national conferences/meetings: |
| 12.2-1 NCSBN Knowledge Network Calls: President, EO, Education, Discipline, APRN, Practice & Policy |
| 12.2-2 NCSBN Annual Meeting – August 17-19, 2016 – Chicago |
| 12.2-3 NCSBN IT Operations Conference – May 24-25, 2016, Schwan& Rossman to attend |
| 12.2-4 NCSBN Discipline Case Management Conference – Jun 6-8, 2016 Norfolk VA – Hill & Hanson to attend |
| 12.2-5 NCSBN Executive Officers Leadership Seminar – June 21-22, 2016 – Vermont – Stacey to attend |
| 12.2-6 NCSBN NCLEX Conference – September 12, 2016 – Philadelphia, PA – Buchholz to attend |
| 12.2-7 NCSBN Discipline Case Management Conference – June 6-8, 2016 Norfolk VA – Pat & Melissa to attend |
| 12.2-8 NCSBN Executive Officers Leadership Seminar – June 21-22, 2016 – Vermont – Stacey to attend |
| 12.2-9 NCSBN NCLEX Conference – September 12, 2016 – Philadelphia PA – Tammy to attend |
| 12.2-10 NCSBN 40 th Anniversary Celebration Committee – Pfenning member |
| 12.2-11 NCSBN Leadership Succession Committee – Jane Christianson member |
| 12.2-12 NCSBN CLEAR Leadership Programs/Regional Symposium – July 25-28, 2016 – Hanson to attend for CLEAR Basic certification; Pfenning to attend Executive Leadership Program for Regulators. |
| 12.2-13 TERCAP |
| 12.3 STATE MEETINGS |
| 12.3-1 North Dakota Organization of Nurse Executives – February 29, 2016 – Stacey provided report |
| 12.3-2 North Dakota Nurses Association – November 6-7, 2015 – Bismarck – Stacey provided report |

North Dakota Board of Nursing Meeting Minutes – May 19, 2016

| |
|---|
| 12.3-3 North Dakota Rural & Public Health Conference – June 3-5, 2015; May 16-18, 2016 Grand Forks |
| 12.3-4 North Dakota Hospital Association Annual Convention and Trade Show – October 6-8, 2015 - Fargo |
| 12.3-5 North Dakota LTCA Fall Development Conference– September 15-18, 2015, Bismarck |
| 12.3-6 ND Health Care Reform Review Committee – September 29, 2015 |
| 12.3-7 NDDHS Developmental Disability HCBS – next meeting TBA |
| 12.3-8 ND Nurse Practitioner Association 7 th Annual Pharmacology Conference – September 24-25, 2015 Stacey Presented on PDMP; next September 2016 |
| |
| |
| 13.0 STAFF PRESENTATIONS |
| 13.1 Social media presentation – May 6, 2016 – Fargo Symposium |

The meeting recessed from 12:05 p.m. for lunch and reconvened at 12:45 p.m.

The meeting adjourned at 3:30 p.m. on May 19, 2016.

Stacey Pfenning, DNP, APRN, RN
Executive Director
Draft 05/23/2016