

**WYOMING STATE BOARD OF NURSING**  
**Board Meeting Minutes**  
**January 5 – 8, 2009**

Voting Numbers on all decisions and motions are as follows: IN FAVOR – OPPOSED – ABSTAINING – ABSENT

<b>SUBJECT</b>	<b>DISCUSSION</b>	<b>ACTION TAKEN</b>	<b>ACTION REQUIRED</b>
Call to Order		Meeting called to order by President Clausen at 8:07 a.m., January 5, 2009.	
Declaration of Quorum		President Clausen declared a quorum present.	
Declaration of Annual Meeting	President Clausen declared this meeting to be the Annual meeting of the Board. Election of officers will take place and the Board will schedule meetings for the year 2009-2010.		
Reordering of Agenda	The hearing for Amanda Carubie, Docket #06-7-090 will not go forward as a continuance was requested. Settlement agreement was signed for Docket #05-096.	Docket #05-096 was added to the agenda for the Board's consideration in accepting the signed settlement agreement.	
Board Meeting Minutes October 6 – 10, 2008 November 13, 2008	Minutes of the October Board Meeting and the November 13 special teleconference Board Meeting were reviewed.	<ul style="list-style-type: none"> <li>• Motion made by Member Wasserburger and seconded by Member Burr: "Board approves the October, 2008, minutes with recommended changes." Motion carried 7-0-0-0.</li> <li>• Motion made by Member Wasserburger and seconded by Member Burr: "Board approves minutes from November, 2008, special meeting as submitted." Motion carried 7-0-0-0.</li> </ul>	Ms. Reid, Executive Assistant, to finalize minutes, obtain signatures and post to website.
Executive Summaries	<p>The Board reviewed the following Executive Summaries prior to the meeting:</p> <ul style="list-style-type: none"> <li>• Report on Meeting with Governor's Office: Before the Rules and Regulations were formally submitted to the Governor for initial approval the WSNB members and staff met with Wendy Curran to review the summary and fact sheets that document the need for the</li> </ul>		

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revisions. Ms. Curran approved the draft as written, so it was submitted to the Governor’s office the same day. Kip Croft, the Governor’s legal council also reviewed the summary and fact sheet with Board staff before approving the proposed rules and regulations to go out for public comment on December 18<sup>th</sup>.

- Online RN Renewal Update & Katchemak Status Report: As of December 24, 2008, 10,142 renewals have been processed. Online RN renewals were more successful than originally anticipated with 66% of RNs renewing online. Erin and Steve of Katchemak continue to work towards initiation of all license/certificates renewing online in 2010. WEB site development will be done by Katchemak Data Systems.
  
- Retention Schedule: WSBN has 62 boxes of expired applications housed in archives and currently pays \$6,029 annually for this service. In the past, applications had been kept forever. Because these records have no historical value, JoAnn and Lisa Hastings of Archives/Records Management, after surveying other licensing boards and the WSBN staff, revised the retention schedule to destroy “clean” applications that have been expired more than two years. This means if a license/certificate is not renewed in 2006, the file would be destroyed in January 2009. This would

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drastically decrease the number of boxes that would need to be stored by archives. This procedure has been put on hold due to discussion with Angela Dougherty of the AG's Office. Ms. Dougherty's position is that files should not be destroyed for at least 40 years. Due to lack of space at the Board office, if files are not destroyed we have an additional 40 boxes that must be sent over to archives. Request Board's decision for retention of expired applications.

- Letters of Support: WSBN Executive Director is often asked to draft a letter of support for various causes, projects, and/or grants. Since these are often "time sensitive," it is difficult to obtain all Board member's approval before the deadline. Request: Board decision for policy related to "letters of support."
- NCSBN Conference Reports:
  1. International Global Conference on Global Migration CGFNS Conference, Philadelphia
  2. Uniform Core Requirements: In 1999, NCSBN developed a set of Uniform Core Licensure Requirements. The purpose of the meeting was to receive input from the Boards of Nursing in order to update the Core Requirements. WSBN requirements are consistent with the requirements with the exception that NCSBN recommended unlimited attempts on the NCLEX. When the Core Requirements are revised, the annual report

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|  | <p>and recommendations from the State Alliance for E-Health will be considered.</p> <p>3. HIBDB: NCSBN designated as an authorized agent for WSBN: NCSBN is designated as the authorized agent for WSBN, therefore, in December, two cases were reported to NCSBN to be placed on HIBDB.</p> <ul style="list-style-type: none"> <li>• NURSYS: Education information continues to be entered into the KNurse database for successful reporting to Nursys. There is currently enough money in the contract for the temp to continue until March 20, 2009. We anticipate the project should be complete at this time.</li> <li>• Contract with Department of Health: Erin Peterson (Katchemak Data Systems) provided an overview of options related to obtaining information from licensed nurses for the Volunteer Registry for the State of Wyoming. The goals are to share BON licensure and discipline status with the Volunteer Registry, integrate volunteer identification with the BON renewal process and retrieve volunteer details from the registry for internal information and reporting. Total cost is estimated to be \$9,425. <u>Request</u> the Board's approval to move forward with a contract with the Hospital Preparedness Program; Department of Health - Office of EMS.</li> <li>• NCLEX Regional Workshop for Educators: The NCLEX Regional Workshop is planned for May 17<sup>th</sup> and 18<sup>th</sup>, 2009. Educators in the</li> </ul> |  |  |
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Region will be invited to attend the workshop on the 18<sup>th</sup>. Wyoming educators will participate in an evening of networking as well as learning about the program *Doctor Close Fund for Teaching Nurses*.

- Budget Quarterly Report: See "Budget" section of Board packet for Nurse Aide and Administration budget. Last column shows percentage remaining as of November 30, 2008. Figures for 2009/2010 renewal will be presented in April.

- Publishing Concepts, Inc. – Wyoming Nurse Reporter: Topic of next issue: History of the Board of Nursing

Marcia Dale will interview the following:

- Oldest licensed nurse (active or inactive);
- Oldest active license (RN & LPN);
- Youngest RN;
- Previous Board Presidents: Dorothy Randall & Joan Bouchard
- Previous Board Executive Directors

- History Questions related to Mental Illness: : The "history" question on our applications is this:

"Have you been admitted to any facility or received treatment on an outpatient basis for mental illness, alcohol addiction, drug addiction, or substance abuse?"

A "yes" answer on this question can mean anything from seeing a counselor in 8<sup>th</sup> grade because of a parent's divorce or a pet dying to the

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worst possible psychiatric disorder. Board Staff members feel that it results in a huge waste of time for those at the "lower end" of the spectrum. We would like ask the question in a different way to more accurately capture those who might pose a risk to patient safety. Input from other State Boards of Nursing: Tennessee: "Are you currently or recurrently under treatment for ....." (the mental health issues that you are actually concerned about).  
Oklahoma: Board of Nursing applications do not contain questions about admissions to mental health facilities or receiving treatment on an outpatient basis for mental illness, alcohol addiction, drug addiction, or substance abuse. They do have a question on all applications asking: "Have you ever been judicially declared incompetent in any state, territory, or country, not previously reported to the Board."  
Colorado: Our application and renewal screening get numerous false positives despite the fact changed the history question in 2004 or 2005. Now the screening questions target disclosure...."  
 Do you have a physical or mental disability which renders you unable to perform nursing services or duties with reasonable skill and safety and which may endanger the health and safety of persons under your care  
Oregon: "Do you have a physical, mental or emotional condition that in any way

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impairs or may impair your ability to practice nursing or perform nursing assistant duties with reasonable skill and safety? (If you are in the Nurse Monitoring Program you must answer yes to this question)."

- Certified Nursing Assistant Transition to OHLS: Certified CNA names will be provided to OHLS on December 20<sup>th</sup>. OHLS staff will accompany Toni Decklever on a site visit to a CNA program in January. In late January, Jean McLean will arrange a teleconference with all CNA instructors to introduce the new process for oversight by OHLS. The transition will begin February 1<sup>st</sup> when the OHLS CNA registry web site is complete. Forms for initial program approval and site visit.
- Education: Board's position on current educational requirements for entry into RN practice: In drafting a member board profile related to entry into RN practice, NCSBN requested information as to whether the WSBN issued a statement on preference for minimum education requirements. Wyoming is listed as "no preference."  
  
Question: Is the board willing to state that a bachelor's degree is preferred for entry into practice? – MKG
- CNA Advanced: A committee consisting of long-term care administrators and nurses (Dan Lex, Cheri Benander, JoAnn

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	<p>Farnsworth, Cyndy Rankin, Tom Jones, Faith Jones, Ron Nelson &amp; LouAnn Carmichael) met twice to develop Rules and Regulations related to CNA II or Advanced with an emphasis on medication administration. The committee continues to develop the CNA II role to be consistent with NCSBN recommendations as well as the Nebraska model. For further information, review the draft document in the Board Packet as well as the fact sheet related to the issue.</p>		
Executive Session	<p>The Board entered into Executive Session to discuss personnel issues January 5, 2009, at 8:15 a.m. Open Session resumed at 9:36 a.m.</p>	<p>Motion made by Member Burr and seconded by Vice President Zettl: "The Board of Nursing go into executive session to discuss personnel at 8:15 a.m." Motion carried 7-0-0-0.</p>	
Salary for Wyoming State Board of Nursing Executive Director		<ul style="list-style-type: none"> <li>• Motion made by Member Williamson and seconded by Member Heuck: The Board of Nursing approves a 2 percent annual salary increase for Executive Director Mary Kay Goetter, equal to \$1767.84, and will seek approval from A&amp;I to proceed with the raise. The raise will take effect as of January 1, 2009." Motion carried 7-0-0-0.</li> <li>• Motion made by Member Williamson and seconded by Member Burr: The Board of Nursing requests a B-11 transfer of funds pending approval by A&amp;I and the Governor's office</li> </ul>	



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		for the annual salary increase for Executive Director Mary Kay Goetter, effective retroactively to January 1, 2009." Motion carried 7-0-0-0.	
Meeting with Wendy Curran, Policy Analyst for the Governor's Office	President Clausen informed the Board of the meeting with Wendy Curran at the Governor's Office to discuss the proposed rule changes. Executive Director Goetter and President Clausen presented fact sheets supporting the changes. They felt this was a successful meeting with a lot of communication.		Executive Assistant Reid will forward fact sheets to Board Members so they have this information if they are questioned on the proposed rule changes.
Online RN Renewal Update & Katchemak Status Report	Executive Assistant Reid updated the Board on the success of the RN online renewal for 2009-2010. She informed the Board that 66% of the active RNs renewed online. She said the first time using the online procedure was definitely a learning experience and there are many changes that need to be considered for the next renewal period when all licensees and certificate holders will renew online. The Board offered suggestions such as providing more detailed instruction on the postcard notification that was mailed. The Board also voiced their concern at the difficulty of getting in touch with an actual person when trying to contact the Board staff. Executive Director Goetter and Executive Assistant Reid explained the number of calls coming in daily and the difficulty in answering all of these calls. Hiring of a switchboard operator/receptionist was discussed and it was suggested this position be requested when the next biennial budget is presented.		Executive Director Goetter to work with Fiscal Coordinator Stillahn on the budget and requesting of a new receptionist position.
Rx Abuse Stakeholders	Executive Director Goetter explained to the Board the reason for forwarding information to them on this subject.		No action required.

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100 Year Anniversary	<p>Prescription drug abuse is responsible for an alarming number of deaths Wyoming and she feels it is important that board members are aware of the WSBN's role in working with this task force.</p> <p>Executive Director Goetter and Assistant Executive Director and Practice &amp; Education Consultant Stepan discussed with the Board the next issue of the Wyoming Nurse Reporter and that the entire issue will be dedicated to the 100 year anniversary of the Wyoming State Board of Nursing. It was delegated to the WSBN staff to organize any functions in celebration of 100 years. The Board continued discussion on the WSBN logo. Secretary Herman said she and Member Wasserburger had put together some ideas and they will present to the Board. Executive Director Goetter stressed the importance of needing the logo for the website redesign set to begin soon.</p>		<ul style="list-style-type: none"> <li>• WSBN Staff to work together to organize celebratory events.</li> <li>• Board to review and vote on a new WSBN logo.</li> </ul>
Retention Schedule	<p>Executive Assistant Reid informed the Board of the new retention schedule in which "clean" applications that have been expired more than two years are being destroyed. It has been advised by some members of Attorney General's Office that these records should not be destroyed or at least be kept for 40 years. The members of the board want to retain all records for now but recognize that this may be costly over time and desire a formal AG opinion.</p>	<p>Motion made by the Discipline Committee: "The Board will retain all records of certificate and license applications." Motion carried 7-0-0-0.</p>	<ul style="list-style-type: none"> <li>• Discipline Committee to meet with Angela Dougherty to discuss retention schedule for all applications.</li> <li>• Executive Director Goetter to request an Attorney General Opinion.</li> </ul>
Letters of Support	<p>Executive Director Goetter asked the Board the procedure for "Letters of Support" and if the Board Staff can make these decisions or if it needs to be presented to the Board. President Clausen stated that Board Positions need to come directly from the Board. Letters of support need to be reviewed during a meeting and a motion will be</p>	<p>Motion made by Member Wasserburger and seconded by Member Williamson: "The Board of Nursing will write a letter of support for the Wyoming Nurses Association's proposed Workplace Improvement Project." Motion carried 7-</p>	<p>Executive Director Goetter will write a letter of support from the WSBN.</p>

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TOEFL	<p>made.</p> <p>The Board reviewed information on the TOEFL English-language proficiency exam.</p>	0-0-0.	No action required.
NCSBN	<ul style="list-style-type: none"> <li>• The Board reviewed the NCSBN Meeting Schedule. President Clausen informed everyone they should be aware of these important dates.</li> <li>• The Board reviewed information from the International Global Conference on Global Migration that Executive Directory Goetter attended in December.</li> <li>• Executive Director Goetter and Dr. Stepan discussed the Uniform Core Requirements and that WSBN requirements are consistent except the NCSBN recommendation for unlimited attempts on the NCLEX.</li> <li>• Compliance Consultant Hefflin reported that NCSBN is WSBN's designated authorized agent for reporting to HIBDB, therefore, in December, two cases were reported to NCSBN to be placed on HIBDB.</li> <li>• Executive Assistant Reid reported that education information continues to be updated in the KNurse database for correct reporting to Nursys and that there is enough money remaining in the contract for this project to continue until March 20, 2009.</li> </ul> <p>The Board reviewed the Work Plan and Estimate provided by Erin Peterson of Katchemak Data Systems &amp; Web Technologies for obtaining information from licensed nurses for the Volunteer Registry for the State of Wyoming. Dr. Stepan informed the Board that Merit Thomas, Coordinator Hospital Preparedness Program was unable to provide information in time for this meeting. Ms. Thomas requested that</p>		<p>When proposed Administrative Rules and Regulations are passed, Member Heuck would like to communicate the Board's position to NCSBN on unlimited NCLEX attempts.</p>

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	the vendor, Global Secure, Inc., provide input since this group is best equipped to review and advise as to which option is best.		
Budget	Fiscal Coordinator Stillahn presented the Administration and Nursing Assistant budget as of December 31, 2008. Ms. Stillahn also reminded the Board that fees were not collected from CNAs working in long term care during this renewal and the postage bills have been high due to renewals. Dr. Stepan informed the Board that she decided not to attend the NLN Conference that she had requested funds for during the October, 2008, meeting.		No action required.
Wyoming Nurse Reporter	As discussed previously, the next issue will focus on the WSBN 100 year anniversary.		Dr. Stepan will pass along the CD of photographs to Dr. Marcia Dale for the next issue of the Wyoming Nurse Reporter.
Attorney General's Office	<ul style="list-style-type: none"> <li>• Senior Assistant Attorney General Angela Dougherty informed the Board of the progress of catching up on the backlog. She said they are receiving information for incomplete files which held up the ability to prosecute. There are more meetings with the Application Review Committee (ARC) and the Discipline Committee (DC) which aids in a much more systemized process for better tracking of the file.</li> <li>• Senior Assistant Attorney General Ken Nelson informed the Board of a "second Chapter 1" of the Administrative Rules and Regulations. He advised that this chapter be repealed the</li> </ul>		All Board Members should read the second Chapter 1 of the Administrative Rules & Regulations before the April meeting and then discuss and decide if it

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	next time the rules are open for revision.		should be eliminated.
Discipline	<ul style="list-style-type: none"> <li>• Executive Director Goetter introduced the new Compliance Consultant Brenda Burnett. She also acknowledged the Compliance Department for their high level of productivity. Most of the cases now being reviewed were filed in 2008.</li> <li>• Compliance Consultants Brenda Burnett and Patti Hefflin presented discipline statistics for the Board to review. They stated the reason for the increase in application review cases is due to the new procedure of forwarding all applications with a "Yes" answer to the ARC.</li> <li>• The Board reviewed the Settlement Agreement, Stipulation and Order for Docket #05-096, Tyana Giesler, CNA #12001.</li> </ul> <p>Dr. Stepan informed the Board of a need to review the history questions on applications. The question: "Have you been admitted to any facility or received treatment on an outpatient basis for mental illness, ..... in the last 10 years?" This portion of the history question is meant to capture mental illness, but a "yes" answer on this question can mean anything from seeing a counselor in 8th grade because of a parent's</p>	<ul style="list-style-type: none"> <li>• Motion was made by the Discipline Committee: "The Board accepts the Settlement Agreement, Stipulation and Order in the disciplinary matter of Tyana Giesler, CNA Certificate Number 12001, Docket Number 05-096" for a public letter of reprimand for physical abuse involving force feeding of a resident. Motion carried 4-0-3-0. Vice President Zettl, Member Williamson and Member Heuck abstained from voting.</li> <li>• Motion was made by Vice President Zettl and seconded by Member Burr: "The staff in conjunction with the Application Review Committee will review and revise the application for licensure and certification." Motion carried 7-0-</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance Consultant Burnett to obtain required signatures for final Settlement Agreement, Stipulation and Order and draft and send letter of reprimand. She will also report discipline to Nursys.</li> <li>• WSBN staff to review and revise applications for licensure and certification and present to the ARC for review during the April Board Meeting.</li> </ul>

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	divorce or a pet dying to the worst possible psychiatric disorder. This results in a huge waste of the Compliance Department's time for those at the "lower end" of the spectrum. The question should be revised to more accurately capture those who might pose a risk to patient safety.	0-0.	
Wyoming Professional Assistance Program (WPAP)	Executive Director Goetter informed the Board that several attempts were made to contact Jack Waters to inform him of the limited agenda for this meeting and requesting the quarterly report, however, no response was received.		No action required.
Certified Nursing Assistants	Dr. Stepan informed the Board the CNA registry transition to the Office of Healthcare Licensing and Surveys (OHLS) is continuing. An Excel file giving names of all CNAs was provided to OHLS and WSNB will continue to provide updated lists on a monthly basis.		Executive Director Goetter and Dr. Stepan will continue to work with OHLS in the transition as OHLS assumes oversight of CNA training programs.
Board's Position on current Educational Requirements for Entry into RN	Executive Director Goetter informed the Board the Wyoming is listed in the NCSBN Member Profile book as having "no preference" for educational requirements for entry into RN practice. The lack of availability in Wyoming for a baccalaureate degree in nursing is a concern for some Board Members.	Motion was made by the Education Committee: "The Board will change its opinion on the NCSBN Member Board Profile from "no preference" to "baccalaureate degree" for entry level professional nurse academic preparation." Motion failed 2-5-0-0. Until the opportunity for baccalaureate degree is more available members felt they could not support the motion.	No action required.
Faculty Qualification Sheet (FQS) Revision	Executive Director Goetter and Dr. Stepan discussed the need to revise the FQS to include rules and regulations so there is no question as to the requirements. The reason for the FQS		Dr. Stepan in conjunction with the Education Committee will revise the FQS and present for review at

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	is to show compliance with the rules and regulations, thereby assuring public safety by verifying all faculty nursing in education programs are adequately prepared and experienced to teach.		the April Board Meeting.
Summary of Education Programs	Dr. Stepan presented the “Summary of the Educational Programs” report with the updates from the October 2008 meeting.		No action required.
Northwest College (NWC)	The Board discussed the proposed PN program.	Motion made by the Education Committee: “The Board of Nursing recognizes the progress that Northwest College is making to address deficiencies in its PN program, including revision of the student handbook, objectives, evaluation tools and other documents. The Board of Nursing is concerned that the nursing philosophy articulated in the student handbook is not consistent with attachment M. The new clinical evaluation tool is good, but we note a lack of congruence between the objectives listed there and objectives in course descriptions. The Board also notes a lack of congruence between schematic model on page 5 of the handbook - “four roles of the nurse” – and the evaluation tool, which evaluates six roles of the nurse that are different from the four identified roles. The Clinical Evaluation tool that has been developed is good. Evaluation objectives should be consistent with the course syllabi and handbook. Objectives should be consistent across the program.	Dr. Stepan will draft a letter conveying the content of the motion from the Board.

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NEW Recommendations for Innovative Programs	The Board reviewed suggestions for changes to the Administrative Rules and Regulations that would allow programs to be creative and expand and not be outside the law.	The Board appreciates that Randy Graham is getting clinical hours. The Board also makes the following observations: <ul style="list-style-type: none"><li>• Program modifications in English and pharmacology are acceptable.</li><li>• Maternal and child simulation should be augmented with face to face instruction.</li></ul> The Board acknowledges receipt of the five-year plan for Jennifer Jones. The Board further suggests that Northwest College implement a formal mentoring program for entering faculty. The Board asks Northwest College to work with Marlene Ethier to modify the systematic plan for program evaluation to provide meaningful information about what goes on during meetings and realistic expected levels of achievement. Dr. Stepan will be available to answer questions that Director of Nursing Theresa Karter may have to clarify concerns related to the interim report. Motion carried 7-0-0-0.	No action required.



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Central Wyoming College (CWC)	The Board reviewed FQS for Dorothy Noone	Motion made by the Education Committee: “The Wyoming Board of Nursing accepts the faculty qualification sheet for Dorothy Noone to teach at the Jackson site for CWC.” Motion carried 7-0-0-0.	Dr. Stepan will draft a letter conveying the content of the motion from the Board.
Newport International University (NIU)	The Board reviewed the request for approval of Newport International University’s RN program.	Motion made by the Education Committee: “NIU’s proposed nursing program lacks NLNAC or CCNE accreditation, and it appears NIU is not in the process of pursuing that accreditation, which is necessary to do business in the State of Wyoming. Also, there is no information on how NIU will deal with the acute shortage of clinical sites and qualified nursing faculty. In light of these issues, the Wyoming Board of Nursing does not approve the NIU nursing program at this time.” Motion carried 7-0-0-0.	Dr. Stepan will draft a letter conveying the content of the motion from the Board.
Western Wyoming Community College (WWCC)	The Board reviewed FQS for Heidi Brown.	Motion made by the Education Committee: “The Board acknowledges acceptance of the faculty qualification sheet for Heidi Brown. The Board would like to be notified when Ms. Brown is accepted into the University of Wyoming’s master’s program, and the Board suggests Ms. Brown apply soon.” Motion carried 7-0-0-0.	Dr. Stepan will draft a letter conveying the content of the motion from the Board.
Northern Wyoming Community College – Gillette (NWCC)	The Board reviewed FQS for Karla Curtis, Jonna Simmons and Louise Posten.	Motion made by the Education Committee: “The Board acknowledges receipt of the faculty qualification sheets for Karla Curtis,	Dr. Stepan will draft a letter conveying the content of the motion from the Board.

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		<p>Jonna Simmons and Louise Posten. The Board would like to be notified when Ms. Curtis has been accepted into the bachelor's program at the University of Wyoming. We see no evidence she has started coursework toward her BSN. The Board requires Ms. Simmons and Ms. Curtis to complete the 10 clock hours in the principles of teaching by February 2009. The Board suggests that Northern Wyoming Community College implement a formal mentoring program for new faculty." Motion carried 7-0-0-0.</p>	
<p>Laramie County Community College (LCCC)</p>	<p>The Board reviewed FQS for four new faculty members at LCCC.</p>	<p>Motion made by the Education Committee: "The Board acknowledges receipt of faculty qualification sheets for four new LCCC faculty. We need a timeline and plan of study for Melanie Srinual, Rae Anne White and Lee Carruthers. We also suggest that Celia Teague attend continuing nursing education workshops on an ongoing basis. The Board suggests that LCCC engage in a formal mentoring program for new faculty and consider release time for faculty while they are working on their master's degrees." Motion carried 7-0-0-0.</p>	<p>Dr. Stepan will draft a letter conveying the content of the motion from the Board.</p>
<p>University of Wyoming (UW)</p>	<p>The Board reviewed FQS for faculty of the University of Wyoming.</p>	<p>Motion made by the Education Committee: "The Board acknowledges receipt of FQS for faculty of the UW nursing." Motion carried 7-0-0-0.</p>	<p>Dr. Stepan will draft a letter conveying the content of the motion from the Board.</p>

# WYOMING STATE BOARD OF NURSING

## Board Meeting Minutes

January 5 – 8, 2009

Voting Numbers on all decisions and motions are as follows: IN FAVOR – OPPOSED – ABSTAINING – ABSENT

<b>SUBJECT</b>	<b>DISCUSSION</b>	<b>ACTION TAKEN</b>	<b>ACTION REQUIRED</b>
LPN Refresher Course	The Board reviewed the letter from Patricia Truitt, informing the Board that she will no longer offer the Self-Study LPN Refresher Course.		Executive Assistant Reid will remove the name of the program from the list of approved refresher courses on the WSNB website .
Decision Tree and Advisory Opinion Process	Dr. Stepan discussed with the Board the use of a "Decision Tree" in aiding facilities and nurses requesting Advisory Opinions from the Board. The Practice Committee reviewed all current Advisory Opinions and determined that several can be rescinded and replaced by the Decision Tree. It was suggested to all Board Members to use the Decision Tree in their day to day practice. Dr. Stepan and Executive Director Goetter stressed the importance of educating the nurses and facilities of this process. The Board feels this would allow more flexibility in keeping up with the ongoing changes in nursing practice.	Motion made by the Practice Committee: "Since the role and responsibilities of nurses and consequently the scope of nursing practice, is ever changing and increasing in complexity, the Practice Committee moves to adopt a Scope of Practice Decision Tree for the purpose of guiding the certificate holders and licensees regarding decisions related to scope of practice. The Board rescinds the advisory opinions highlighted in yellow on the attached document and retains all others." Motion carried 7-0-0-0.	Dr. Stepan and Executive Assistant Reid will remove the rescinded Advisory Opinions from the website and add the Decision Tree.
Anesthetic Agents	The Board continued the discussion from the January, 2009, Board meeting regarding the request from Baerbel Merrill to reconsider advisory opinions 03-124 Propofol, 06-157 IV Conscious Sedation, 06-163 Administration of Anesthetic Agents such as Propofol, Etomidate and Ketamine by RNs for IV Conscious Sedation and 06-167 Clarification of Propofol Advisory Opinions.	Motion made by the Practice Committee: "To advise Baerbel Merrill, Campbell County Memorial Hospital, to use the Decision Tree in making decisions about registered nurses being responsible for the administration of anesthetic agents. National professional nursing organizations (such as Emergency Nurses Association, Air & Surface Transport Nurses Association, American Academy of Emergency Medicine, American Association of Critical Care Nurses, American College of	Dr. Stepan will draft a letter conveying the content of the motion from the Board.

**WYOMING STATE BOARD OF NURSING**

Board Meeting Minutes

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<b>SUBJECT</b>	<b>DISCUSSION</b>	<b>ACTION TAKEN</b>	<b>ACTION REQUIRED</b>
<p>Ommaya Reservoir Access for Sampling and Drug Administration – Request for Advisory Opinion from Jean Pinter, Star Valley Medical Center: Can a specially trained chemo certified RN administer drugs through an Ommaya Reservoir?</p>	<p>The Board agreed this situation would fall under the Decision Tree guidelines.</p>	<p>Emergency Physicians, American Nurses Association, American Radiological Nurses Association, American Society for Pain Management Nursing, Emergency Nurses Association, National Association of Children’s Hospitals, or American Association of Nurse Anesthetists) should be consulted for guidelines. If there is a discrepancy between position statements, the agency is responsible for determining which position statement is most relevant to the practice in question.” Motion carried 7-0-0-0.</p> <p>Motion made by the Practice Committee: “To advise the staff at Star Valley Medical Center to use the Decision Tree in making a decision about registered nurses being responsible for administering chemotherapy using an Ommaya reservoir access. National professional nursing organizations (such as Oncology Nursing Society &amp; Intravenous Nurses Society) should be consulted for guidelines.</p>	<p>Dr. Stepan will draft a letter conveying the content of the motion from the Board.</p>
<p>Administration of Glucagon – Request for Advisory Opinion from Tracy Copenhaver, Attorney for Park County School District #6 and Bryan Monteith, Superintendent of Schools</p>	<p>The Board discussed Advisory Opinion 06-169 Teaching Administration of Glucagon to Non-Licensed Personnel in an Emergency. They voiced concerns about schools that do not have a full-time nurse on staff but have high risk children. They also discussed educating vs. delegation.</p>	<p>Motion made by the Practice Committee: “Education of unlicensed personnel by a licensed nurse to administer life-saving medications in a life-threatening emergency is appropriate.” Motion carried 7-0-0-0.</p>	<p>Dr. Stepan will draft a letter conveying the content of the motion from the Board and revise the current Advisory Opinion.</p>
<p>Closure Devices being Used by the Registered Nurse in</p>	<p>The Board agreed this situation would fall under the Decision Tree guidelines.</p>	<p>Motion made by the Practice Committee: “To advise the</p>	<p>Dr. Stepan will draft a letter conveying the</p>

**WYOMING STATE BOARD OF NURSING**

Board Meeting Minutes

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SUBJECT	DISCUSSION	ACTION TAKEN	ACTION REQUIRED
the Cath Lab – Request for Advisory Opinion from Cheyenne Regional Medical Center, Cardiac Cath Lab		staff at Cheyenne Regional Medical Center to use the Decision Tree in making a decision about registered nurses being responsible for closure devices. National professional nursing organizations (such as American Radiological Nurses Association) should be consulted in addition to using the research published in peer reviewed journals, in addition to the “Cath Lab Digest.” Motion carried 7-0-0-0.	content of the motion from the Board.
Performance of Spirometry by Licensed Nurses – Request for review of Advisory Opinion 08-184 from Bill Bergstad, RRT, CPFT	The Board agreed this situation would fall under the Decision Tree guidelines.	Motion made by the Practice Committee: “To advise William Bergstad, Sheridan VA, to use the Decision Tree in making a decision about licensed nurses being responsible for spirometry. National professional organizations (such as American Association for Respiratory Care or American Thoracic Society) should be consulted for guidelines.	Dr. Stepan will draft a letter conveying the content of the motion from the Board.
CNA II	The Board reviewed the CNA II draft presented by Dr. Stepan. The draft is based on NCSBN recommendation model rules.		The Board will review the draft and present suggestions or revisions during the April, 2009, Board Meeting.
Election of Officers/Schedule of Meetings	President Clausen expressed the need to elect officers to serve the 2009-2010 term and scheduling of meetings for the term.	<ul style="list-style-type: none"> <li>Motion made by Member Burr and seconded by Member Wasserburger: “Election of Jennifer Zettl as president of the Wyoming Board of Nursing, effective immediately.”</li> </ul>	Executive Assistant Reid to post tentative Board Meeting dates and revise Board Member positions on the website.

**WYOMING STATE BOARD OF NURSING**

Board Meeting Minutes

January 5 – 8, 2009

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<b>SUBJECT</b>	<b>DISCUSSION</b>	<b>ACTION TAKEN</b>	<b>ACTION REQUIRED</b>
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- Motion carried 7-0-0-0;
- Motion made by Member Wasserburger and seconded by Member Williamson: “Election of Marguerite Herman as secretary of the Wyoming Board of Nursing, effective immediately.” Motion carried 7-0-0-0.
- Motion made by Member Burr and seconded by Member Heuck: “Election of Tracy Wasserburger as vice president of the Wyoming Board of Nursing, effective immediately.” Motion carried 7-0-0-0.
- Motion made by Member Wasserburger and seconded by Member Heuck: “The Board of Nursing plans to meet on or about February 9-12 for contested hearings. Other tentative meeting dates for the Board of Nursing in 2009 are April 6-9, July 6-9 and October 5-8. The tentative meeting date for the Board of Nursing in 2010 is January 11-14.” Motion

WYOMING STATE BOARD OF NURSING

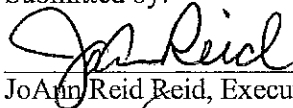
Board Meeting Minutes

January 5 – 8, 2008<sup>9</sup>


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SUBJECT	DISCUSSION	ACTION TAKEN	ACTION REQUIRED
Adjournment		carried 7-0-0-0. Motion made by Member Clausen and seconded by Member Burr: "The Board of Nursing will adjourn the January meeting after the final hearing on January 7, 2009.	No action required.

Submitted by:



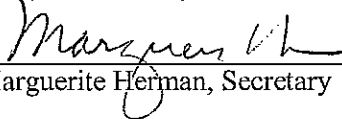
JoAnn Reid Reid, Executive Assistant, Recorder

 4/9/09

Jennifer Zettl, BSN, RN, President



Tracy Wasserburger, RNC, Vice President



Marguerite Herman, Secretary