



Wyoming State Board of Nursing Application Review Committee Charge

Structure

Members:

The Application Review Committee (Committee) is comprised of Board members who are tasked with review of applications for licenses for Advanced Practice Registered Nurses, Registered Professional Nurses, Licensed Practical Nurses and certificates for Certified Nursing Assistants. The Committee members and Chair are selected by the Board President annually. Attendance at the Committee may include the WSNB Executive Director, Board Prosecuting Attorney and Board staff responsible for activities related to applications.

Meetings:

The Committee will meet as needed. The date/time and type of meeting i.e. conference call, internet call or face-to-face will be determined by the committee members.

Scope

Purpose:

The Committee serves to provide preliminary decision making regarding applications of persons seeking licensure as a nurse or nursing assistant in the State of Wyoming -- primarily those applications in which potentially negative information could serve as a barrier to licensure, and make recommendations for denial or approval and any conditions, limitations or restrictions to practice. The Committee will engage in investigation of background information, as well as consideration of additional information influencing whether to recommend denial or approval of an application, including any conditions or limitations to practice. As a license denial gives rise to a right to a due process hearing, the Committee members may be required to testify regarding the basis for the recommended denial of a license or certificate application.

Opportunity:

The Committee recognizes the investigation of applications serves an important public safety function of the Board to ensure applicants, who otherwise are qualified by meeting established education and training requirements, also do not present any safety to practice issues as the result of negative background information, such as: a criminal conviction history; discipline or denial of a license by another professional licensing board; or mental or physical limitations, including mental health or substance abuse issues.

Function

Application Review Committee Charge:

1. Recognize utilization of the Application matrix prior to submitting application to the Committee.
2. Review and engage in investigations of applications, after submitted to Board staff and forwarded to the Committee, and make recommendations based upon findings.
3. Make recommendations to the Board regarding needed tools or resources to assist in thorough investigations.
4. Make recommendations to the Board regarding policy, including rulemaking, and procedures for the application process.

Desired Impact:

1. Review of applications to ensure any potentially negative history is thoroughly considered to determine if the applicant should be provided an opportunity for licensure and does not present serious safety to practice issues that cannot be mitigated by conditions, restrictions or other limitations to practice.
2. Make recommendation to Board staff to provide or deny licensure or certification after thorough investigation of applications.
3. Analysis of information indicating possible trends influencing application considerations.
4. Analysis of application format to confirm the information needed to accomplish adequate background investigations and suggestions for modification or improvement.

Impact Measured By:

1. Quarterly, and as needed, reporting to the Board regarding activities of the Committee and issues presented by current procedure.
2. Annual review, and as needed, of license application approvals to determine if additional policies or procedures should be implemented.
3. Reporting data.