

WYOMING STATE BOARD OF NURSING

Board Meeting Minutes

October 5 – 7, 2009

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

SUBJECT	DISCUSSION	ACTION TAKEN	ACTION REQUIRED
Call to Order		Meeting called to order by President Zettl at 10:20 a.m. , October 5, 2009.	
Declaration of Quorum		President Zettl declared a quorum present.	
Reordering of Agenda	Mary Kay Goetter, Executive Director, informed the Board the Practice Committee was unable to meet during the 9:00 a.m. time slot and will need to reschedule.		Mary Beth Stepan, Practice & Education Consultant work with Practice Committee to reschedule meeting.
100 Year Celebration	The Board reviewed the agenda of the first Board Meeting held December 7, 1909, and Dr. Goetter informed the Board of plans for the celebration. Board Members are encouraged to wear vintage clothing and a mock board meeting following the first agenda will be held. There will be cake, punch and a ribbon cutting and invitations will be mailed and placed on the website.		Board Members and staff will continue with preparations for the celebration.
Alternative Board Meeting Format and Timing	President Zettl informed the Board with her appointment coming to a close she is undecided in applying for reappointment. Being away from her job and family for several days every quarter is becoming a hardship. She asked the Board to consider meeting more frequently, possibly for 1 to 1 ½ days rather than 3 to 4 days every quarter. The Board discussed several options, such as video conferencing, teleconferencing, meeting on Thursday, Friday, Saturday, and changing locations of the meetings.	Motion made by Vice President Wasserburger and seconded by Member Burr: “The Board of Nursing will work toward conducting the January meeting using distance technology.” Motion carried 7-0-0-0.	Dr. Goetter, Dr. Stepan and JoAnn Reid, Executive Assistant, will research other electronic board meeting format for the January meeting.
Website Redesign	Dr. Goetter and Cindy Stillahn, Fiscal and HR Coordinator discussed the costs associated with the website redesign. Dr. Goetter said that costs for the website have exceeded what was originally anticipated due to delays with	Motion made by Member Clausen and seconded by Vice President Wasserburger: “The board approves the “B-11” process to move \$53,498.20 into the Information	Dr. Goetter will provide justification for the B-11 to the Budget Division.

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	<p>the Department of Administration and Information (A & I) and the need to add the Members Only feature as soon as possible rather than at some point in the future. The inability to have the website up in the timeframe required has caused production slow down. Dr. Goetter is in communication with Nick Baer, Manager, EGovernment Systems & Application Development, to find out what is holding up the process. Dr. Goetter informed the Board we would like to proceed with the “Members Only” addition to the website as staff is spending a considerable amount of time trying to get information to Board Members and this will provide a secure site where members can go to view documents, board packets, etc. Ms. Stillahn said the website redesign was not budgeted for and WSNB did not anticipate the additional 8% that A&I charged us for this project, which was added in to the Master Service Agreement between the contractor and A&I. Therefore, it is necessary to request funds via B-11 to ensure completion of the project with the necessary enhancements to fulfill the Board’s mission.</p>	<p>Technology Development account.” Motion carried 7-0-0-0.</p>	
<p>Attorney General Education for Board and Staff</p>	<p>Attorney Chambers discussed the rule making process and the “Rules on Rules” checklist. He discussed the importance of involving all stakeholders and making sure there is communication among all parties. He explained what happens after the required public comment. If significant changes are made to the rules as a result of the public comment period, the rules will have to go out a second time. Attorney Chambers suggested that Chapter 1 of the Administrative Rules and Regulations be reviewed prior to</p>		<p>Board Members and staff will continue revision of Chapters 2, 5, 6 and 7.</p>

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Board Meeting Minutes July 7-9, 2009	submission of remaining chapters to ensure appropriate definitions are in place. Dr. Stepan's inquired if Chapter 1 should have been on this agenda to present with Chapter 4. Attorney Chambers stated he did not see anything in Chapter 4 that would affect Chapter 1 and that Chapter 1 can be looked at in conjunction with other chapters. Minutes of the July, 2009, board meeting were reviewed.	Motion made by Member Williamson and seconded by Member Deselms: "Approve minutes of the July, 2009, board meeting as submitted." Motion carried 7-0-0-0.	Ms. Reid, Executive Assistant, to finalize minutes, obtain signature and post to website.
Nurse Practice Act (NPA)	Dr. Goetter discussed the consideration of fining authority and criminal background checks (CBC) for those who have never had one when the board opens the NPA for revisions. WSBN currently cannot impose fines as a form of discipline and received the authority to collect CBCs in 1996; however, licensees who were active at that time were not required to complete a CBC. Atty Chambers advised that under current Wyoming statutes, there is no authority to perform CBC on existing licensees.		Consider adding the authority to impose fines as a form of discipline for violations of the NPA R&R when the appropriate rule making/statutory changes are made.
CNA II with Medication Administration Certification	Dr. Stepan's discussed the CNA II with Medication Administration Certification draft. She informed the board she presented information at the last Wyoming Nurses Association (WNA) meeting and the WNA expressed support for the CNA II with Medication Administration Certification. President Zettl voiced concerns that nurses may be forced to delegate, CNAs pose the highest numbers in the Compliance/Discipline department and we are asking CNAs who already have	Motion made by Member Clausen and seconded by Secretary Herman: "The Board of Nursing will continue to draft proposed rules for CNA II with Medication Administration Certification." Motion carried 7-0-0-0.	<ul style="list-style-type: none">• President Zettl, Dr. Stepan's and Attorney Chambers will work toward a final draft.• Ms. Reid will place the CNA II with Medication Administration Certification draft on the

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	<p>significant patient care loads to take on the additional duty of passing medications. Dr. Stepan stated that administrators agree they would not undermine the nurse's choice to delegate, LPNs are not losing their jobs and, in fact, job satisfaction has increased with the implementation of these positions. President Zettl voiced concerns with the use of the term "stable" in the draft rules and Vice President Wasserburger stated she did not feel that 1000 work hours as a CNA was enough preparation for this type of position. Member Burr also voiced concerns that the position of CNA II with Medication Administration Certification will be over-utilized. In response to the concerns, the Board made some modifications to the draft so that it could be presented for public comment.</p>		<p>website.</p>
<p>Chapter 4 Advanced Practice Registered Nurse</p>	<p>The Board reviewed the proposed Chapter 4; Dr. Stepan highlighted the changes made after review from the APRN Advisory Committee. The Board discussed the possibility of removing the temporary permit option for new APRN graduates. Vice President Wasserburger did not agree with removing the temporary permit option and stated this could keep people out of the workforce. The time from graduation to examination can be very long but can be seen as a period when skills and knowledge are enhanced by being allowed to work with a temporary permit and supervision. Attorney Chambers said if the temporary permit option remains in Chapter 4 then additional wording needs to be added separating this section from Section 9(e) in Chapter 2.</p>	<p>Motion made by Member Burr and seconded by Member Deselms: "The Board approves proposed Chapter 4 of the board's rules, with the following additional wording in Section 4: Create a new subpart a: This section shall control and take precedence over rules listed at Chapter 2, Section 9(e) of the board rules. Renumber as needed." Motion carried 7-0-0-0.</p>	<p>Dr. Stepan and Ms. Reid will prepare Chapter 4 to send to Attorney Chambers for approval.</p>
<p>NPDB and HIPDB</p>	<p>Dr. Goetter explained to the Board that</p>	<p>Motion made by Member Burr</p>	

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Checks for New Applicants	all health care licensing boards are required to report discipline to the National Practitioner Data Bank (NPDB) and the Healthcare Integrity Protection Data Bank (HIPDB). She said that Prosecuting Atty Angela Dougherty recommended that WSBN require a self-check from all new applicants prior to licensure. This will provide an extra layer to our process of public protection. This additional process will allow the board to know before licensing an applicant if the applicant was ever a practitioner in another healthcare field who was disciplined. It is known that physicians, therapists, and other healthcare practitioners who are barred from practicing in their original discipline may seek to continue working in healthcare and attempt to become a nurse or nursing assistant. The applicant can go online to request the report, pay the fee, and then forward the unopened report to WSBN. This is the exact process the Wyoming State Board of Medicine Secretary implemented and used for several years until they changed the Medical Practice Act. This will add another step to the application process and may slow it down, however, it the benefit in fulfilling our mission outweighs the burden of time and cost (both minimal). Herman would like Dr. Goetter to notify the Governor's office of this change in case it generates negative feedback. Member Clausen suggested a link to HIPDB/NPDB on the WSBN website.	and seconded by Member Williamson: "All applicants to the Wyoming State Board of Nursing will be required to submit a self-requested query, unopened, from Healthcare Integrity Protection Data Bank and the National Practitioner Data Bank. This will take effect with the revised application." Motion carried 7-0-0-0.	
WPAP vs. Board Staff Managing Monitoring & Drug Testing	The Board discussed Board Staff monitoring conditional licenses instead of the Wyoming Professional Assistance Program (WPAP). This change is suggested due to the ongoing unresolved problems and systems issues with WPAP		Ms. Burnett and Ms. Hefflin will research costs and procedures associated with WSBN monitoring conditional licensees

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	<p>in monitoring impaired nurses and reporting to WSBN. Compliance Consultants Brenda Burnett and Patti Hefflin informed the Board Ms. Hefflin is already monitoring conditional licenses with the exception of follow-up with the lab for drug screenings. Ms. Burnett said we would need to check into cost for contracting with collection sites. Both Compliance Consultants feel with current staffing it can be accomplished at the WSBN, however, they would like to wait for this to begin until after Ms. Hefflin returns from maternity leave. The Board asked that a plan be developed and presented at the April, 2010, Board Meeting.</p>		<p>and present at the April, 2010, Board Meeting.</p>
<p>Survey of Board on Handling of Discipline & Compliance</p>	<p>Dr. Goetter created a survey to find out from the Board what they feel are barriers to discipline in order to create a decision making tool. She reported that she did not receive completed surveys from some board members, so she was unable to compile the results.</p>		<p>Remaining board members to complete and turn in survey to Ms. Stillahn. Delayed until future board meeting.</p>
<p>Re-Adopting Previous WSBN Policies & Procedures for Discipline Decision-Making</p>	<p>The Board reviewed the Wyoming Board of Nursing Disciplinary Model and the proposed Application Review Threshold Guidelines as a way to streamline applications with a “Yes” answer to history questions. Decisions would still be made by the Application Review Committee (ARC) and delegated to staff for finalization. There is concern from Vice President Wasserburger and Member Clausen (the members of the ARC) that there are too many delays in processing applications due to the extensive document review required. The ARC meets weekly by teleconference but the number of applications they receive for review is overwhelming.</p>		<p>ARC to discuss Threshold Guidelines with Attorney Walters and report at the next Board Meeting.</p>
<p>Requests for</p>	<p>Dr. Goetter informed the Board that</p>		<p>No Action Required.</p>

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Removal from Conditional License Earlier Than Agreed to in Settlement	requests to be removed from a conditional license prior to the term agreed to in the settlement agreement are received by the Compliance/Discipline staff. She asked if the Settlement Agreement is a binding contract or one that the licensee can challenge; if not, staff would inform the licensee it is not possible to come off conditional status early thereby saving the Board's time. Member Williamson and Member Burr of the Discipline Committee said the licensee has the right to appeal and can come before the Board with this request. Member Williamson explained that revisions to the conditional license could potentially be agreed upon with the licensee.		
Triage of Discipline Cases	The Board reviewed the Policy on Prioritization & Triage of Complaints presented by Dr. Goetter. The purpose of the policy is to provide guidance to staff, committee members and attorneys on how to prioritize the workload and ensure timely disposition of complaints. Complaints will be defined by potential risk to the public and will be flagged Green: Minimal Risk; Yellow: Moderate Risk; Red: Immediate Risk. Dr. Goetter is asking for assistance from the Discipline Committee and Attorneys in reviewing cases according to triage category.	Motion made by Vice President Wasserburger and seconded by Member Deselms: "The Board of Nursing adopts the Policy on Prioritization and Triage of Complaints." Motion carried 7-0-0-0.	Discipline & Compliance Staff will initiate the policy.
Awaiting Court Outcome	Dr. Goetter presented the question if an investigation needs to be put on hold if the licensee/certificate holder has a pending court date. Attorney Chambers said the decision would be on a case by case basis and in some instances it would be better for all parties to wait for the outcome. The concern is that the delay could allow for the licensee under disciplinary investigation to expire and		No Action Required.

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	then impair the board’s authority to administer discipline.		
CLEAR – Consistent Decision Making	The Board reviewed the Resource Brief – Consistent Decision Making by Regulators provided from the Council on Licensure, Enforcement & Regulation (CLEAR).		Discussion delayed for future board meeting.
Budget Decisions – Ability to Maintain Progress	Dr. Goetter updated the Board information received from the Budget Analyst that the Governor is not approving any AWEC positions. WSBN currently has two AWEC positions, a Compliance Consultant and a Legal Assistant. Dr. Goetter said if these positions do not receive continued approval she may ask the Board for assistance to appeal to the Governor as we cannot carry out our mission if we lose these positions.		No Action Required at this time.
Attorney General Training	Senior Assistant Attorney Matt Fermelia, Assistant Attorney General Angela Dougherty and Assistant Attorney General Bill Pilger were present. Senior Assistant Attorney General Bob Walters was introduced to the Board and has been with the Attorney General’s Office for approximately three weeks. Attorney Walters will replace Attorney Pilger as counsel for the ARC.	Motion was made October 6, 2009, by Member Burr and seconded by Member Williamson: “Board goes into executive session at 10:20 a.m. to receive information from Attorney General’s Office.” Motion carried 7-0-0-0.	
Conditional License Reinstatement Request	<ul style="list-style-type: none">Valerie Luegering, RN #20567 appeared before the Board to request reinstatement of full licensure.Kristen Hamister, RN #26043 was available by teleconference to request reinstatement of full licensure.	<ul style="list-style-type: none">Motion was made October 6, 2009, by Member Clausen and seconded by Member Deselms: “Board goes into executive session at 1:58 p.m. to discuss license restoration for Valerie Luegering.” Motion carried 7-0-0-0.Open session resumed at 2:05 and the following	Ms. Burnett and Ms. Hefflin will draft letters requesting return of Conditional license and finalize reinstatement.

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		<p>motion was made by Member Deselms and seconded by Member Clausen: “Reinstate license of Valerie Luegering.” Motion carried 5-0-2-0. President Zettl and Member Williamson abstained from voting.</p> <ul style="list-style-type: none"> • Motion was made October 6, 2009, by Vice President Wasserburger and seconded by Member Clausen: “Board goes into executive session at 2:20 p.m. to discuss reinstatement of license for Kristin Hamister.” Motion carried 7-0-0-0. • Open session resumed at 2:25 p.m. and the following motion was made by Member Clausen and seconded by Vice President Wasserburger: “Reinstate license of Kristin Hamister.” Motion carried 5-0-2-0. Member Williamson and Member Burr abstained from voting. 	
Compliance and Discipline Statistics	The Board reviewed statistics reflecting a 58% increase in compliance/discipline issues since last year.		No Action Required.
Conditional Licensing and General Education	The Board reviewed the NCSBN Learning Extension 2009 Course Offerings. Dr. Goetter recommended specific courses be required in discipline cases where education is an issue and continuing education courses are a requirement in the settlement. In the past it was up to the licensee to seek		Dr. Stepan will research NCSBN educational offerings.

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	continuing education courses and approval from the Board. Dr. Goetter felt if the Discipline Committee assigns the specific education from a reputable source/provider, it would ensure that the intent of the conditions of the settlement have been effectively met.		
Letter from Nancy Ray	The Board reviewed the letter from Nancy Ray dated September 24, 2009.		No Action Required.
Executive Session	The Board went into executive session at 4:10 p.m. October 6, 2009 to discuss Settlement Agreement, Stipulation and Order for the following: <ul style="list-style-type: none">• Robin Yost, LPN #5830• Maria Ray, LPN #3516• Jody Phifer, RN #17701	Motion was made by Member Burr and seconded by Member Deselms: "Executive session to discuss settlement agreements at 4:10 p.m." Motion carried 7-0-0-0.	
Docket No. 07-8-048 Robin Yost, LPN #5830	The Board reviewed the Settlement Agreement, Stipulation and Order for Robin Yost, LPN #5830.	Motion made by Member Clausen and seconded by Member Burr: "The board approves the settlement agreement with Robin Yost, Docket 07-8-048." Motion carried 5-0-2-0. President Zettl and Member Williamson abstained from voting.	Ms. Burnett and Ms. Hefflin to obtain required signatures for Settlement Agreement, Stipulation and Order and report discipline to NPDB and HIPDB as applicable.
Docket No. 07-8-040 Maria Ray, LPN #3516	The Board reviewed the Settlement Agreement, Stipulation and Order for Maria Ray, LPN #3516.	Motion made by Member Burr and seconded by Vice President Wasserburger: "The board approves the settlement agreement with Maria Ray, Docket 07-8-040." Motion carried 5-0-2-0. Member Williamson and President Zettl abstained from voting.	Ms. Burnett and Ms. Hefflin to obtain required signatures for Settlement Agreement, Stipulation and Order and report discipline to NPDB and HIPDB as applicable.
Docket No. 06-7-106 Jody Phifer, RN #17701	The Board reviewed the Settlement agreement, Stipulation and Order for Jody Phifer, RN #17701.	Motion made by Vice President Wasserburger and seconded by Member Deselms: "The board approves the	Ms. Burnett and Ms. Hefflin to obtain required signatures for Settlement

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		settlement agreement with Jody Phifer, Docket 06-7-106.” Motion carried 5-0-2-0. Member Williamson and Member Burr abstained from voting.	Agreement, Stipulation and Order and report discipline to NPDB and HIPDB as applicable.
NCSBN Meeting Schedule	The Board reviewed the NCSBN meeting schedule. Dr. Goetter said now is the time to be thinking about who will attend the mid-year meeting.		No Action Required.
Publications	Dr. Goetter passed around the following publications: <ul style="list-style-type: none"> • <i>Report of findings from the Post-Entry Competence Study</i> • <i>Report of Findings from an Analysis of Nursys® Disciplinary Data from 1996-2006</i> • <i>Report of Findings from the Effect of High-Fidelity Simulation on Nursing Students’ Knowledge and Performance: A Pilot Study</i> • <i>Nursing Pathways for Patient Safety</i> • <i>Practical Guidelines for Board of Nursing on Sexual Misconduct Cases</i> 		No Action Required.
Executive Officer Seminar/Leadership Succession Committee	Dr. Goetter reported on the Executive Officer Seminar.		No Action Required.
NCLEX Invitational	Dr. Stepans reported on the NCLEX Invitational Seminar.		No Action Required.
NCSBN Institute of Regulatory Excellence Committee (IRE)	Dr. Stepans reported she is a new member of this committee. There is an upcoming meeting in January, 2010, and she will have more information to share at that time.		No Action Required.
Advisory Opinion 04-131 Nursing Extern Programs	Dr. Stepans informed the Board this advisory opinion was rescinded when the Decision Tree was adopted, however, after further consideration, the Practice	Motion made by the Practice Committee to reinstate the Advisory Opinion 04-131 Nurse Extern Programs with	Dr. Stepans will revise Advisory Opinion with contents of the

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	Committee feels it should be reinstated.	the correction: "...must have WSBON approval for the course prior to offering a nurse extern program in the state of Wyoming." Motion carried 7-0-0-0.	motion and Ms. Reid will post to the website.
Clinical Nurse Specialist	The Board reviewed the letter from the American Nurses Credentialing Center (ANCC) and the National Association of Clinical Nurse Specialists (NACNS) regarding the new Core certification examination. Dr. Stepan reported they are seeking approval from the Board this examination will meet the requirements for recognition of a clinical nurse specialist.	Motion made by the Practice Committee in support of the ANCC CNS Core Exam as meeting one of the requirements for Advanced Practice recognition. Motion carried 7-0-0-0.	Dr. Stepan will draft a letter conveying the content of the motion from the Board.
Summary of Education Programs	The Board reviewed the Summary of Education Programs. Dr. Stepan reported that statistics are now being reported from the G-4 report as this shows the outcome of all students testing and not just those who test in Wyoming.		No Action Required.
Casper College	The Board reviewed Faculty Qualification Sheets (FQS) for Marilyn Hall, Donna Kathan, Nubia Urquijo, Marjory Christensen, Janice Proper and Mary Williams, as well as revised course outcomes and the 9 month graduate survey.	Motion made by the Education Committee: "The board acknowledges receipt of faculty qualification sheets for Marilyn Hall, Donna Kathan, Nubia Urquijo, Marjory Christensen, Janice Proper and Mary Williams and is glad to see all Bachelor's prepared faculty making progress on their Master's degree plans. The board also is glad to receive revised outcomes for courses NRST 1605 and NRST 2960. Thank you for reiteration of the students' 9-month graduate survey. However, we are interested in reading results of the survey of employer/community of	Dr. Stepan will draft a letter conveying the content of the motion from the Board.

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Laramie County Community College (LCCC)	The Board reviewed the letter addressing annual report concerns, plan for Master’s Degrees for Rae Anne Whit, Lee Carruthers and Becky Deibert and the Preceptor Manual. Jennifer Anderson, Director of Nursing and Kay Wagner, LCCC, were present. Ms. Anderson and Dr. Stepan discussed the site visit scheduled for January. Ms. Anderson asked if the date could be changed. Ms. Anderson also shared her frustration with the forms provided from the Board. Member Deselms informed Ms. Anderson the Education Committee is looking at ways to revise the forms in order to collect accurate, necessary information about the nursing programs.	<p>interest in the next annual report.” Motion carried 7-0-0-0.</p> <p>Motion made by the Education Committee: “The board thanks LCCC nursing program for a revised preceptor manual. However, the manual should be consistent that the preceptor provides critique and input for evaluation by the instructor. The board also thanks LCCC for the explanation of the program’s retention rate. We continue to be concerned about the failure rate, not simply withdrawals, which was 20 percent in the first two semesters for the 2009 cohort. The board continues to plan a site visit with focus on the issue of attrition.” Motion carried 7-0-0-0.</p>	<ul style="list-style-type: none"> • Dr. Stepan will draft a letter conveying the content of the motion from the Board. • Dr. Stepan will contact Janet Sandy and Dr. Goetter about possibly rescheduling the January site visit. • The Education Committee will continue with annual report form revision.
Northern Wyoming Community College District (NWCCD)	The Board reviewed information submitted by NWCCD regarding new faculty and the Action Plan related to retention.	Motion made by the Education Committee: “The board appreciates the academic and clinical agency partnership between NWCC in Gillette and Campbell County Memorial Hospital, in the addition of Julie Jordan to the faculty. The board acknowledges efforts by the NWCC nursing program to improve retention.” Motion carried 7-0-0-0.	Dr. Stepan will draft a letter conveying the content of the motion from the Board.
Northwest College (NWC)	The Board reviewed information submitted by NWC regarding a new director, new faculty, revised PN nursing curriculum, faculty workload, PN level outcomes and the Nursing Vision/Mission Congruency Comparison Chart.	Motion made by the Education Committee: “The board acknowledges receipt of documents requested previously: congruency between the college and nursing program and the	Dr. Stepan will draft a letter conveying the content of the motion from the Board.

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		<p>leveling of courses for the PN leveled outcomes. The leveling document is well done. We would like to see more work on the professional and safety behaviors to show student development. It's unusual to have general psychology in final semester usually considered a prerequisite. Administration and faculty should be aware not having the benefit of this course as a prerequisite may impact student learning. The board looks forward to hearing NWC's evaluation of this curriculum change. The board acknowledges receipt of faculty qualification sheets for Carolyn Anderson and Melissa McMillan. We recognize Carolyn Anderson's excellent credentials and encourage her to get continuing education in her areas of teaching and in nursing education. We acknowledge the action plan prepared for the board and look forward to helping the NWC nursing program meet its goal." Motion carried 7-0-0-0.</p>	
University of Wyoming (UW)	The Board reviewed FQS for Susan Steiner, Ronda Kinsey, Catherine Beck and Cheri Bellamy.	Motion made by the Education Committee: "The board acknowledges receipt of faculty qualification sheets for new UW nursing faculty Susan Steiner, Ronda Kinsey, Catherine Beck and Cheri Bellamy." Motion carried 7-0-0-0.	Dr. Stepan will draft a letter conveying the content of the motion from the Board.
Western Wyoming Community	The Board reviewed the annual report submitted by WWCC.	Motion made by the Education Committee: "The board	Dr. Stepan will draft a letter conveying the

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College (WWCC)		acknowledges receipt of Western Woming College’s annual report. The retention rate for nursing students continues to be a concern, although NCLEX pass rates are very good. The board commends WWCC’s nursing program for its latest accreditation by NLN-AC.” Motion carried 7-0-0-0.	content of the motion from the Board.
Continuation of Outstanding Agenda Items	President Zettl addressed the Board regarding Discipline Committee and Application Review Committee matters. Dr. Goetter will be recognized as a Committee member for the next 90 days and any administrative functions such as signing of letters will be delegated to Dr. Stepan. All cases will be flagged for better processing of cases by risk factor.		
Adjourn		Motion made by Member Burr and seconded by Member Williamson: “Adjourn board meeting at 2 p.m.” Motion carried 7-0-0-0.	

Submitted by:

JoAnn Reid, Executive Assistant, Recorder

Jennifer Zettl, BSN, RN, President

Tracy Wasserburger, RNC, Vice President

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DISCUSSION

ACTION TAKEN

**ACTION
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Marguerite Herman, Secretary