

## Part 1 – Agency Profile

### Agency Overview

The Board of Nursing, is a self-governing regulatory agency charged to “safeguard the health, safety and welfare of the citizens of Idaho through regulation of nursing practice and nursing education”. Board membership is defined in statute (Idaho Code 54-1403) and includes one (1) advanced practice registered nurse; five (5) licensed professional/registered nurses; two (2) licensed practical nurses; and one (1) consumer. Board members are appointed by the Governor to serve 4-year terms, and may be reappointed to serve up to three consecutive terms. The nine-member Board, which meets quarterly to conduct their business, annually elects from its membership, a chairman and vice chairman who facilitate Board processes. Susan Odom, PhD, RN, Moscow is the current Board Chairman; Vicki Allen, RN, Pocatello is the Vice-Chair. Other members include Janine Baxter, RN, Post Falls; Whitney Hausske, Consumer, Boise; Jill Howell, RN, Jerome; Shirlie Meyer, RN, Meridian; Carrie Nutsch, LPN, Jerome; Rebecca Reese, LPN, Coeur d’Alene; and Clayton Sanders, RNA, Boise.

The Board employs Sandra Evans, MAEd, RN, Executive Director, to assist in accomplishment of their Mission and strategic goals, to implement Board actions, and to direct the day-to-day operations of the Board of Nursing. The executive director employs additional personnel necessary to administer provisions of the Nursing Practice Act and administrative rules of the Board, including an associate director for practice and education, a director for professional compliance, a management assistant and 6.5 additional support staff.

Created in 1911 as the State Board of Examination and Registration of Graduate Nurses, the Board of Nursing celebrated its centennial on March 9, 2011.

Services provided by the Board:

- Licensure of licensed practical nurses (LPN), professional/ registered nurses (RN) and advanced practice professional nurses (APPNs) by examination, interstate endorsement, reinstatement and biennial renewal; and certification and recertification of certified medication assistants (MA-C).
- Processing of fingerprint-based criminal background checks for initial and reinstatement licensure and certification applicants.
- Investigation of allegations of violation of the Nursing Practice Act.
- Application of sanctions against the licenses and certificates of those who are found to have violated provisions of the Act and administrative rules.
- Survey and approval of new and established educational programs preparing nurses and medication assistants for licensure and certification.
- Assessment of the continued competence of nurses and medication assistants credentialed in Idaho.
- Response to requests for information related to credentialing, practice, education and governance.
- Management of outside contracts for services and operations, including: contracts for monitoring nurses enrolled in the Program for Recovering Nurses; for historical and on-going reporting to the federal Health Integrity and Protection Data Bank (HIPDB) and the National Practitioner Data Bank (NPDB); maintenance of provisions of the Idaho Patient Freedom of Information Act; for use of the National Council Licensure Examination for Registered and Practical Nurses, the examination used by all of the United States and territories for initial nurse licensure; for legal counsel through the Attorney General’s office; and for licensure data sharing with the Departments of Labor and Health & Welfare.
- Administration of the Nurse Licensure Compact, adopted by statute in 2001, which allows for mutual recognition of RN and LPN licensure between the 24 member states.
- Facilitate activities of Board advisory committees and task forces .

The Board of Nursing is supported entirely by revenue generated through licensure, certification, and related fees, receiving no monies from the state General Fund.

The office of the Board of Nursing is located in Boise, near the Capitol at 280 North 8<sup>th</sup> Street, Suite 210. Information about the Board is available on the Board’s website at [www.ibn.idaho.gov](http://www.ibn.idaho.gov).

**Core Functions/Idaho Code**

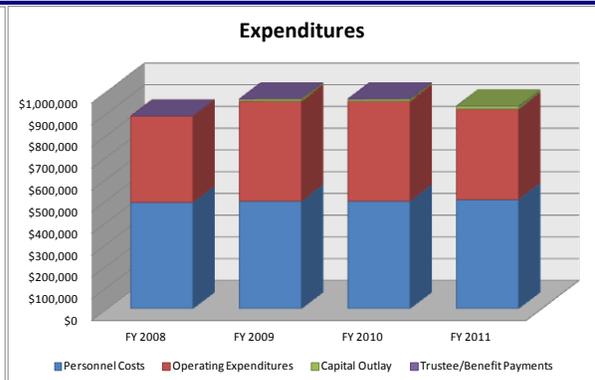
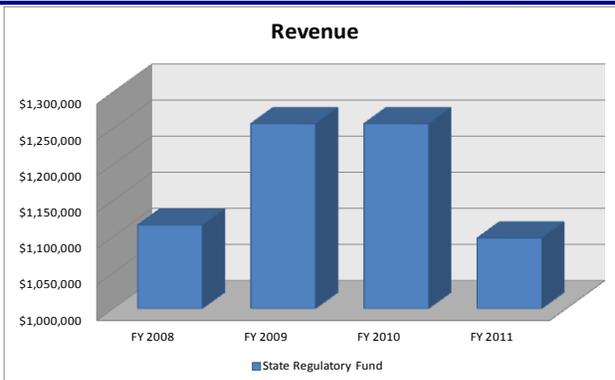
Idaho Code Title 54, Chapter 14 establishes the Idaho Board of Nursing and defines the powers and duties of the Board. Administrative rules, IDAPA 23.01.01, provide clarification of statutory provisions.

The Board is charged:

- 1) To regulate individuals designated as Certified Medication Assistants (Idaho Code 54-1404)
- 2) To license qualified persons for the practice of nursing in Idaho; to renew licenses; to limit, restrict, amend, deny, suspend or revoke licenses; and to accept the voluntary surrender of licenses (Idaho Code 54-1404)
- 3) To establish standards, criteria, conditions and requirements for licensure; investigate and determine eligibility and qualifications for licensure; and administer examinations for licensure (Idaho Code 54-1404)
- 4) To review fingerprint-based criminal history reports in order to determine eligibility for initial and reinstatement certification and licensure (Idaho Code 54-1401 and 54-1406A)
- 5) To establish standards of conduct and practice and regulate the use of titles, abbreviations and designations for the practice of nursing (Idaho Code 54-1404)
- 6) To establish standards, criteria, and requirements for curricula for nursing education programs and evaluate, survey, review and approve nursing education programs (Idaho Code 54-1404)
- 7) To evaluate the continued competency of licensees and develop standards which will advance the competency of licensees (Idaho Code 54-1404)
- 8) To receiving and collect fees for temporary and renewable licensure; administration of examinations, investigation of complaints and evaluation of applicants; duplication and verification of records; survey and evaluation of nursing education programs; and administrative fines for practicing nursing without benefit of licensure (Idaho Code 54-1404)
- 9) To maintain a record of Board proceedings, annually report to the Governor, and maintain a public register of all licensed nurses (Idaho Code 54-1404)
- 10) To enter into interstate compacts, contracts or agreements to facilitate nursing practice and regulation in Idaho (Idaho Code 54-1404)
- 11) To make, adopt and publish rules necessary to carry out the provisions of the statute (Idaho Code 54-1404)
- 12) To receive, manage 'Notices of Termination' (Idaho Code 37-117A)

Revenue and Expenditures

Revenue	FY 2008	FY 2009	FY 2010	FY 2011
State Regulatory Fund	\$979,475	\$1,115,680	\$1,256,204	\$1,097,664
<b>Total</b>	<b>\$979,475</b>	<b>\$1,115,680</b>	<b>\$1,256,204</b>	<b>\$1,097,664</b>
Expenditures	FY 2008	FY 2009	FY 2010	FY 2011
Personnel Costs	\$460,623	\$488,495	\$493,810	\$500,463
Operating Expenditures	\$373,015	\$397,164	\$460,221	\$417,166
Capital Outlay	\$6,737	\$0	\$9,772	\$13,735
Trustee/Benefit Payments	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$840,375</b>	<b>\$885,659</b>	<b>\$963,803</b>	<b>\$931,364</b>



Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2008	FY 2009	FY 2010	FY 2011
Total Number Regulated	19,457	18,406	21,668	23,001
Licenses Issued/Renewed/Denied	1,984/-/-	1,943/-/-	2,160/-/-	2,140/9,025/1
Complaints Received, Investigated	89	90	106	99
Nurses disciplined/Nurses Monitored	105/-	99/-	111/-	30/37
Programs Surveyed/ Approved	25	34	31	27
Presentations/Publications	126	55	111	98
Cases Reported to Data Banks	26	17	36	29
Request for/Notices of Termination Managed	1,203/-	815/-	997/-	1,076/2
Board & Committee Meetings	22	36	48	29
Outsource Contracts Managed	10	12	14	14
Licensee Competence Assessed	630	1,711	907	625
Criminal Reports Reviewed	1,987	2,003	2,277	2,110
Records Requests Processed	36	51	89	85

**Part II – Performance Measures**

Performance Measure	2008	2009	2010	2011	Benchmark
1. Qualified persons are licensed/certified	✓ ✓  ✓ ✓	✓ ✓  ✓ ✓	✓ ✓  ✓ ✓	✓ ✓  ✓ ✓	<ul style="list-style-type: none"> <li>▪ Participate in the NLC</li> <li>▪ License by exam, endorsement, renewal, reinstatement, temporary licensure, limited licensure</li> <li>▪ Assess continued competence</li> <li>▪ Certify qualified MA-Cs</li> </ul>
2. Standards of conduct and practice are determined and enforced	✓ ✓  ✓ ✓	✓ ✓  ✓ ✓	✓ ✓  ✓ ✓	✓ ✓  ✓ ✓	<ul style="list-style-type: none"> <li>▪ Administer PRN</li> <li>▪ Investigate complaints/initiate discipline</li> <li>▪ Monitor restricted practice</li> <li>▪ Assess APPN peer review</li> <li>▪ Determine root cause of errors</li> </ul>
3. Standards for nursing education programs are determined and enforced	✓ ✓  ✓	✓ ✓  ✓	✓ ✓  ✓	✓ ✓  ✓ ✓	<ul style="list-style-type: none"> <li>▪ Review/approve new programs</li> <li>▪ Review/approve continuing programs</li> <li>▪ Assess NCLEX pass rates</li> <li>▪ Assess MA-C beginning competence</li> </ul>
4. Accomplishment of Board Vision, Mission, Goals through effective governance	✓ ✓  ✓	✓ ✓  ✓	✓ ✓  ✓	✓ ✓  ✓	<ul style="list-style-type: none"> <li>▪ Assess accomplishment of PRNAC and APPNAC missions</li> <li>▪ Annual Board self-assessment of performance</li> <li>▪ On-Going Board member development</li> </ul>
5. Communication between the Board its colleagues, stakeholders and the public	✓ ✓  ✓	✓ ✓  ✓	✓ ✓  ✓	✓ ✓  ✓	<ul style="list-style-type: none"> <li>▪ Public access to licensure information</li> <li>▪ Sanctions reported to national databases</li> <li>▪ Public awareness of Board of Nursing Mission</li> <li>▪ Collaboration with stakeholders</li> </ul>
6. Organization infrastructure supports the Board Mission, Vision, Goals	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	<ul style="list-style-type: none"> <li>▪ Qualified personnel accomplish day-to-day functions</li> <li>▪ Positive fund balance is maintained</li> <li>▪ Staff development is supported</li> <li>▪ Physical space supports Board Mission, Vision</li> </ul> <ul style="list-style-type: none"> <li>▪ Outside contracts &amp; technical personnel support Mission, operations</li> </ul>

### ***Part III – FY 2011 Highlights***

- Enhanced paperless processes to include:
  - on-line licensure renewal for RNs, LPNs and APPNs;
  - electronic acceptance of licensure application support documents;
  - electronic access to primary-source discipline documents via the Board's website.
- Upgraded the Board's licensure database and website for enhanced functionality
- Completed Phase I of the outside assessment of structure and functionality of the Program for Recovering Nurses
- In partnership with B.S.U., was awarded a two-year National Council of State Boards of Nursing Commitment to Regulatory Excellence grant to study "Nurses and the Population's Health"
- Recognized the Board's Centennial on March 9, 2011

#### **For More Information Contact**

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#### **GLOSSARY**

APPN – Advanced Practice Professional Nurse  
APPNAC - Advanced Practice Professional Nurse Advisory Committee  
LPN – Licensed Practical Nurse  
MA-C – Medication Assistant – Certified  
NCLEX – National Council Licensure Examination  
NLC – Nurse Licensure Compact  
PRN – Program for Recovering Nurses  
PRNAC – Program for Recovering Nurses Advisory Committee  
RN – Licensed Professional Nurse