

Part I – Agency Profile

Agency Overview

The Board of Nursing, established by the Idaho Legislature on March 9, 1911, 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 meets quarterly to conduct business and annually elects from its membership a chairman and vice chairman who facilitate Board processes. Vicki Allen, RN, Pocatello is the current Board Chair; Carrie Nutsch, LPN, Jerome, is the Vice-Chairman. Other members include Whitney Hunter, Consumer, Boise; Rebecca Reese, LPN, Post Falls; Jennifer, Hines-Josephson, RN, Rathdrum; Jan Moseley, RN, Coeur d’Alene; Merrilee Stevenson, RN, Wendell; Renee Watson, RN, Boise; and Clayton Sanders, APRN, CRNA, 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 three associate directors for practice and education, investigations and discipline, and alternative programs, two systems managers, and six support staff.

Services provided by the Board include:

- Licensure of licensed practical nurses (LPN), registered nurses (RN) and advanced practice registered nurses (APRNs) 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 and Administrative Rules of the Board.
- Disciplinary actions and alternatives to discipline 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.
- Responses to requests for information related to credentialing, practice, education and governance.
- Management of outside contracts for related services and operations, including: contracts for monitoring nurses enrolled in the Program for Recovering Nurses; for historical and on-going reporting to the federal National Practitioner Data Bank (NPDB); 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 Idaho Departments of Labor and Health & Welfare.
- Administration of the Nurse Licensure Compact (NLC), adopted by the Idaho Legislature in 2001, which allows for mutual recognition of RN and LPN licensure between the 25 member states and the enhanced Nurse Licensure Compact (eNLC) to be implemented in January 2108, as replacement to the NLC.
- Facilitation of activities of Board advisory committees and task forces.
- Financial support of nursing workforce development initiatives.

The Board of Nursing is supported entirely by dedicated fund 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 8th Street, Suite 210. Information about the Board is available on the Board’s website at 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 alternatives to formal disciplinary action including a practice remediation program to educate and remediate nurses as a result of nursing practice deficiencies. (Idaho Code 54-1404)
- 4) 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)
- 5) 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)
- 6) 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)
- 7) 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)
- 8) To evaluate the continued competency of licensees and develop standards which will advance the competency of licensees (Idaho Code 54-1404)
- 9) To receive 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)
- 10) 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)
- 11) To enter into interstate compacts, contracts or agreements to facilitate nursing practice and regulation in Idaho (Idaho Code 54-1404)
- 12) To evaluate and develop, or enter into contracts/agreements with others to evaluate and develop, the education, distribution, and availability of the nursing workforce for the purpose of improving the delivery of quality health care. (Idaho Code 54-1404)
- 13) To make, adopt, and publish rules necessary to carry out the provisions of the statute (Idaho Code 54-1404)
- 14) To receive and manage 'Notices of Termination' (Idaho Code 37-117A)

Revenue and Expenditures

Revenue	FY 2014	FY 2015	FY 2016	FY 2017
State Regulatory Fund	\$1,558,947.14	\$1,197,887	\$1,687,947	\$1,330,831
Total	\$1,558,947.14	\$1,197,887	\$1,687,947	\$1,330,831
Expenditures	FY 2014	FY 2015	FY 2016	FY 2017
Personnel Costs	\$514,514	\$718,100	\$717,392	\$789,244
Operating Expenditures	\$599,990	\$615,100	\$547,488	\$568,838
Capital Outlay	\$6,527	\$28,900	\$3,373	\$5,7007
Trustee/Benefit Payments	\$0	\$0	\$0	\$0
Total	\$1,121,031	\$1,362,100	\$1,268,253	\$1,415,089.00

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2014	FY 2015	FY 2016	FY 2017
Number of LPNs, RNs, APRNs and MA-Cs licensed in ID	25,054	26,877	25,014	28,708
Number of LPN, RN, APRN, MA-C licenses issued by examination, endorsement, reinstatement, renewal	31,307	23,302	23,367	TBD
Number of "Notices of Termination" and "Requests for Information" processed/managed per §37-117A Idaho Code	1,023	1,117	1,041	1,055
Number of complaints alleging violations received and investigated	138	160	171	202

Cases Managed and/or Key Services Provided	FY 2014	FY 2015	FY 2016	FY 2017
Number of nursing and MA-C education programs approved	28	28	29	27
Board funds committed to nursing workforce development, distribution and analysis initiatives ¹	\$92,840	\$100,000	\$100,000	\$100,00

¹Legislation authorizing use of dedicated funds enacted 7/13

Part II – Performance Measures

Performance Measure		FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Goal 1						
License Qualified Applicants to Practice Nursing in Idaho; Enforce Standards of Nursing Practice and Conduct; Enforce Standards for Nursing Education Programs						
1. Qualified applicants licensed/certified to practice nursing/medication assisting in Idaho						
Initial, Reinstatement Licenses Issued	actual	100%	100%	100%	100%	100%
	target	100% of applicants who meet established standards for initial LPN, RN, APRN, MA-C licensure by examination, endorsement, reinstatement are licensed				
Active Licenses Renewed on the Biennium	actual	100%	100%	100%	100%	100%
	target	100% of applicants who meet established standards for LPN, RN, APRN, MA-C licensure by renewal are licensed				
Competence Assessments Completed	actual	100%	100%	100%	100%	100%
	target	100% APRNs who meet practice, peer review, national certification, CE criteria and LPNs, RNs who meet recent practice criteria are licensed				
Fingerprint Reports Reviewed-- Positive Reports Analyzed	actual	100%	100%	100%	100%	100%
	target	100% of FP reports analyzed for risk to public safety prior to issuance of license; positive reports reviewed case-by-case for license eligibility				
2. Standards of conduct and practice enforced						
Complaints Received; Investigations Initiated	actual	100%	100%	100%	100%	100%
	target	100% of written complaints alleging violations are investigated on priority basis per policy				
Complaints timely resolved on a continuum of no action to suspension/revocation of license	actual	100%	100%	100%	100%	100%
	target	100% of written complaints are reviewed/prioritized and investigations initiated within 72 hours of receipt				
Nurses with Substance Use/Mental Health Disorders Monitored for Compliance with Practice Restrictions	actual	100%	100%	100%	100%	100%
	target	100% of nurses enrolled in the Program for Recovering Nurses (PRN) are monitored daily for compliance with terms and conditions of their contracts				
Nurses With Disciplinary License Restrictions Monitored for Compliance with Remediation Requirements	actual	100%	100%	100%	100%	100%
	target	100% of nurses engaged in ordered remediation activities are monitored for compliance with terms and conditions				
3. Standards for nursing education programs are enforced						
Programs Surveyed	actual	100%	100%	100%	100%	100%
	target	100% of nursing education programs are on-site surveyed for compliance with approval requirements or are nationally accredited by a recognized nursing accreditor				
Programs Approved	actual	100%	100%	100%	100%	100%
	target	100% of approved programs are annually analyzed for continued compliance with established criteria				
ID LPN and RN Graduates Meet/Exceed the National Pass Rate for 1 st Time Test Takers on the NCLEX®	actual	LPN=96% RN=88%	LPN=93% RN=88%	LPN=93% RN=88%	LPN = 98% RN = 87%	LPN = 85% RN = 88%
	target	LPN=85% RN=83%	LPN=82% RN=82%	LPN=84% RN=85%	LPN = 84% RN = 85%	LPN = 85% RN = 88%

Performance Measure		FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Goal 2						
Cultivate Governance Framework to Accomplish Board Vision, Mission, Goals						
4. Accomplishment of Board Vision, Mission, Values through effective governance						
Board Meetings Held	actual	6	6	5	4	4
	target	4	4	4	4	4
Advisory Committee Meetings Held	actual	6	7	6	7	7
	target	2-8	2-8	2-8	2-8	2-8
Board Performance Assessments Completed	actual	4	4	5	6	4
	target	1	1	1	1	1
5. Communication between the Board and its Colleagues, Stakeholders and Public						
National Practitioner Data Bank Reports Timely Submitted	actual	100%	100%	100%	100%	100%
	target	100% reporting to NPDB within 10 days of disciplinary action taken and/or revisions to actions previously taken				
Stakeholder Collaboration Activities	actual	120	114	112	169	100
	target	50	50	50	50	50
Goal 3						
Organizational Infrastructure Support Mission, Vision, Values						
6. Organization infrastructure supports the Board Mission, Vision, Values						
FTE Approved/Filled	actual	9.0	11.0	11.0	12.0	12.0
	target	11.0	11.0	11.0	12.0	12.0
Fund Balance % of Annual Operating	actual	202%	178%	198%	180%	198
	target	12 months operating maintained in dedicated fund balance per policy				
Use of External Contracts to Support Board Operations	actual	13	15	13	13	13
	target	13	15	13	13	13
7. Full Participation in the Nurse Licensure Compact (NLC)						
External and Self-Audits Determine Compliance with NLC Terms and Conditions	actual	NA ²	NA ²	100%	100%	100%
	target	100% compliance with terms and conditions of participation in NLC				

²NLC Audit Instrument developed/available 10/2015

<p>GLOSSARY APRN – Advanced Practice Registered Nurse APRNAC - Advanced Practice Registered Nurse Advisory Committee ICON—Idaho Coalition on Nursing LPN – Licensed Practical Nurse MA-C – Certified Medication Assistant NCLEX® – National Council Licensure Examination NLC – Nurse Licensure Compact NPDB – National Practitioner Data Bank PRN – Program for Recovering Nurses PRNAC – Program for Recovering Nurses Advisory Committee PRP—Practice Remediation Program PTP—Privilege to Practice RN – Licensed Registered Nurse TERCAP®—Taxonomy of Error and Root Cause Analysis of Practice</p>
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For More Information Contact

Sandra Evans, Executive Director
Nursing, Board of
280 N 8th Suite 210
PO Box 83720
Boise, ID 83720-0061
Phone: (208) 577-2476
E-mail: sandra.evans@ibn.idaho.gov