

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 chair and vice chair who facilitate Board processes. Vicki Allen, RN, Pocatello is the current Board Chair; Carrie Nutsch, LPN, Jerome, is the Vice-Chair. 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; Reneé 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 against the licenses and certificates of those who are found to have violated provisions of the Act and administrative rules, and alternatives to discipline, including monitoring and remediation.
- 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 (NCLEX-RN/PN), the examination used by all of the United States and territories for initial nurse licensure; for legal counsel through the Idaho 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 and as amended 2016. The NLC allows for mutual recognition of RN and LPN licensure among the member states.
- 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 downtown Boise 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 licensure and certification (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, & 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 2015	FY 2016	FY 2017	FY 2018
State Regulatory Fund	\$1,197,887	\$1,687,947	\$1,330,831	\$2,957,937
Total	\$1,197,887	\$1,687,947	\$1,330,831	\$2,957,937
Expenditures	FY 2015	FY 2016	FY 2017	FY 2018
Personnel Costs	\$718,100	\$717,392	\$789,244	\$803,895
Operating Expenditures	\$615,100	\$547,488	\$568,838	\$660,221
Capital Outlay	\$28,900	\$3,373	\$5,707	\$18,769
Trustee/Benefit Payments	\$0	\$0	\$0	\$0
Total	\$1,362,100	\$1,268,253	\$1,363,789	\$1,482,885

Profile of Cases Managed and/or Key Services Provided

Cases Managed and/or Key Services Provided	FY 2015	FY 2016	FY 2017	FY 2018
Number of LPNs, RNs, APRNs and MA-Cs licensed in ID	26,877	25,014	28,708	28,639
Number of LPN, RN, APRN, MA-C licenses issued by examination, endorsement, reinstatement, renewal	23,302	23,367	NA*	17,964
Number of "Notices of Termination" and "Requests for Information" processed/managed per §37-117A Idaho Code	1,117	1,041	1,055	1,028
Number of complaints alleging violations received and investigated	160	171	202	182

Cases Managed and/or Key Services Provided	FY 2015	FY 2016	FY 2017	FY 2018
Number of nursing and MA-C education programs approved	28	28	29	27
Board funds committed to nursing workforce development, distribution and analysis initiatives	\$100,000	\$100,000	\$100,00	\$140,000

*Transition to new database – figures unavailable

FY 2018 Performance Highlights

Optimal Regulatory Board System (ORBS)

On December 16, 2017, the Board of Nursing launched our new web-based license and discipline data management system, the Optimal Regulatory Board System (ORBS). ORBS, developed and maintained by the National Council of State Boards of Nursing (NCSBN), manages common business elements of Boards of Nursing and is provided and supported without charge as a benefit to all interested U.S. Boards of Nursing. ORBS enhances internal and external communication between the Board, our licensure applicants and licensees as well as individuals desiring to file a complaint with the Board. ORBS, customized for each user Board, has resulted in increased efficiencies and data security and assists the Board with workforce-related data collection and reporting.

Nurse Licensure Compact (NLC)

On January 19, 2018, the Board implemented the (enhanced) Nurse Licensure Compact (NLC) and repealed its predecessor compact (NLC) adopted in 2001. The NLC authorizes licensed practical nurses (LPNs) and registered nurses (RNs) to hold a license in their declared primary state of residence and practice both physically and electronically in other compact states without having to obtain another license in each of those states. The NLC especially benefits “travel” nurses, nurses who are spouses of military personnel and nurses who practice via telehealth. There are currently 30 member states participating in the NLC, including Idaho.

Part II – Performance Measures

Performance Measure		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
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%	-----
	target	100% of applicants who meet established standards and uniform licensure requirements 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%	-----
	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%	-----
	target	100% APRNs, RNs and LPNs who meet defined criteria are licensed				
Fingerprint Reports Reviewed-- Positive Reports Analyzed	actual	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%	-----
	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%	-----
	target	100% of written complaints are reviewed/prioritized and investigations initiated within 72 hours of receipt				

Performance Measure		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Nurses with Substance Use/Mental Health Disorders Monitored for Compliance with Practice Restrictions	actual	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%	-----
	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%	-----
	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%	-----
	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=93% RN=88%	LPN=93% RN=88%	LPN = 98% RN = 87%	LPN = 96% RN = 90%	-----
	target	LPN=82% RN=82% CY2014 data	LPN=84% RN=85% CY2015 data	LPN = 84% RN = 85% CY2016 data	LPN = 87% RN = 84% CY2017 data	Not yet available
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	5	4	4	-----
	target	4	4	4	4	4
Advisory Committee Meetings Held	actual	7	6	7	8	-----
	target	2-8	2-8	2-8	2-8	4-8
Board Performance Assessments Completed	actual	4	5	6	5	-----
	target	1	1	1	1	1-3
5. Communication between the Board and its Colleagues, Stakeholders and Public						
National Practitioner Data Bank Reports Timely Submitted	actual	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	114	112	169	214	-----
	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	11.0	11.0	12.0	11.0	-----
	target	11.0	11.0	12.0	12.0	12
Fund Balance % of Annual Operating	actual	178%	198%	180%	200%	-----
	target	12 months operating maintained in dedicated fund balance per policy				

Performance Measure		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Use of External Contracts to Support Board Operations	actual	15	13	13	10	-----
	target	15	13	13	13	13
	target	<i>Adoption of the NIST Cybersecurity Framework and Implementation of CIS Critical Security Controls 1-5</i>				
Implementation of requirements of Executive Order No. 2017-02 (Cybersecurity) – refer to explanatory note below	actual	NA	NIST cyber-security framework adopted	CIS Controls 1-5 implemented	employee training completed	-----
	target	<i>100% Implementation of Executive Order No. 2017-02</i>				
7. Full Participation in the Nurse Licensure Compact (NLC)						
External and Self-Audits Determine Compliance with NLC Terms and Conditions	actual	NA ²	100%	100%	NA*	-----
	target	<i>100% compliance with terms and conditions of participation in NLC</i>				

²NLC Audit Instrument developed/available 10/2015

*Audit instrument under development for new NLC which was implemented 1/19/18 - not yet available

Performance Measure Explanatory Notes

6. As a technology customer of ITS in the Governor’s Office, the Board of Nursing is using the cybersecurity systems and technical expertise in ITS to fulfill requirements related to Executive Order 2017-02. Staff from ITS briefed the NIST Core Framework, CIS Controls 1-5, and their plan for adoption of the NIST Cybersecurity Framework. Board staff participate in DHR and ITS administered cybersecurity training, as awareness is a critical component of an effective cybersecurity program. As briefed by ITS staff, implementation of the CIS Controls 1-5 will be their responsibility for the systems they operate and, as technological tools applied to the computer systems, largely invisible to us as a customer. ITS is refining the cybersecurity incident plan in support of our agency.

<p>GLOSSARY</p> <p>APRN – Advanced Practice Registered Nurse</p> <p>CIS – Controls for Internet Security</p> <p>DHR – Department of Human Resources</p> <p>eNLC – “new” (enhanced) Nurse Licensure Compact, implemented 1/19/18</p> <p>FP – Fingerprints</p> <p>ITS – Information Technology Services</p> <p>LPN – Licensed Practical Nurse</p> <p>MA-C – Certified Medication Assistant</p> <p>MSL – Multi-state license</p> <p>NCLEX® – National Council Licensure Examination</p> <p>NIST – National Institute of Standards and Technology</p> <p>NLC – Nurse Licensure Compact, implemented 7/01/01</p> <p>NPDB – National Practitioner Data Bank</p> <p>PRN – Program for Recovering Nurses</p> <p>PRNAC – Program for Recovering Nurses Advisory Committee</p> <p>PRP – Practice Remediation Program</p> <p>PTP – Privilege to Practice</p> <p>RN – Licensed Registered Nurse</p> <p>SSL – Single State license</p>

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