

**WEST VIRGINIA BOARD OF EXAMINERS FOR  
REGISTERED PROFESSIONAL NURSES  
February 22, 2013**

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A Board meeting was held at the office of the West Virginia Board of Examiners for Registered Professional Nurses at 101 Dee Drive, Charleston, WV 25311-1620 on February 22, 2013.

**BOARD MEMBERS PRESENT:**

ROBIN WALTON, Ed.D., MSN, RN, FNP-BC, PRESIDENT

MARY FRIEL FANNING, DNP, RN, SECRETARY

JOYCE EGNOR, MSN, RN

JUDY NYSTROM, PUBLIC MEMBER

DR. MARY (LIBBY) FARMER, PUBLIC MEMBER

**BOARD MEMBERS ABSENT:**

L. ANN BOSTIC, RN, CRNA

TERESA RITCHIE, DNP, MSN, RN, FNP-BC

**BOARD STAFF PRESENT:**

LAURA S. RHODES, MSN, RN, EXECUTIVE DIRECTOR

ALICE R. FAUCETT, JD, GENERAL COUNSEL & DIRECTOR OF DISCIPLINE

ROBIN A. LEWIS, Ed.D., MSN, RN, FNP-BC, ASSOCIATE DIRECTOR

**FEBRUARY 22, 2013**

**CALL TO ORDER**

The meeting was called to order by Dr. Robin Walton, Board President at 9:05 a.m.

**QUORUM**

With the required number of members being present a quorum was established.

### **ANNOUNCEMENTS**

Congratulations were extended to Dr. Mary Fanning, Board Secretary, for having her abstract related to nursing transition programs in the hospital setting accepted by the International Council on Nursing for presentation at the International Conference on Nursing in Melbourne, Australia, this May.

### **INTRODUCTION OF GUESTS**

The Board recognized the visitors present for the meeting.

#### **1. ACCEPTANCE OF AGENDA**

1. Mary Fanning made a motion to accept the agenda as amended with the removal of item 4.F. related to West Virginia University at Parkersburg. The second was offered by Joyce Egnor. The motion carried.

#### **2. APPROVAL OF MEETING MINUTES OCTOBER 18-19, 2012**

2. The October 18-19, 2012 Board Meeting minutes were reviewed. Judy Nystrom made a motion to approve the meeting minutes as corrected. The second was offered by Mary Farmer. The motion carried.

#### **3. EDUCATION A. REVIEW AND CONSIDERATION OF BRECKINRIDGE SCHOOL OF NURSING AT ITT TECHNICAL INSTITUTE**

##### **1. BUDGET UPDATE REPORT**

- 3.A.1. The Board reviewed and considered the budget report information. A motion was made by Joyce Egnor to accept the report. The second was offered by Mary Farmer. The motion carried.

##### **2. FACULTY MENTORING PLAN**

- 3.A.2. The Faculty mentoring plan was reviewed and considered. A motion was made by Joyce Egnor

to approve the plan. The second was offered by Mary Farmer. The motion carried..

### **3. SITE VISIT**

**3.A.3.** The site visit, in follow up to notification of a plan to remedy absence of required clinical hours and concerns regarding program instruction in a specific course, was reviewed and considered. Mary Fanning made a motion to require the program Director to provide to the Board prior to each Board Meeting an update on the progression of instruction and faculty development of the program, and evidence of continued monitoring and adherence to clinical schedules. The second was offered by Mary Farmer. The motion carried.

### **4. PROGRAM DIRECTOR RESIGNATION AND NEW DIRECTOR**

**3.A.4.** Kim Damron tendered her resignation as the Director of the program effective February 15, 2013. The Board reviewed and considered information regarding the new program director LaShonda Bare, MSN, RN. Mary Fanning made a motion to approve Ms. Bare as the new Program Director based upon the mentoring plan for Ms. Bare to have an orientation at the ITT facility in Northfolk, Virginia; she will have an orientation at the national level for ITT; Dean Motes will provide mentoring and orientation for the local ITT; Ms. Bare will attend the West Virginia Association of Deans and Directors of Nursing Education and obtain a director mentor from within this group and that director mentor will be from an Associate Degree Program in West Virginia; Bare will attend national conferences to facilitate her development in the role of program director to include the National Organization of Associate Degree Nurses and others as deemed appropriate; and shall provide ongoing progress reports to the Board regarding this development thirty days prior to each Education Committee Meeting of the Board. The second was offered by Mary Farmer. The motion carried.

### **B. REVIEW AND CONSIDERATION OF PROGRAM APPROVAL FOR SALEM INTERNATIONAL UNIVERSITY**

#### **1. ANNUAL REPORT UPDATE**

**3.B.1.** The Board reviewed and considered the update to the Annual Report due September 1, 2013. A motion was made by Joyce Egnor to approve the Annual Report as submitted. The second was offered by Mary Fanning. The motion carried.

## **2. PROGRAM SITE VISIT**

**3.B.2.** The Board reviewed and considered the report of the on-site visit conducted by Board staff to Salem on February 13, 2013 completed for the purposes of follow up after the first class graduated. Highlights of the report include: identification of inadequate numbers of faculty; failure to assure the Director uses 80% of the time administering the program; discrepancies between descriptions of program processes by the Director, faculty and students and that of administration particularly as it relates to decisions about the nursing program; failure to provide adequate advising for students; and discrepancies regarding inclusion of the Director of the program in hiring decisions of faculty for the nursing program. Discussion ensued with questions being answered by Dr. Bobbie Bloch, PhD, Director of the program and Dr. Harrison, EdD, Provost, and Dr. C. Eric Kirkland, PhD, Vice-President of the program.

### **EXECUTIVE SESSION**

Dr. Robin Walton, Board President, announced that in accordance with Chapter 6, Section 4(2)(A), of the Code of West Virginia, Executive Sessions may be held by governmental agencies to discuss certain matters. All motions arising from the discussion during the Executive Session shall be made and voted on in an open meeting immediately following an Executive Session.

A motion was made by Mary Farmer that the Board recess and reconvene in an Executive Session to seek advice from legal Counsel. The second was offered by Joyce Egnor. The motion carried. The Board reconvened in Executive Session.

### **RECONVENE PUBLIC SESSION**

A motion was made by Mary Farmer to reconvene the regular meeting. The second was offered by Joyce Egnor. The Board reconvened in Public Session.

The Board continued the review, discussion and consideration of the information related to Salem. Mary Fanning made a motion to continue the provisional approval of Salem and at minimum require Salem to:

1. Cease and desist all admissions to all nursing programs/pathways or any other program representing progression toward a nursing degree from this date (February 22, 2013) forward until Salem has met all requirements of the Board and restored its confidence in Salem's ability to consistently comply with WV Code §30-7 et seq. And WV19CSR1;
2. Notify all students accepted and planning to begin nursing courses in April 2013, that the

- opportunity to begin nursing courses will be delayed until Salem has successfully demonstrated to the Board that the outlined deficiencies have been corrected and Salem received written approval from the Board allowing students to begin nursing courses;
3. Submit to the Board a roster of **all** students currently enrolled in **all** programs leading to initial licensure as a registered professional nurse indicating the education site, cohort number, program, date of entry, clinical rotation dates and clinical sites. This report shall indicate each individual's progression through the program showing what classes have been completed and what classes remain to be completed. This report shall be updated and sent to the Board by March 15, 2013;
  4. Submit to the Board for approval a policy/standard that establishes the communication pattern and timelines for responses between faculty and administration, and students and administration by March 15, 2013;
  5. Submit to the Board a policy for assuring adequate oversight of cohort faculty/preceptors, which includes classroom and clinical experiences by March 15, 2013;
  6. Increase the current number of full time faculty and staff in order to correct the deficiencies outlined herein;
  7. Implement a no teaching requirement for the Director of Nursing Education for a period of at least fifteen (15) months and upon approval by the Board;
  8. Submit a list of the names of each student that have graduated from the program and a copy of each student's official transcript, status toward the RN-NCLEX licensure application, and RN-NCLEX passage/failure as applicable by March 15, 2013; and,
  9. Submit a list of all faculty teaching in the Associate Degree in Nursing Program, their detailed teaching responsibilities including clinicals, advising, lecture including content and credit hours, and any additional teaching responsibilities beyond the Associate Degree in Nursing Program.

### **3. DIRECTOR UPDATE**

- 3.B.3.** Dr. Bloch had, prior to this meeting, notified the Board of her resignation from her position as Director effective March 1, 2013. Teresa Cowen, the Director who established the program has agreed to return to this position. Dr. Harrison informed the Board that Dr. Cowen will return on a part time basis until May. Dr. Harrison shared that Cheryl Michaels will be the Coordinator for the program until Dr. Cowen is there full time. Board President Robin Walton informed Dr. Harrison that the program must have a full time Director in place upon Dr. Bloch's departure. Dr. Harrison voiced understanding.

**C. REVIEW AND  
CONSIDERATION OF  
WEST LIBERTY  
UNIVERSITY  
CURRICULUM  
CHANGE REQUEST**

- 3.C. The Board reviewed and considered the curriculum change requested. Dr. Rose Kutlencous, EdD, Director of the Nursing Education Program was present to describe the request and respond to questions. Mary Farmer made a motion to approve the curriculum change to revise the philosophy, mission, outcomes and curriculum request for the baccalaureate degree nursing program at West Liberty University. The second was offered by Joyce Egnor. The motion carried.

**D. REVIEW AND  
CONSIDERATION OF  
SHEPHERD  
UNIVERSITY  
INCREASED  
ENROLLMENT**

- 3.D. The Board reviewed and considered information related to the request from Shepherd to increase enrollment to 60 students for the Fall and Spring admission cycles. The 2012 NCLEX Pass Rate is 82%. Mary Fanning made the motion to approve the increase in enrollment to 60 for both the Fall and Spring admission cycles. The second was offered by Joyce Egnor. The motion carried.

**E. REVIEW AND  
CONSIDERATION OF  
WEST VIRGINIA  
JUNIOR COLLEGE  
NEW PROGRAM  
DIRECTOR**

- 3.E. The Board reviewed and considered information related to the qualifications of Faith Campbell, MSN, RN, as the Director of the nursing program. Ms. Campbell was present to offer information and answer questions of the Board. Mary Fanning made the motion to approve Ms. Campbell as the Director of the West Virginia Junior College Nursing Program contingent upon receipt and approve of the mentoring plan that addresses nursing program leadership development. The second was offered by Mary Farmer. The motion carried.

**F. WEST VIRGINIA  
UNIVERSITY AT  
PARKERSBURG  
FACULTY APPROVAL**

**3.F.** This agenda item as removed from the Board's agenda.

**G. REVIEW AND  
CONSIDERATION OF  
MARSHALL  
UNIVERSITY ANNUAL  
REPORT UPDATE**

**Robin Walton, Board President, recused herself from the review and consideration of this agenda item, relinquished the Chair to Board Secretary, Mary Fanning, and left the room.**

**3.G.** The Board reviewed the updated budget information. Joyce Egnor made the motion to approve the updated Annual Report. The second was offered by Judy Nystrom. The motion carried.

**Robin Walton, Board President, returned to the room after the completion of the voting and resumed the role of chairing the meeting.**

**H. REVIEW AND  
CONSIDERATION OF  
WEST VIRGINIA  
UNIVERSITY  
1. INTERIM DEAN  
APPROVAL  
REQUEST**

**3.H.1.** The Board reviewed all information regarding the appointment of Dr. Elisabeth Shelton, PhD to the position of Interim Director for the WVU School of Nursing. Joyce Egnor made the motion to approve Dr. Shelton as the Interim Dean. The second was offered by Mary Farmer. The motion carried.

**2. TRANSCRIPT  
CONTENT FOR  
SECOND DEGREE  
STUDENTS**

**3.H.2.** The Board reviewed and considered the information related to the content on the final transcript of nursing students in the BA to BSN program at WVU. Currently, a student with a previous degree from an institution other than WVU receives 75 hours of credit toward the BSN degree. This is listed on the transcript as 75 hours of nursing experiential credit although none of the courses are nursing courses. Required pre-requisite courses, not included in the initial degree and taken after the initial degree, are also not represented on the transcript. Discussion ensued. The WVU Registrar is on record as refusing to show the transferred courses on the WVU transcript. The Board tabled the discussion to the March 2013 and directed the Executive Director to contact the Registrar to participate in a conversation with the Board regarding the content of the transcripts.

**I. REVIEW AND  
CONSIDERATION OF  
EXAM APPLICATION**

**3.I.** The Board reviewed all documents related to the exam application. Joyce Egnor made a motion reconsider the exam application after the candidate completes a face to face in person instructor lead online or in person live review from a national company approved by the Board and provide evidence that the candidate has readiness to test.

**4. REVIEW AND  
CONSIDERATION OF  
LEGISLATIVE ISSUES**

**4.** The Board reviewed and considered bills of interest and directed staff regarding its position on each. The Board also reviewed a drafted bill authored by Delegate Barbara Fleischauer regarding adding "health maintenance tasks" to the activities Approved Medication Administration Personnel (AMAP) can perform. The Board offered concerns that many of the items require assessment, judgement and decision making; that insulin administration is not safely administered by an unlicensed person; there are no parameters for the tasks identified; and there is no regulatory authority over the AMAP.

**5. NCSBN UPDATE  
A. BOARD OF DIRECTOR  
UPDATE**

**5.A.** The Board was provided with an update to include information regarding activities related to national licensure, the change in the NCLEX-RN pass rate, For information only.

**B. E-NOTIFY SERVICE**

**5.B.** The Board reviewed the NCSBN E-Notify information. This is a system whereby agencies that



employ nurses can sign up and register the nurses in their employ. This system provides a link to NURSYS and e-mail messages are sent to the registered employer whenever that status of any registered nurse license changes. It can also send alerts to nurses to remind them they need to renew the RN license. For information only.

**C. REVIEW AND  
CONSIDERATION OF  
NCSBN RN PRACTICE  
ANALYSIS STUDY**

- 5.C. The Board reviewed the requirements for participating in the NCSBN RN Practice Analysis Study. Discussion ensued. The Board by consensus approved participation in this study.

**6. WV OASIS**

6. The Board was provided with an update regarding WV Oasis. This program will not be implemented until 2014. For information only.

**7. REVIEW AND  
CONSIDERATION OF  
ISSUES FROM THE  
ASSOCIATION OF  
LICENSING BOARDS**

7. There was no discussion as these issues were addressed in the Board's discussion regarding legislative issues.

**8. REVIEW AND  
CONSIDERATION OF  
SAFETY COMMITTEE  
REPORT**

8. Safety Committee meetings were provided for Board review. Members and staff were reminded of the annual Driver's Safety requirement. Each will be reminded of the methods to satisfy this requirement. Completion of this requirement reduces the Board's liability insurance. For information only.

**9. REVIEW AND  
CONSIDERATION OF FUTURE  
MEETING DATES**

9. By consensus, the Board confirmed the dates set for 2014 and set dates for 2015 to be February

18, 2015; March 19-20, 2015; June 12-14, 2015; and October 23-24, 2015. Education Committee meetings will be March 6, 2015; May 29, 2015 and October 2, 2015.

**10. REVIEW AND CONSIDERATION OF PILOT STUDY RELATED TO MEDICATION AIDES IN THE NURSING HOME SETTING**

10. This item was tabled for further discussion at the March 2013 Board meeting.

**11. EXECUTIVE SESSION FOR PERSONNEL MATTERS**

**11. EXECUTIVE SESSION**

Dr. Robin Walton, Board President, announced that in accordance with Chapter 6, Section 4(2)(A), of the Code of West Virginia, Executive Sessions may be held by governmental agencies to discuss certain matters. All motions arising from the discussion during the Executive Session shall be made and voted on in an open meeting immediately following an Executive Session.

A motion was made by Mary Farmer that the Board recess and reconvene in an Executive Session for the purpose of addressing personnel matters. The second was offered by Joyce Egnor. The motion carried. The Board reconvened in Executive Session.

**RECONVENE PUBLIC SESSION**

A motion was made by Mary Fanning to reconvene the regular meeting. The second was offered by Mary Farmer. The Board reconvened in Public Session.

Judy Nystrom made a motion to approve a five percent salary adjustment to the salary of the Compliance Coordinator. A current Board staff member has been reassigned to this position which includes additional responsibilities. The second was offered by Mary Farmer. The motion carried.

Joyce Egnor made a motion to approve a new position of Secretary with a salary in the range of \$45,000 - 50,000 based upon experience. Mary Farmer offered the second. The motion carried.

**12. ADJOURN**

12. Mary Farmer made a motion to adjourn the meeting. Judy Nystrom offered the second. The motion carried. The meeting adjourned at 2:45 PM.

Mary Fanning, DNP, RN  
Respectfully submitted by  
Mary Friel Fanning, DNP, RN  
Board Secretary

Laura Skidmore Rhodes  
Minutes taken and prepared by  
Laura Skidmore Rhodes  
Executive Director