

# OKLAHOMA BOARD OF NURSING

## NEWSLETTER

2915 N. Classen Blvd., Suite 524, Oklahoma City, OK 73106  
 (405) 962-1800 www.ok.gov/nursing

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## PRESIDENT'S MESSAGE

### SUE MITCHELL, RN

### Looking to our Future, Reflecting on our Past

Reflecting on our past, we celebrate the tenth anniversary of the Oklahoma Peer Assistance Program. Peer is a voluntary, confidential program which assists licensed nurses whose competency may be impaired due to substance abuse and/or chemical dependency. It provides hope, help and alternatives to nurses who are experiencing these problems. The program opened on November 21, 1994. Since that time, 533 nurses have been served. The program is successful because of the working relationships that have been established between dedicated staff members, volunteer committee members and other professionals.

At our November Board of Nursing meeting, we recognized the Peer Assistance Program committee members with a Citation of Appreciation from each member's Senator. Laura Clarkson, Peer Assistance Coordinator, presented these certificates to 23 committee members, whose contributions equal 110 total years of service. Three of the committee members have served since the establishment of the Peer Assistance Program.

Thanks to the Peer Assistance Program, the lives of many nurses have been changed for the better.

As we reflect on the past, we celebrate the accomplishments and contributions of our Board of Nursing staff. We are so fortunate to have such a dedicated, professional and experienced staff. Whether you are renewing your license or seeking information on nursing practice and education, these people provide countless hours of experience and expertise. Norma Wallace, Executive Secretary IV, retired from state service after serving the Board for 14 years. She will be moving to New York. We wish her well and can never thank her enough for her professionalism, dedication and service. I also want to express my appreciation to the members of the Oklahoma Board of Nursing. Being a member of this Board and serving as President in 2004 has been one of the most rewarding and challenging things I have ever done. The eleven members of the Board (six RNs, three LPNs and two public members) are dedicated professionals who give their best. Thanks to them for their experience, expertise and service.

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Looking to our future, we see both challenges and opportunities. I challenge you to renew your zest for nursing and reflect on the impact that you as a nurse have had on your profession and the people that you have served. Wear the title RN or LPN proudly and professionally. Visit the newly remodeled Board website at [www.ok.gov/nursing](http://www.ok.gov/nursing). Take advantage of the opportunity to obtain information or renew your license online.

This headline recently caught my eye, "Choose to Display your Best". Everyday there are opportunities to display your best for your self, your family and your profession. Because you have chosen to display your best, you will never settle for second best. Excellence then becomes the mark of your work. Excellence carries with it a reward

through personal and professional achievements and the satisfaction that comes through doing a job well.

I would like to share this quote from Amanda Bradley because I think she says it so well; "It only takes one smile to offer welcome-blessed be the "nurse" who will share it. It only takes one moment to be helpful-blessed be the "nurse" who will spare it. It only takes one joy to lift a spirit-blessed be the "nurse" who will give it. It only takes one life to make a difference-blessed be the "nurse" who will live it". Will YOU be that Nurse?

In 2005, resolve to reflect on the past by celebrating what you have accomplished and the nurse you are. Look to the future by setting new goals and opening new doors of opportunity.

## ONLINE LICENSE RENEWAL GAINS IN POPULARITY

More and more nurses are using the Board's online license renewal service by logging onto <http://www.ok.gov/nursing>, allowing them to renew their licenses within minutes.

To renew, you will need a current license number; a MasterCard, Visa or checking account number; and your personal identification number (PIN), which is located on your renewal form. If you don't have your PIN number, you may submit an online request and have your confidential PIN number sent directly to your e-mail address.

Approximately two business days following the completion of your online renewal, you may ver-

ify your license renewal status on our website at: <http://www.ok.gov/nursing/verify>.

You may renew online beginning 90 days immediately preceding the expiration date of your current license and through midnight of the day of your license expiration date.

In addition to license renewal and licensure verification online services, you may also change your address online at any time, by selecting the address change option on our homepage.

If you haven't yet attempted to renew your license online, try it-you will find the process to be simple, fast and secure!

### Correction to July 2004 Newsletter

In the July 2004, Oklahoma Board of Nursing newsletter, the 2003 NCLEX-RN pass rate for Langston University was incorrectly reported. In Calendar Year 2003, the pass rate for the Langston Campus of Langston University was 100%, with five graduates taking the examination. The Tulsa campus of Langston University had 28 graduates, with a pass rate of 71.43%. We apologize for this error.

## New Rules for Applicants for Endorsement, Reinstatement, or Return to Active Status

Beginning January 1, 2005, applicants for endorsement, reinstatement, or return to active status must verify that they have worked at least 520 hours in the past two years in a position that requires a nursing license in order to obtain an active Oklahoma nursing license. If the applicant has not worked the required number of hours, evidence of continued qualifications for practice must be demonstrated through completion of one of the following requirements:

1. Submission of an official transcript or certificate verifying completion of a nurse refresher course with content consistent with the Board policy; or
2. Successfully passing the National Council Licensure Examination (NCLEX) at the appropriate level of licensure; or
3. Submission of an official transcript verifying successful completion of at least seven (7) academic semester credit hours of nursing courses which include classroom and clinical instruction.

At the September 2004, Board meeting, the Board approved a *Refresher Course Policy*, which identifies requirements for refresher courses. According to this policy, in order for an institution to

offer a refresher course that meets the Board's requirements for evidence of continued qualifications for practice, the institution must be already approved to offer a nursing education program leading to licensure. Faculty teaching in the refresher course must hold a minimum of a baccalaureate degree in nursing. The refresher course must be based on achievement of competencies, as validated by written examinations and skills check-offs. Students may proceed through the competencies at their own pace, as long as at least 80 hours are provided in classroom and skills lab review and at least 160 hours are spent participating in patient care activities in a clinical setting. The refresher course must give students an opportunity to provide patient care in the clinical area under the supervision of a faculty member. Preceptors may be used for supervision of students in unpaid clinical experiences after the student has demonstrated knowledge and skills that are required for the clinical situation in a faculty-supervised clinical experience, in accordance with the Board's *Preceptor Policy*. The curriculum must include roles and responsibilities of the RN and LPN in current health care settings, a review and update on fundamental concepts of patient care, and a review of identified psychomotor skills.

The *Refresher Course Policy* is available on the Board's website: [www.ok.gov/nursing](http://www.ok.gov/nursing).

### New Board Member Appointed by Governor

A new Board member has been appointed to the Oklahoma Board of Nursing by Governor Brad Henry. Louise Talley, Ph.D., RN, is a staff development specialist for St. John Medical Center in Tulsa. Dr. Talley obtained her BSN from Wichita State University, her Master's of Science degree with a major in nursing from the University of Oklahoma, and her Doctorate in nursing from Texas Women's University. Dr. Talley serves on the Board of Directors for Sigma Theta Tau, Zeta Delta Chapter-at-Large. In addition, she is a member of the Oklahoma Nurses Association. Dr. Talley was appointed to the Board of Nursing to represent nursing service administration for a five-year term. We welcome Dr. Talley to the Board!

## Revisions to the *Approved Skills List for Performance by Board-Certified Advanced Unlicensed Assistants*

Advanced Unlicensed Assistants (AUAs) are trained to perform in an assistive role to licensed nurses in acute care settings by completing a 200 hour training program approved by the Oklahoma Board of Nursing. The individual may then be certified by the Board after successful completion of a written and skills examination. The AUA can perform clinical skills included on the *Approved Skills List for Performance by Board-Certified Advanced Unlicensed Assistants*. The AUA must renew his/her certification every two years, just as RNs and LPNs renew their professional licenses.

AUAs may have different titles in different facilities. Titles used may include Patient Care Technician, Patient Care Associate, or Care Team Associate. Regardless of the title used, the licensed nurse should delegate skills listed on the skills list only to Board-certified AUAs, unless the skill is identified as one that can also be performed by other unlicensed assistants with adequate, specific training and orientation.

At the July and September 2004, Oklahoma Board of Nursing meetings, the Board approved changes on the *Approved Skills List for Performance*

*by Board-Certified Advanced Unlicensed Assistants*. These changes include clarifications of wording; the addition of urine testing for specific gravity, glucose, ketones, or protein; guaiac testing for blood in urine, stools, or emesis; and emptying wound drainage containers. Each of these skills may also be performed by other unlicensed assistants, if the employing facility has provided and documented adequate, specific training and orientation to perform the tests and demonstrate satisfactory levels of competence. In addition, the Board revised the skills list to allow licensed nurses to delegate obtaining blood specimens by venipuncture syringe or vacutainer to other unlicensed assistants, if the employing facility has provided and documented adequate, specific training and orientation to perform the tests and demonstrate satisfactory levels of competence.

For a copy of the *Approved Skills List for Performance by Board-Certified Advanced Unlicensed Assistants*, please see the Board's website: [www.ok.gov/nursing](http://www.ok.gov/nursing). All licensed nurses should ensure they are familiar with skills that may be legally and safely delegated to unlicensed assistants in health care settings.

### CHANGE OF ADDRESS

I need to report my change of address to the Oklahoma Board of Nursing:

Check here if 2nd Renewal Application is requested \_\_\_\_\_

Address changes may also be made on the Board's website.

Send to: Oklahoma Board of Nursing 2915 N. Classen Blvd., Suite 524 Oklahoma City, OK 73106 Fax to: (405) 962-1821
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CERTIFICATE NUMBER \_\_\_\_\_ or SOCIAL SECURITY NUMBER \_\_\_\_\_

NAME \_\_\_\_\_ SIGNATURE (required) \_\_\_\_\_

NEW ADDRESS \_\_\_\_\_

OLD ADDRESS \_\_\_\_\_

In accordance with OAC 485:10-7-9 & 10-9-9, it is the legal duty of a licensed nurse to notify the Oklahoma Board of Nursing of a change of address in writing within 30 days of the change.

## Peer Assistance Program Provides Help

Have you ever gone to work with a hangover? Do you ever call in because you just did a little too much partying last night? Ever been arrested for or convicted of DUI? Think your nursing practice is not affected by drinking or drug use because you only do it after hours or on days off? Or maybe you have recognized that your substance use is problematic and you have gone to treatment, but you do not think it has anything to do with nursing practice. Think again. These scenarios all have the potential to result in action against your nursing license. While you may not be using at work, your use can affect your ability to practice nursing. If so, the Peer Assistance Program has something to offer you.

The Peer Assistance Program is a voluntary, structured monitoring program for licensed nurses with an alcohol or drug problem. Nurses who self-report and voluntarily enter the program **do not** have disciplinary action and their participation is not a matter of public record. Nurses who are referred by the Board **do** have disciplinary action and it will re-

sult in a public record with reports to the National Council of State Boards of Nursing, the National Practitioners Databank, and the Healthcare Integrity and Protection Data Bank.

The Peer Assistance Program is not just for nurses who have diverted drugs. Any licensed nurse who recognizes that substances are causing them a problem may apply to the program. Do not wait to ask for help until you are contacted by the Board. Contact the Peer Assistance Program now, before you get into trouble with your practice, and maybe you will avoid the trouble altogether.

**For confidential assistance, call (405) 525-2277.** You do not need a referral from an employer, the Board, or a treatment provider. You can make the call yourself.

## THE PEER ASSISTANCE PROGRAM HAS MOVED

The Peer Assistance Program has moved to new offices within the same building. We are now located on the second floor of the Cameron Building. Our new address is:

**Peer Assistance Program  
2915 N. Classen Boulevard, Suite 215  
Oklahoma City, OK 73106**

# REPORTING NURSING PRACTICE INCIDENTS

You may report nursing practice incidents involving nurses or advanced unlicensed assistive persons to the Oklahoma Board of Nursing ("Board") by downloading the "Report of Nursing Practice Incident" form at: <http://www.ok.gov/nursing/npiform.pdf>. Provide **complete information as indicated on the form with attached documents supporting allegations**, including but not limited to, narcotic records, MAR, nursing notes, physician orders, treatment sheets, incident reports, drug screens, and signed and dated statements from witnesses, with their home addresses and telephone numbers.

The Oklahoma Board of Nursing is a health oversight agency as defined in the Health Insurance Portability & Accountability Act of 1996 (HIPPA),

Public Law 104-91 (the "Privacy Rule"). Covered entities may disclose protected health information to health oversight agencies for the purposes of legally authorized **health oversight activities**, such as audits and investigations necessary for oversight of the health care system and government benefit programs, without an **individual's authorization for permission**. (See the Privacy Rule [45CFR §164.512(d)]).

Please **DO NOT FAX** reports to the Board office. The quality of Fax copies often delays the review of incidents because of difficulty reading the documents. Mail reports with attached documents **directly** to the Board office. It is not necessary to contact the Board office to give a verbal report of an incident.

## ORDER FORM FOR THE

### *OKLAHOMA NURSING PRACTICE ACT & RULES*

Mail To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclosed is my personal check, cashier's or money order, payable to the Oklahoma Board of Nursing in the amount of \_\_\_\_\_ for \_\_\_\_\_ copy/copies (at a cost of \$ 10.00 each) of the *Oklahoma Nursing Practice Act & Rules*.

Certificate Number \_\_\_\_\_

Please return this form with your payment to: Oklahoma Board of Nursing, 2915 N. Classen Blvd., Suite 524, OKC, OK 73106

## Summary of Board Activities

During the **July 2004** meeting, the Board:

- Approved revisions to the *Formulary Advisory Council Procedure for Amending the Formulary*
- Approved *Licensure Requirements for Provision of Nursing Care by Telecommunications/Electronic Communications Position Statement*
- Reappointed Bradd Buchalla, RN, Joanne Dobler, MSN, RN, and Robert Mann, RN, MSW, to the Peer Assistance Committee
- Approved revisions to the *Approved Skills List for Board-Certified Advanced Unlicensed Assistants*
- Approved a contract with the Oklahoma Department of Career and Technology Education to develop and provide certification testing for candidates for Advanced Unlicensed Assistant certification
- Accepted recommendations of the Board Committee to Review NCLEX Pass Rate Reports regarding actions to be taken for nursing education programs with a 2003 NCLEX pass rate ten (10) percentage points or more below the national average:
  - Oklahoma City University, Oklahoma City
  - Langston University, Tulsa campus
  - Bacone University, Muskogee
  - Northeast Technology Center, Kansas campus
  - Great Plains Technology Center, Frederick campus
  - Indian Capital Technology Center, Stilwell campus
- Rejected recommendations of the Board Committee to Review NCLEX Pass Rate Reports regarding actions to be taken for Southern Nazarene University, Bethany, and scheduled the program for a hearing at the September 2004 meeting
- Reviewed 2003 NCLEX pass rate report of DeMarge College, Oklahoma City, and changed the status of the program to “Conditional Approval”, with a full survey visit to be conducted in September 2004
- Approved requests from the following nursing education programs:
  - Connors State College, Warner and Muskogee – request to offer classes by interactive television and online in Tahlequah and Stilwell for students enrolled in the evening career ladder program in Muskogee
  - Kiamichi Technology Center, Idabel campus – request to offer an additional program on the Idabel campus
  - Oklahoma City University, Oklahoma City – request for curriculum change
  - Great Plains Technology Center, Lawton, Comanche Nation, and Frederick – request for a curriculum change at the Comanche Nation College campus

During the **September 2004** meeting, the Board:

- Approved revisions to the following:
  - *English Language Testing Scores Policy*
  - *Approved Skills List for Performance by Board-Certified Advanced Unlicensed Assistants*
- Approved the FY2006-2007 Budget Request Proposal and FY2006-2010 Strategic Plan
- Appointed Sandra Bazemore, MSN, RN, James DeSilver, NCAC II, ICADC, CADC, and Lori Vicsek, MS, RN, to the Peer Assistance Committee

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- Accepted recommendations of the Provider Approval Committee for Nurse Support Group Facilitators, Counselors, and Psychiatric /Substance Abuse Evaluations
- Approved annual reports from Oklahoma nursing education programs
- Approved *Refresher Course Policy*
- Reviewed and accepted follow-up reports from Indian Capital Technology Center, campuses in Sallisaw, Tahlequah, Stilwell, and Muskogee, and University of Central Oklahoma, Edmond, on actions taken in response to survey visit recommendations
- Reviewed and accepted 2003 NCLEX pass rate report from Southern Nazarene University, Bethany. Issued a “Warning” to the program based on NCLEX pass rate of ten percentage points or more below the national average and requested a follow-up report to be reviewed at the January 2005 Board meeting
- Approved requests by Oklahoma Wesley University, Bartlesville, for a new baccalaureate nursing program
- Denied request by DeMarge College, Oklahoma City, to admit students while on “Conditional Approval” status

During the **November 2004** meeting, the Board:

- Approved revisions to the *Peer Assistance Program Support Group Participation Guidelines* and the *Guidelines for the Registered Nurse Monitoring Obstetrical Patients Receiving Analgesia/Anesthesia by Catheter Techniques*
- Reviewed without revision *Support Group Participation Guidelines*
- Accepted follow-up reports on progress made on pass rate improvement plan and analysis of results of May, 2004 graduating classes for Oklahoma City University, Oklahoma City, and Bacone University, Muskogee
- Issued Declaratory Ruling on whether it is within the current scope of practice of the RN to express an opinion about the presence or absence of sexual abuse in a child and to report opinions and findings as “consistent with” sexual abuse or a normal examination
- Accepted survey visit reports for Platt College, Lawton, and granted continuing full approval for five years
- Accepted survey visit report from DeMarge College, Oklahoma City and voted to leave the program on “Conditional Approval” status. Acknowledged the program’s notification of their intent to close their practical nursing education program and transfer their currently enrolled students to Platt College, Oklahoma City
- Approved a request by Platt College, Oklahoma City, to offer an extended campus practical nursing education program in Moore
- Recognized Peer Assistance Committee members for their years of service, upon the tenth anniversary of the Peer Assistance Program

**Disciplinary actions taken by the  
Oklahoma Board of Nursing can be  
reviewed on the Board’s website:  
[www.ok.gov/nursing](http://www.ok.gov/nursing)**

## OPEN MEETING NOTICE

All Oklahoma Board of Nursing meetings are open to the public except those portions which may be in Executive Session. The first day of Board meeting begins at 5:30 p.m., with the second and third day beginning at 8:00 a.m. All actions of the Board are taken in open session. Nurses, members of other professional disciplines, students and the public are invited to attend. Groups who plan to attend should schedule their attendance in advance with the Board office to ensure seating is available.

There is an Open Forum on the first day of each Board meeting. Anyone wishing to address the Board about a nursing issue should contact Kim Glazier, Executive Director, with a request to be placed on the agenda for the Open Forum.

Committee meetings are also open to the public. Please call ahead of time if you plan to attend as dates, times, and locations may change. The committee meetings are cancelled and rescheduled if it is determined a quorum will not be present.

## BOARD CALENDAR

Meetings	Dates	Sites
Oklahoma Board of Nursing	Mar. 29, 30 & 31, 2005 May 24, 25 & 26, 2005 July 26, 27 & 28, 2005 Sept. 27, 28 & 29, 2005 Nov. 15, 16 & 17, 2005	Holiday Inn 2101 S. Meridian Oklahoma City, OK (405) 685-4000
Spring Board Issues Meeting	Apr. 7 & 8, 2005	Hampton Inn 717 E. Hall of Fame Stillwater, OK (405) 743-1306
Advanced Unlicensed Assistant Advisory Committee	May 3, 2005	Board Office 2915 N. Classen Blvd. Oklahoma City, OK Basement Conference Room

**Report Of Nurse Population in Oklahoma FY 2004**

The nurse population report (RN and LPN) in Oklahoma FY2004 is compiled from information provided by the licensee at the time of licensure or renewal of licensure through June 30, 2004 for registered nurses and licensed practical nurses.

**SUMMARY REPORT**

	2004 Report		2003 Report		2002 Report	
	RN	LPN	RN	LPN	RN	LPN
<b>RESIDING IN OKLAHOMA</b>						
Employed	24,189	12,136	23,601	12,143	24,057	12,356
Not Employed	5,060	3,818	5,222	3,524	3,833	3,323
<b>Total</b>	<b>29,249</b>	<b>15,954</b>	<b>28,823</b>	<b>15,667</b>	<b>27,890</b>	<b>15,679</b>
<b>RESIDING OUT OF STATE</b>						
Employed	2,330	532	2,298	545	2,231	540
Not Employed	1,471	414	1,364	417	1,149	419
<b>Total</b>	<b>3,801</b>	<b>946</b>	<b>3,662</b>	<b>946</b>	<b>3,380</b>	<b>959</b>
<b>GRAND TOTAL</b>	<b>33,050</b>	<b>16,900</b>	<b>32,485</b>	<b>16,629</b>	<b>31,270</b>	<b>16,638</b>

**Registered Nurses Residing and Licensed in Oklahoma  
By Field of Employment FY2004**

Hosp	Lng-Trm Care	Sch Of Nsg	Home Health	Comm Health	School Health	Occup Care	Amb Care	Priv Care	Case Mgmt	Other	Total Empl	Not Empl	Total
14,606	1,272	551	1,577	1,215	419	151	876	925	530	2,067	24,189	5,060	29,249

**Licensed Practical Nurses Residing and Licensed in Oklahoma  
By Field of Employment FY2004**

Hosp	Lng-Trm Care	Sch Of Nsg	Home Health	Comm Health	School Health	Occup Care	Amb Care	Priv Care	Case Mgmt	Other	Total Empl	Not Empl	Total
3,838	3,644	24	1,209	475	139	110	521	1,185	81	910	12,136	3,818	15,954

**OFFICE STAFF**

Kim Glazier, RN, M.Ed.	Executive Director
Deborah Bruce, J.D.	Deputy Director for Investigative Division
Gayle McNish, RN, Ed.D	Deputy Director for Regulatory Services
Louise Drake, RN, MHR	Associate Director for Nursing Practice
Carla Petty, RN, BSN, MPH	Licensing Manager
Betty Smelser, RN	Senior Investigator
Lajuana Crossland, RN	Nurse Investigator III
Jan Sinclair, RN	Nurse Investigator II
Shirley Roy, RN	Nurse Investigator I
Laura Clarkson, RN, CARN	Peer Assistance Program Coordinator
Terri Chapman, RN	Peer Assistance Case Manager
Darlene McCulloch, CPM	Business Office Manager
Sandra Ellis	Executive Secretary IV
Joan Misenheimer	Regulatory Services Division Secretary
Dana Edminsten	Peer Assistance Program Legal Secretary I
Sheryl Adams	Accounting Technician III
Rita Withrow	Examination Administrative Technician III
Richard Clark	Renewal Administrative Technician II
Stephanie Langs	Endorsement Administrative Technician I
Peggy Parker	Administrative Technician II
Talisa Hartfield	Receptionist Administrative Technician I
Teena Jackson	Legal Secretary I
Shelly Rasco	Legal Secretary II

**BOARD MEMBERS**

	<b>Term Expires</b>
Sue Mitchell, RN, President	2005
Cynthia Foust, PhD, RN, Vice President	2006
Heather Sharp, LPN, Secretary-Treasurer	2006
Louise Talley, PhD, RN	2009
Deborah Booton-Hiser, Ph.D., RN, ARNP	2006
Teresa Frazier, MS, RN	2007
Jackye Ward, MS, RN	2008
Linda Coyer, LPN	2007
Janice O'Fields, LPN	2008
Lee Kirk, Public Member	Coterminously w/Governor
Roy Watson, PhD, Public Member	Coterminously w/Governor

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