

**Kansas State Board of Nursing
Board Meeting Agenda
September 16, 2020**

NOTE: The meeting will be held via Zoom. Link to access meeting to follow agenda.

Time: 9:15 a.m. – Until Finished

Board Present: Patricia Zeller, MSN, APRN, FNP
Carol Bragdon, PhD, APRN
Julianna Rieschick, RN, MSN, NEA-BC
Gwendolyn Loyd, MBA, MSN, RN
Rebecca Sander, MSN, RN
Mandy Karstetter, LPN
Adri Gouldsmith, LPN
Andrea Watson, RN
Gita Noble, Public Member
Jade Ramsdell, BHS, COTA/L, Public Member
Geovannie Gone, Public Member

Staff Present: Carol Moreland, MSN, RN, Executive Administrator
Adrian Guerrero, Director of Operations
Linda Davies, BSN, RN, Practice Specialist
Janelle Martin, MHSA, RN, Nursing Education Compliance Officer
Jill Simons, Executive Assistant

- I. Call to Order
- II. Review of Onsite packet
- III. Additions/Revisions to Board Agenda
- IV. Announcements
- V. Approval of Minutes
 - a. June 17, 2020
 - b. July 10, 2020

Consent Item Agenda

Agency Reports

- 1. Executive Administrator Report
- 2. Staff Reports

Committee Reports:

- 1. Education Committee – Chair, P. Zeller
Committee Report
Action Items
- 2. Investigative Committee – Vice Chair, R. Sander
Committee Report

Action items

3. Continuing Education Committee – Chair, J. Rieschick
Committee Report
Action Items
4. APRN Committee – Chair, C. Bragdon
Committee Report
Action Items
5. Practice/IV Therapy Advisory Committee – Chair, M. Karstetter
Committee Report
Action Items
6. Finance Committee – Chair, C. Bragdon
Committee Report
Action items

Unfinished Business:

1. July 2019 – June 2022 Strategic Plan

New Business:

1. Workforce Data
2. Review Mission Statement
3. Report from Delegate Assembly
4. Appointment of Agency Head/Presiding Officer
5. Election of Officers

Executive session if needed.

1:00 p.m. Open Forum

(The meeting will proceed as set by the agenda. Open Forum will be held at 1:00 p.m. when a presenter is scheduled.)

VI. Agenda for December 2020 Board meeting

VII. Adjourn:

Please Note: Additional items, which have come to the attention of the Board, will be handled as time permits. Agenda is subject to change based upon items to come before the Board.

Handouts or copies of materials brought to the Board or Committees for discussion by committee members or visitors must be submitted to staff 30 calendar days prior to start of the meeting. Any items received after the 30th calendar day may be addressed at the meeting at the discretion of the President of the Board or Chairperson of the Committee.

Any individual with a disability may request accommodation to participate in the board meeting and may request the board packet in an accessible format. Requests for accommodation should be made at least five working days in advance of the board meeting by contacting Jill Simons at (785) 296-5752. Handicapped parking is available at the Landon State Office Building, and the north entrance to the building is accessible to individuals with disabilities.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89359992040?pwd=V09ZMUFrOUhoTDZoMnBGcURxMmp1dz09>

PAGE LEFT
BLANK
INTENTIONALLY

PAGE LEFT
BLANK
INTENTIONALLY

PAGE LEFT
BLANK
INTENTIONALLY

PAGE LEFT
BLANK
INTENTIONALLY

PAGE LEFT
BLANK
INTENTIONALLY

PAGE LEFT
BLANK
INTENTIONALLY

PAGE LEFT
BLANK
INTENTIONALLY

PAGE LEFT
BLANK
INTENTIONALLY

PAGE LEFT
BLANK
INTENTIONALLY

PAGE LEFT
BLANK
INTENTIONALLY

PAGE LEFT
BLANK
INTENTIONALLY

PAGE LEFT
BLANK
INTENTIONALLY

**Kansas State Board of Nursing
Strategic Plan July 2019 - June 2022**

Agency Mission:

The mission of the Board of Nursing is to assure the Citizens of Kansas safe and competent practice by nurses and mental health technicians.

Agency Philosophy:

The Board of Nursing will act in accordance with the highest standards of ethics, accountability, efficiency, and openness. The Board subscribes to the idea that safe nursing care is a public trust. We approach our activities with a deep sense of purpose and responsibility. The public and regulated community alike can be assured of a balanced and sensible approach to regulation.

Core Values: We value trustworthiness in each individual, believe we can be depended upon to act with integrity, honesty, sincerity and fairness. We value respect for each person recognizing that we all have an important role to play in achieving our organizational goals. We value continuous learning which enhances individual and organizational growth. We value competence in all staff knowing that quality leadership, support and service require knowledge, skills and accountability. We value open and effective communication through the ongoing interchange of ideas and information. We value collaboration in our work processes and decision making, recognizing when we involve others affected by decisions, we strengthen the decisions.

Priority #1: Promoting Nursing and Allied Health Standards; safe nursing through education, licensure and regulation	Metrics	Performance Assessment
1. Enhance collaborative relationships with other nursing and health-related organizations in Kansas	Network with organizations and other agencies, education outreach to students and licensees	<i>KSBN Weekly Updates shared with other nursing and health-related organizations in KS during the COVID-19 pandemic.</i>
2. Systematic evaluation of advanced practice nursing	Review statutes and regulations, review consensus model, review proposed statute changes, education to APRNs regarding practice statutory authority	<i>Continue to monitor legislation regarding full practice authority for APRNs in Kansas. Monitor and provide feedback with discussion occurring at national level regarding APRN Compact.</i>
3. Retain independent status of the Board of Nursing	Continue to monitor legislation, submit data to NCSBN for CORE reports, monitor performance indicators for agency, educate regarding performance of agency and dashboard regarding agency performance	<i>Monitor legislation introduced during session for any legislation dealing with licensing boards. Provide testimony and educate legislators regarding KSBN.</i>
4. Promote safe nursing practice for nurses with multistate nursing licenses	Continue to educate nurses, employers and students regarding NLC	<i>KSNA Day at the Legislature 3/4/2020, Newsletter, March - May 2020</i>

- 16 -

**Kansas State Board of Nursing
Strategic Plan July 2019 - June 2022**

Priority #2: Fiscal & Human Resources Responsibilities	Metrics	Performance Assessment
1. Monitor fiscal impact of NLC implementation	Monitor licensing statistics and agency budget	<i>Continue to monitor monthly fiscal reports and report to Finance Committee and Board members.</i>
2. Monitor funding for K-Tracs	Monitor legislative funding for K-Tracs, track impact of increased fee fund transfer for K-Tracs, participate in generating funding solutions.	<i>Continue to provide feedback regarding fiscal impact of K-Tracs on agency budget</i>
3. Develop succession plans for key board members and agency staff	Evaluate agency structure, identify key board members and agency staff and develop succession plans for the transfer of institutional knowledge	
4. Recruit, develop & retain qualified staff	Monitor open positions, reasons for existing staff leaving agency, explore pay plan options, optimize orientation for new staff and appropriate education to enhance staff knowledge	<i>Filled key positions in the agency with qualified staff. Working on redesigning orientation for new employees. Continue to look for educational opportunities for staff to increase their skills and promote continuous learning.</i>
5. Appropriate orientation of Board members about responsibilities of serving as a Board member	Redesign current Board orientation information after exploring optimal format. Evaluate content needed and evaluate changes	<i>2/2020 redesigned Board orientation presented via Zoom, Board Portal designed for iPads September 2020 do an evaluation for the effectiveness of revised orientation</i>
6. Maintain superior information technology infrastructure	Identify and replace equipment that needs updated, review and evaluate new or existing technology and how to improve or incorporate into KSBN, establish off site data center, be proactive with state IT reorganizations and explore new ways to present information on website (instructional videos)	<i>COVID-19 has necessitated the need for the majority of the staff to telework. Re-evaluate the equipment needed for staff to telework.</i>
7. Maintain centralized repository to locate status of investigative and discipline cases	Develop and maintain a uniform database to monitor status of investigative and discipline cases. Train staff and monitor usage.	

-17-

**Kansas State Board of Nursing
Strategic Plan July 2019 - June 2022**

8. Electronic storage of agency records	Review and revise agency record retention schedule, review position descriptions to include imaging of agency records. Track agency records that are imaged.	<i>Revision of Investigative Files Retention Schedule is on the June 2020 Investigative Committee agenda. If approved, will go to the State Record Committee in July for their review.</i>
9. COOP Plan	Review of COOP plan to ensure continuity of plan.	<i>June 2020 COOP plan emailed to Board members to review</i>
Priority #3: Maintain Quality Customer Service	Metrics	Performance Assessment
1. Applicants will be licensed within 5 - 7 business days after receipt of all required and approved information	Quarterly audits will demonstrate 90% of applicants were licensed within 5 - 7 business days after receipt of all required and approved information.	
2. Potential Nurse Practice Act violations submitted to the Board are reviewed and assessed within six months	Quarterly audits will demonstrate 90% of complaints submitted to KSBN with a potential violation of the Nurse Practice Act were reviewed and assessed within six months	
3. Information services provided to consumers and nurses are of high quality and are clear, accurate and current.	Monitor information on website and on applications for clarity, listen to feedback from applicants to determine if information can be clearer and explore other formats to provide information	<i>NPA on website has links to revisor for statutes and Sec. of State for regulations, AG opinions removed from website and link provided to AG opinions on AG's website, IV certification information provided as note in Nursys</i>
4. Ensure effective methods for consumer feedback to the Board.	Evaluate and update methods in which customers can provide feedback, monitor customer service feedback and make changes in agency when needed	
5. Communication pathways between board members, agency staff and consumers is consistent and clear.	Consistent communication is provided by board members and agency staff	<i>Updated agency organizational chart available for board members and agency staff to assist in correct communication. KSBN Weekly updates shared with board members and agency staff during COVID-19 pandemic.</i>
6. Expand digital forms of communication	Effective communication will occur utilizing all digital forms	

- 18 -

**Kansas State Board of Nursing
Strategic Plan July 2019 - June 2022**

7. Continuous quality improvement for identification, processing adjudication of Nurse Practice Act violations	Evaluate processes for identification, assessment and resolution of complaints. Make needed changes to improve consistency and efficiency of complaint management.	
--	---	--

KSBN Mission Statement

The mission of the Board of Nursing is to assure the Citizens of Kansas safe and competent practice by nurses and mental health technicians.

ARTICLE IV - OFFICERS

Section 1. The officers shall consist of a President, Vice-President and Secretary.

Section 2. The three officers shall be elected at the September meeting, and shall serve for one year. At each September Board meeting an individual Board member will be designated to make decisions on the behalf of the agency head for purpose of granting or denying petitions for reconsideration or review filed with the agency head.

Section 3. In the event of the vacancy of one of the three offices, a new election will be held at the next meeting to fill the vacancy.

Section 4. The President shall:

- a. preside over all meetings of the Board;
- b. establish a proposed agenda in consultation with the Executive Administrator for meetings of the Board;
- c. gain consent and appoint all members of ad hoc and standing committees, including chair and vice chair of each committee;
- d. serve as ex-officio member of all standing and special committees with a voice, but shall not vote except when needed as a member to establish a quorum;
- e. remove any committee member not fulfilling obligation to a committee;
- f. have the right to vote on all Board issues;
- g. sign appropriate legal documents;
- h. advise Executive Administrator;
- i. oversee the annual evaluation of the Executive Administrator;
- j. be responsible for the proper functioning of the work of the Board; and
- k. have power and authority to administer oaths.

Section 5. The Vice-President of the Board shall:

- a. serve in the absence of the President; and

- b. assume all such functions or responsibilities as may be delegated by the President.
- c. assist President and Executive Administrator with appointments to committees.

Section 6. The Secretary shall:

- a. sign all Board minutes;
- b. keep a record of all meetings of the Board
- c. have power and authority to administer oaths and
- d. preside in the absence of the President and Vice-President.