

**Kansas State Board of Nursing
Landon State Office Building, Room 560
Continuing Nurse Education Committee Minutes
March 24, 2015
8:30 a.m. CNE Committee Regular Meeting**

- Time:** 8:30 a.m. – 9:20 a.m.
- Committee Members:** Judith Hiner, RN, BSN, Chair – absent with prior notice
Rebecca Nioce, V. Chair
Leanna Beeson, LPN – by phone
Terri Schmitz, BSN, RN – by phone
Michelle Noble, MN, APRN, RN-BC – by phone
Rebecca Brown, MSN, RN– by phone
- Staff:** Miriah Kidwell, MBA, RN, Education Specialist
Diane Glynn, JD, RN, Practice Specialist
Sheila Rice, Public Service Administrator 1
- Guest:** Mickie Walker, KSBN Investigator; Terri Roberts, by phone
- Call to order:** The Continuing Nurse Education Committee meeting was called to order in room 560 of the Landon State Office Building at 8:30 a.m. by R. Nioce.
- Add/Rev. Agenda:** Agenda was amended as the date of meeting reflected should be March 24, 2015 not “2014” as noted on agenda.
- Minutes:** The minutes for the December 2014 meeting were reviewed. It was noted there was a typo regarding the header having “approved” noted in it and should read “draft” as the body of the minutes reflect, also the minute’s show that L. Beeson is the V. Chair which is incorrect R. Nioce is the V. Chair. It was moved to approve the December 2014 minutes with corrections. J. Hiner will need to sign those when she is here next at the Board office. Motion #1 Brown/Beeson UYVV
- Consent Items:** M. Kidwell reported that a list of IOA’s denied for January and February Denied IOA’s: was included in the packet noting the reason why each was denied (i.e. incomplete, no objectives, no course descriptions etc). M. Kidwell inquired if the committee members have any questions of her. No discussion or questions moved to next item on agenda.
- Unfinished Business:** Prairie View, Inc. – It was moved to approve Prairie View, Inc.’s LTP 5 year Renewal: renewal application as a long term provider as they had submitted all required documents requested during the December 2014 meeting. Motion #2 Noble/Beeson UYVV
- Additions to the IOA (Individual Offering of Approval) form:
M. Kidwell reported updating the IOA from to include a reference page describing the Guidelines for Submitting or Writing Learning Objectives. It was moved to accept additions to IOA form to include guidelines for writing measurable learning objectives. Motion #3 Noble/Brown UYVV

Long Term Providers not submitting Annual Reports:

M. Kidwell updated the committee stating that letters had been sent (via certified mail/return receipt) to each provider who had not submitted an annual report, per December 2014 directive from the committee. The letter was notifying them that their providerships had been relinquished by inaction on their part.

New Business:
LTP 5 yr Renew Apps:

Susan B. Allen Memorial Hospital – The five year LTP’s renewal application was approved pending submission of a revised evaluation tool evaluating the presenter.
Motion #4 Brown/Schmitz UYVV

LifeNet of the Heartland – The five year LTP’s renewal application was approved pending submission of a corrected certificate, needs to reflect the provider information.
Motion #5 Nioce/Beeson UYVV

CNE Certificates:

The University of Kansas Hospital – Staff was directed by the committee to draft and send letter to The University of Kansas Hospital to re-evaluate the content of their CNE Certificate (date of CNE completed, name of licensee, and number of hours) and educate nurses on how to complete the certificate to receive CNE credit for course completed. There was a consensus of the committee regarding requirements.

CNE Transcripts – M. Kidwell reported that KAR 60-9-105 needs clarification regarding the requirements of content of a CE Transcript for it to be acceptable for use toward CNE hours. It was moved for staff to draft sample regulation to include a description of acceptable transcript which will mirror 60-9-106(a)(1) with an addition to requiring the licensee’s name on the transcript.
Motion #6 – Noble/Brown UYVV

Agenda for June 2015:

Old business will include any of the above who did not submit corrections or a simple summary statement by Miriah that all met the requirements, as well as the following:

- Draft of language for the CNE Transcript;
- Update committee regarding University of Kansas letter; and
- Update regarding Susan B. Allen Memorial Hospital.

New business will include the new applications received by the board.

Adjourn:

Meeting adjourned at 9:20 am
Motion #7 Noble/Brown UYVV

Committee Chair

Date