



**State of Oregon**  
Theodore R. Kulongoski, Governor

**Oregon State Board of Nursing**  
Holly Mercer, Executive Director

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## Meeting Minutes

**Meeting Topic:** Nursing Practice Committee      **Location:** OSBN Conference Room  
**Meeting Date:** May 11, 2010      **Facilitator:** Marilyn Hudson  
**Meeting Time:** 10:00am to 3:00pm      **Recorded:**  Yes     No

Name	Credentials	Role	Area	Attend
Sheryl Caddy	RN, JD	Committee Member	Mid-Valley OR	OSBN
Alexandra Caley	RN-BC, BSN, OCN	Committee Member	Central OR	OSBN
Deborah Cateora	RN, BSN	Associate Member	Portland OR	OSBN
Leslie Currin	RN, BSN	Associate Member	Salem OR	OSBN
Sue Davidson	RN, PhD	Associate Member	Tualatin OR	
Katie Franz	RN, BSN	Committee Member	Portland OR	OSBN
Robyn Gibson	RN, BSN	Committee Member	Portland OR	OSBN
Shannon Gill	RN, BSN	Committee Member	Southern OR	OSBN
Shirley Hodge	RN, AD	Committee Member	Eastern OR	OSBN
Kathryn Holloway	RN, MSN	Committee Member	Portland OR	OSBN
Mary Krystine	RN, MS	Committee Member	Southern OR	OSBN
Karen Madden	RN, BSN, MPH	Committee Member	Portland OR	OSBN
Barbara McGuffey	RN, MPH	Committee Member	Mid-Valley OR	OSBN
Katie McRae	RN, MS	Committee Member	Portland OR	
Linda Mill	RN	Board Member Rep.	Coos Bay OR	OSBN
Linda Mollino	RN, MSN	Committee Member	Coastal OR	OSBN
Donna Pence	LPN	Committee Member	Salem OR	OSBN
Pamela Ruona	MHR	Associate member	Portland OR	OSBN
Barbara Wood	PhD	Committee Member	Portland OR	OSBN
Collista Zook	RN, MS, CNS	Committee Member	Portland OR	OSBN

Agenda	Discussion	Action
Introductions	<p>Holly Mercer, JD, RN Executive Director for the Oregon State Board of Nursing welcomed the Nursing Practice Committee (NPC) and introduced herself to the group.</p> <p>After introductions of all attending were completed, committee members were asked to review the contact list and submit any needed corrections.</p> <p>Each member signed the required Conflict of Interest form.</p>	<p>After receiving corrections, Michelle Ducharme will e-mail the corrected contact list to the practice committee.</p>
Ground Rules	<p>An initial set of ground rules was introduced discussed. They are as follows:</p> <ul style="list-style-type: none"> <li>• It is important that the meeting start and end as scheduled.</li> <li>• Each practice committee member will participate</li> </ul>	<p>The NPC adopted the ground rules by consensus.</p>

	<p>regularly and will inform facilitator in advance of excused absence.</p> <ul style="list-style-type: none"> <li>• Everyone is too participates actively in discussions and assigned projects.</li> <li>• Differing opinions are welcomed.</li> <li>• Side conversations and one-on-one discussions will be limited.</li> <li>• Members will disagree in private and unite in public.</li> <li>• Silence is agreement and/or consensus to concepts presented for vote.</li> <li>• Inform when leaving meeting to address an important telephone call.</li> </ul>	
<p>Review of NPC Purpose, Goals &amp; Introduction of the Issue Review Form</p>	<p>The reasons for establishment of the NPC were discussed. This committee has been established so that practicing Oregon nurses truly have a voice in the formulation of nursing practice policy. Therefore, geographic diversity, nurses from a wide variety of practice settings, nurses working at various levels organizationally, and with differing years in practice, were selected for membership. Public members were included in order to ensure that their perspectives are considered in policy formulation as well.</p> <p>The new NPC Policy and the new Oregon State Board of Nursing (OSBN) Issue Review form were introduced and OSBN’s mission statement was reviewed. NPC members were told that it is the committee’s obligation to focus on public safety through all policy work completed.</p> <p><b><u>NPC Policy Goals</u></b></p> <ol style="list-style-type: none"> <li>1. Review/revise current Board policies, position statements and administrative rules as directed and with the schedule set by the Board/Board staff, including responding to requests formally submitted on the <i>Request for OSBN Issue Review</i> form.</li> <li>2. Respond, as directed by the Board, to the changing healthcare environment by addressing scope of practice issues and developing policies and position statements as needed.</li> <li>3. Discuss and deliberate scope of practice issues when requested, and make recommendations to the Board regarding specific issues.</li> </ol> <p>The Board will direct policy prioritization. Ultimately, all policies will need to be current within 5 years.</p> <p>The Issue Review Form is a formal mechanism for Oregon citizens to communicate nursing issues with OSBN Board members. The goal is that when the Board receives an issue it will be presented in writing in a thoughtful and thorough</p>	

	<p>manner. The Board will be able to prioritize the issues that come to them and will delegate consideration of some of these issues to the NPC for eventual recommendations back to the Board.</p> <p>The NPC meetings are open to the public.</p>	
Review of Policy-Making Terminology Policy	<p>The members reviewed the Policy-Making Terminology policy. It was determined that the policy needs some updating and clarification since the terms in this policy define and underpin the work of this committee.</p> <p><b><u>Proposed Policy Changes and Discussion</u></b></p> <ol style="list-style-type: none"> <li>1. Change the title from terminology to definitions</li> <li>2. Ensure clarity in the definitions</li> <li>3. The issue brief is more of a discussion paper to help nurses make decisions</li> </ol> <p><b><u>A Revised Order for the Definitions</u></b></p> <ol style="list-style-type: none"> <li>1. Board Policy</li> <li>2. Policy Guideline</li> <li>3. Position Statement</li> <li>4. Issue Brief</li> <li>5. Discussion Paper</li> <li>6. Operational Policy</li> <li>7. Operational Procedure</li> </ol>	<p>Marilyn Hudson will draft changes to this policy and send to the group for comment. The goal is to have a completed document for review by the Board at the June 17<sup>th</sup> Board meeting.</p>
Nursing Practice Committee Page on Website	<p>A new drop down menu with links has been established on the upper right hand side of the screen on the OSBN home page. It says “RN/LPN Practice Info.” One of the links in the menu is for a page that is specifically dedicated to the NPC. NPC members are listed on the page. There is a plan to add a map showing where NPC members are from. Meeting minutes and an FAQ page are also being planned.</p> <p>NPC members discussed what they believed would be helpful on this page. They would prefer to have a group photo rather than individual photos. They would also prefer to have their titles and places of employment removed, and would like to be listed by city where they work rather than where they live.</p>	<p>A group photo needs to be planned for the September NPC meeting.</p>
Policy Review	<p>All of the nursing practice policies were reviewed. A brief explanation of each policy was provided and the age of each policy was noted.</p>	
Prioritization of Nursing Practice Policies	<p>All of the existing nursing practice policies, and one proposed policy on Protocols and Standing Orders, were listed on white paper with columns for high, medium and low to indicate level of priority. Each member was asked to prioritize which policies needed revision most urgently by assigning the appropriate priority. The results of that prioritization are attached.</p>	<p>The priority list set by the NPC will be reviewed by the Board for approval at the June 17<sup>th</sup> Board meeting.</p>
Assignments and Commitments	<p>The NPC wanted to begin work on four of their five top priorities. The ones they wanted to work on first are listed below:</p>	<p>By September, NPC members will begin to work on the four</p>

	<p><b><u>Top Five Priority Policies</u></b></p> <ol style="list-style-type: none"> <li>1. RN/LPN Practice Requirement</li> <li>2. Epidural Meds – OB Patients</li> <li>3. Pain Management</li> <li>4. RN Scope of Practice as Sexual Assault Nurse Examiner (SANE)</li> </ol> <p>NPC members also listed their interest/abilities for work on specific policies. The volunteer committee chairs are listed. The NPC members will form the core for sub-committee work and will find nursing colleagues to partner on the needed work. Commitments for action by the September meeting may be found in the right hand column of the attached prioritization form.</p>	<p>identified policies. Their commitments for action are listed on the attached prioritization form.</p>
Next Steps	<p>Each member will submit corrections for their contact information and the information to be listed on the website.</p> <p>Marilyn Hudson will address the additions/corrections for the NPC website page.</p> <p>Marilyn Hudson will draft changes to the Policy-Making Terminology policy and send to the group for comment. The goal is to have a completed document for review by the Board at the June 17<sup>th</sup> Board meeting. The policy prioritization list will also be presented to the Board members for approval/direction at the June 17<sup>th</sup> Board meeting.</p> <p>Each sub-committee will present their findings/work at the September NPC meeting. Marilyn Hudson will be available for help to the sub-committees.</p>	
Next Meeting	<p><b><u>Practice Committee Meetings</u></b></p> <p>Wednesday, September 08, 2010 10:00am to 3:00pm  Wednesday, December 01, 2010 10:00am to 3:00pm</p> <p><b><u>Board Meetings</u></b></p> <p>Thursday, June 17, 2010  Thursday, September 16, 2010  Thursday, November 18, 2010</p> <p><b><u>Filing Dates for Interested Parties</u></b></p> <p>Thursday, August 05, 2010  Thursday, October 07, 2010</p>	
Adjourned		3:02pm

Submitted by **Michelle Ducharme**  
Consultant Team Assistant