



**State of Oregon**  
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## Meeting Minutes

**Meeting Topic:** Practice Hour Requirement      **Location:** OSBN Conference Room/WebEx  
**Meeting Date:** November 08, 2010      **Facilitator:** Marilyn Hudson  
**Meeting Time:** 9:00am to 11:00am      **Recorded:**  Yes     No

| Name            | Credentials | Role                         | Area          | Attend |
|-----------------|-------------|------------------------------|---------------|--------|
| Sheryl Caddy    | RN, JD      | Committee Member             | Mid-Valley OR | WebEx  |
| Alexandra Caley | RN, BSN     | Committee Member             | Central OR    | WebEx  |
| Deborah Cateora | RN, BSN     | Associate Member             | Portland OR   | WebEx  |
| Shannon Gill    | RN, BSN     | Committee Member             | Southern OR   | WebEx  |
| Marilyn Hudson  | RN, MSN     | RN/LPN Practice Consultant   | Portland OR   | OSBN   |
| Joy Ingwerson   | RN, MSN     | Nursing Education Consultant | Portland OR   | OSBN   |

| Agenda   | Discussion   | Action   |
|--|--|--|
| Approval of Minutes                                    | The sub-committee approved the minutes from the October 5, 2010 meeting.   | Create final copy  |
| Goal of RN/LPN Practice Requirements NPC Sub-Committee | This sub-committee of the nurse practice committee (NPC) has been established to review the RN/LPN Practice Requirements policy. The policy was last reviewed in 2005. All revisions will be forwarded to the Nursing Practice Committee for determination on recommending changes to the Board  | N/A  |
| Documentation of Hours and Practice                    | Reviewed proposed draft language to clarify requirements for the nurse to retain documentation of both hours worked and the nature of the nursing work completed. Discussed wording and placement of language within the policy. Agreed to have a separate documentation section.  | Include draft documentation section in revised policy                    |
| Draft Policy   | Reviewed draft policy for clarity and completeness. Agreed that listed examples of documents that may be needed for auditing purposes is helpful under new "Documentation" section.<br><br>Suggested changing focus under "Board Statement" to be more affirmative. "The Board acknowledges..." rather than "The Board does not discount...."<br><br>Q&A Section was reviewed and revised. Suggested to add a question about the process steps if hours are not acceptable for nursing practice. | Marilyn with check with DeWayne on the process and share with the group. |
| Dual Licensure   | Discussed scenarios with individuals holding a nursing license in addition to another non-nursing license and/or position. Policy currently addresses blending the two roles into a new role. In some cases, it would be challenging to determine the percent of hours in each role.   | Marliyn will check with Tracy on dual licensure issues for               |

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|                   | <p>The group expects that those with dual licensure would also meet the expectations for documentation of practice hours and duties. Need to be able to reflect that the work links to the Nurse Practice Act. A basic consideration is whether the person was hired to bring in their nursing knowledge.</p> <p>Suggested adding a query at time of renewal about whether another healthcare license is held to get an idea of the numbers of licensees this may impact.</p> | <p>APRNs.</p> <p>If able to meet soon, will send out draft language to all before December meeting.</p> |
| Announcement      | <p>Marilyn reminded the group that the Nursing Practice Consultant position is posted on the OSBN website.</p>  | <p>Direct possible candidates to the website.</p>   |
| Next Steps        | <p>Update the draft policy based on comments.</p> <p>Revised draft to be sent to all sub-committee members for review.</p>  | <p>N/A</p>  |
| Next Meeting Date | <p>Will not meet again before the December 1 Nursing Practice Committee meeting.</p>  |   |
| Adjourned         |   | <p>10:56 am</p>   |

Submitted by: Joy Ingwerson, Nursing Education Consultant