

**Survey & Certification Unit**

800 NE Oregon Street, Suite 465

Portland, OR 97232

Voice: (971) 673-0540

Fax: (971) 673-0556

TTY: 711

[www.healthoregon.org/nursestaffing](http://www.healthoregon.org/nursestaffing)

[mailbox.nursestaffing@odhsoha.oregon.gov](mailto:mailbox.nursestaffing@odhsoha.oregon.gov)

## **Oregon Nurse Staffing Advisory Board**

### ***Learn more about the Oregon NSAB and how to apply***

#### **What is the Nurse Staffing Advisory Board?**

The Nurse Staffing Advisory Board (NSAB) was established to advise the Oregon Health Authority (OHA) on the administration of Oregon's nurse staffing laws. NSAB members use their nursing experience and unique insight to guide OHA on a range of nurse staffing issues. The NSAB regularly advises OHA on issues related to processes for nurse staffing surveys, complaint investigations and waivers.

#### **Who is eligible to join the NSAB?**

The NSAB has 12 members appointed by the Governor. Six of these members are nurse managers, five are direct care registered nurses, and one is a direct care member who is a registered nurse, a licensed practical nurse or a certified nursing assistant. The board has two co-chairs, one direct care nurse and one nurse manager, who are selected by the Governor. The governor's office works to balance board composition by including representatives from hospitals that have unions and those that don't, hospitals of different sizes, hospital types, and hospital locations. You may be able to participate in the NSAB if you work in a hospital covered under Oregon's nurse staffing laws. Oregon's nurse staffing laws cover Oregon's hospitals and special inpatient care facilities (SICFs). Contact the [OHA nurse staffing program](#) if you have questions about whether you would be eligible to join the board.

#### **How often does the NSAB meet?**

The NSAB meets once a quarter, on the last Wednesday of January, April, July and October from 1:00 PM to 5:00 PM.

NSAB members also participate on the board's committees, which are formed to address specific nurse staffing issues. The length and frequency of committee meetings changes based on each committee's needs.

### **Where are NSAB meetings?**

In general, NSAB meetings are held at the Portland State Office Building (PSOB). Members who are required to travel to the meeting are eligible for reimbursement of expenses incurred by them in performance on their duties on the board. Members who are unable to join the meeting in-person are invited to join the meeting by web conferencing.

OHA may decide to host the meeting at an alternate location. During the COVID-19 pandemic, OHA has hosted all NSAB meetings via web conferencing. The meeting dates, times and locations are listed on the Oregon Nurse Staffing Website ([www.healthoregon.org/nursestaffing](http://www.healthoregon.org/nursestaffing)). In addition, each meeting agenda is posted on the website one to two weeks before the meeting.

### **How do I apply to join the NSAB?**

To apply to join the NSAB, you will need to submit a complete [Interest and Background](#) form, resume, and statement of interest to the executive appointments unit in the governor's office ([executive.appointments@oregon.gov](mailto:executive.appointments@oregon.gov)). The governor's office will then follow up and let you know whether they need further information. The [Governor's appointments webpage](#) includes additional information about appointments.

### **How long is my application to the NSAB active?**

Your application to the board is active for two years or until you withdraw your application, whichever is first. If more than two years have elapsed since you submitted your application, you will need to submit a new application to be considered for appointment to the NSAB.

### **Can I attend an NSAB meeting even if I'm not a member?**

All NSAB quarterly meetings and committee meetings are open to the public. We encourage you to attend our meetings and learn more about how our board promotes safe patient care through nurse staffing.

**For more information about the board, how to apply, or join our meetings as a member of the public, please contact:**  
[mailbox.nursestaffing@odhsoha.oregon.gov](mailto:mailbox.nursestaffing@odhsoha.oregon.gov)

If you need this information in an alternate format,  
please call our office at (971) 673-0540 or TTY 711.