



## Memorandum

**To:** All Interested Parties  
**From:** Barbara Ju, MPH, RN, NE-BC  
Policy Analyst Nursing Assistant Education & Assessment  
**Date:** May 23, 2024  
**Re:** Formation of Rulemaking Advisory Committee for Proposed Rule Language related to Oregon Administrative Rule Chapter 851 Division 62 Standards for Certification of the Nursing Assistant and Medication Aide

The Oregon State Board of Nursing (Board) announces the formation of a Rulemaking Advisory Committee (RAC) to discuss proposed revisions to Oregon Administrative Rules (OAR) Chapter 851 Division 62 Standards for Certification of the Nursing Assistant and Medication Aide. We invite stakeholders, community members, and interested parties to participate in this discussion as an appointed RAC member.

Please forward all letters of interest for participation to [Barbara.ju@osbn.oregon.gov](mailto:Barbara.ju@osbn.oregon.gov) by close of business on June 6, 2024. Stakeholders selected to participate will be notified by email on June 11, 2024. The RAC meetings will be on July 10, 2024, from 8 am-noon and July 19, 2024, from 8 am-noon via Microsoft TEAMS.

Before submitting a letter of interest, please read the following information about stakeholder participation in the OSBN Rulemaking Advisory Committee process:

### Stakeholder Participation in OSBN Rulemaking Advisory Committee Process

- Basis for Rule Writing:** The Oregon Administrative Procedures Act guides agency rule writing. The Board seeks public input into proposed rule language when the Board authorizes rule revision or development in Chapter 851 OARs.
- Advisory Role:** A RAC is advisory only. While RAC input will be considered, the Board retains the final decision on the rule text. RAC meetings are open to the public but not subject to public meeting laws.
- Draft Language Review:** The Board staff will develop and present draft rule language for the RAC to review and respond. No changes to the draft rules will be made during RAC meetings. Suggested changes will be reviewed by Board staff to ensure the suggestion falls within the legal jurisdiction of the Board and the Board's public protection responsibility is met. Edits will be discussed in subsequent RAC meetings or through agreed communication methods. Exclusion justifications will be provided for suggestions not included, with the RAC able to request a revisit if public safety is a concern.
- Rule Alignment and Focus:** Rules must align with statute. The OSBN will consider scientific evidence and prioritize public safety. The effect on the profession is secondary to public safety.

5. **Meeting Frequency and Staffing:** RAC meetings may occur once or over a longer period, depending on the rule's nature. Meetings will be scheduled in advance to ensure member attendance. Board staff will distribute materials at least one week before the next meeting, and draft and share meeting notes.
6. **Public Input and Correspondence:** Meetings will include time for public input from non-RAC members. Correspondence from RAC members is public information and shared with the entire RAC.
7. **Substantive Changes:** Substantive changes to current or proposed rules will be presented to the Board for approval to ensure alignment with Board direction.

We look forward to your participation in this important process.