

***DRAFT***

**GUIDANCE DOCUMENT REVIEW COMMITTEE  
MINUTES**

**OCTOBER 24, 2012  
1:30 PM TO 3:00 PM  
9960 Mayland Drive  
2<sup>nd</sup> Floor Conference Center  
Hearing Room 1**

**Present:** Evelyn Lindsay LPN, Board Member, Board Secretary  
Trula Minton RN, Board Member  
Louise Hartz Citizen Board Member  
Jay Douglas Executive Director, Board of Nursing  
Elaine Yeatts Senior Policy Analyst, Department of Health Professions  
Brenda Krohn Deputy Executive Director, Board of Nursing

The meeting was called to order at 1:30 pm by the chair of the committee, Evelyn Lindsay.

There was a review of Guidance Documents for consideration. The minutes from the August 22<sup>nd</sup> meeting were reviewed. The following GDs from Tabs 1, 2, and 3 (reviewed in the last meeting) were reviewed for status reports:

**90-9 Guidelines for Prescription Drug Administration Training Program for Child Day Care, adopted September 19, 2006. Revised September 18, 2007.**

Recommendation from last meeting was to await input from DSS before making a recommendation to the Board.

*Still awaiting response from DSS.*

**90-29 Definition of the term “administer” for patient in private residence and for students on a school field trip, adopted by the Board of Pharmacy on June 11, 1998, with concurrence of the Board of Nursing on July 21, 1998.**

Recommendation for the last meeting were to “revise after consultation with the Board of Pharmacy” and that “revisions may go the Board of Pharmacy prior to coming to the BON”.

*Elaine Yeatts reported that this is still in process.*

Guidance Documents 90-14, 90-25, and 90-42 were approved by the Board to delete at the September Board Meeting.

Guidance Documents 90-19, 90-31, 90-36, 90-40, 90-41, and 90-52 were accepted at the September Board Meeting with revisions. Also accepted were 90-2, 90-6, 90-8, and 90-23.

Guidance Document 90-57, the Board of Nursing Bylaws, will be voted on at the November Board Meeting.

GD 90-1 from Tab 3 was also discussed further.

**90-1**, [Policy statement on Registered Nurses or Licensed Practical Nurses as first assistants in surgery, adopted 1976 and 1994, revised by Board motion, November 18, 2003](#)

Recommendation from the August meeting was to wait for additional comments from AORN before finalizing recommendations to the Board. We did have response from AORN including their AORN Position Statement for RN First Assistants. This position statement does not speak to LPNs as first assistants.

Recommendation from this meeting is to:

1. Obtain the report from Liz Carter that was done related to surgical technicians to see if it contains background information that might be helpful.
2. Further study to include convening a stake holders group to review this GD.

**90-5**, [Board opinion of the administration of neuromuscular blocking agents by nurses, adopted November 1990, revised by Board motion, November 18, 2003](#)

From the August meeting, the recommendation was to defer recommendations until additional information could be obtained.

Information was provided by the Virginia Association of Nurse Anesthetists. Also an email with information related to the development (in process) of a guidance document by the Board of Dentistry. (The Board of Medicine does not currently have any guidance documents related to this subject.)

It was felt by the committee that additional information from other setting needs to be incorporated.

Recommendation: Dr. Selig to appoint a committee of board members and then to convene a stakeholders group. Committee recommendations for Board member were Trula Minton and Allison Gregory. Board staff will meet to discuss how to proceed, to include Jay Douglas, Brenda Krohn and Gloria Mitchell.

**90-43**, [Board opinion on attachment of scalp leads for internal fetal monitoring, adopted October 22, 1983, revised by Board motion on November 18, 2003](#)

Recommendation from the last meeting was to send the GD to certified nurse midwives for input before making final revisions for board consideration.

Ms. Krohn will request that Gloria Mitchell sends this out to nurse midwives to include CNMs on the advisory committee of the Joint Board and obtain feedback.

The Committee then began review of Tabs 5, 7 and 10:

## LICENSURE/APPLICANTS

### Tab 5

**90-10**, [Board guidelines for processing applications for licensure by examination, endorsement and reinstatement, accepted 1985, revised by Board motion 1993, September 24, 2003, and May 20, 2008](#)

**Recommendations:** Increase delegated authority to board staff to approve with reprimand for one misdemeanor conviction less than 5 years old and involving moral turpitude (lying, cheating, stealing).

**90-13,** [Authority granted to Special Conference Committees to approve or deny applicants, adopted on March 26, 1995](#)

**Recommendations:** Delete this guidance document as it is inconsistent with current law.

**90-26,** [Board opinion on reinstatement applications for individuals with revoked certificates based on a finding of abuse, neglect or misappropriation of resident property, adopted July 23, 1996, revised by Board motion, November 18, 2003](#)

**Recommendations:** Change title to read:

Reinstatement Request by Revoked Certified Nurse Aides *Who Have Prior Adverse Findings*  
Also recommend moving 90-26 and 90-27 under the “C.N.A Tab” instead of the “Licensure/Applicant” tab.

**90-27,** [Board opinion on reinstatement requests by individuals with lapsed certificates who have findings of abuse, neglect or misappropriation of resident property, adopted May 20, 1998, revised by Board motion, November 18, 2003](#)

**Recommendations:** Move 90-26 and 90-27 under the “C.N.A Tab” instead of the “Licensure/Applicant” tab.

**90-55,** [Joint statement of the Department of Health and the Department of Health Professions on Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia, adopted September, 2005, revised September 2006](#)

**Recommendations:** Review with the Department of Health for any needed updates. (Carrie Eddy) Ms. Krohn to communicate with the Department of Health.

**90-59,** [Impact of Criminal Convictions on Registration of Medication Aides and Certification of Massage Therapist in Virginia, May 2010](#)

**Recommendations:** No recommended changes.

## **CNAs**

### **Tab 7**

**90-32,** [Board opinion on adverse findings of neglect by certified nurse aides, adopted September 23, 1998, revised by Board motion, November 18, 2003](#)

**Recommendations:** No change.

**90-46,** [Board opinion on administration of over-the-counter drugs by certified nurse aides, adopted March 19, 2002](#)

Recommendations: Elaine is going to re-word the document, but no content change.

**IMMUNIZATION PROTOCOL**

**Tab 10**

**90-16**, [Evaluation form for adult immunization protocols, developed by staff, August 1996](#) (PDF)

**Recommendation: Incorporate format changes made by Ann Tiller.**

**Would also like to include the template that is given to applicants to use in preparing their protocol for submission to the BON for approval.**

**Jay Douglas recommended follow up with Board of Pharmacy on the template and to see if the Pharmacy Association has an updated this form. (This form was last revised in 2006, and has been used by the BON since before 2006 as a resource to those establishing a protocol.)**

**No additional meetings were scheduled. One additional meeting may be need to complete the task for Tabs 1, 2, 3, 5, and 7)**