

**BOARD OF REGISTERED NURSING**  
**Administrative Committee**  
**Agenda Item Summary**

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**AGENDA ITEM:** 6.1  
**DATE:** September 3, 2015

**ACTION REQUESTED:** Update on Changes to Website Format/Information

**REQUESTED BY:** Michael Jackson, MSN, RN, Chairperson  
Administrative Committee

**BACKGROUND:**

The BRN staff Website Committee which includes at least one representative from each unit (Administration, Advanced Practice, Complaint Intake, Discipline, Diversion, Investigations, Licensing, Nursing Education Consultants, Probation, and Renewals/Support) and the Information Systems Analysts have been working since April 2015 on updating website information, navigation, links, functionality, satisfaction survey and drafting a new website format to be consistent with the new state template. The goal is to improve licensee, applicant and consumer access to BRN information in a user friendly environment. Accomplishments of the Website Committee since April include:

- Tracking of phone, e-mail and public counter inquiries to assess needs that could be met by updating, clarifying or adding information to the website.
- Review, update and addition of Frequently Asked Questions.
- Review of Website Satisfaction Survey and website statistics data to make revisions to the website and the Survey.
- Facilitating input and feedback from other staff to improve the website information.
- Review and updating of website forms and links.
- Input into the new draft website format and navigation of the website.
- Review and recommendations for placement of new items on the website.

BRN staff will provide a presentation to overview the new website format.

**NEXT STEPS:** Finalize and transition to new website format

**FISCAL IMPACT, IF ANY:** None

**PERSONS TO CONTACT:** Julie Campbell-Warnock  
Research Program Specialist  
(916) 574-7681

Christina Sprigg  
Chief Licensing and Administrative Services  
(916) 574-7600

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**AGENDA ITEM:** 6.2  
**DATE:** September 3, 2015

**ACTION REQUESTED:** 2015 Forecasting Report of RNs in California

**REQUESTED BY:** Michael Jackson, MSN, RN, Chairperson  
Administrative Committee

**BACKGROUND:**

Along with each biennial RN survey and report, the BRN contracts with the University of California San Francisco (UCSF), Institute for Health Policy Studies to complete the Forecasts of the Registered Nurse Workforce in California report which presents RN supply and demand projections. Following the 2014 RN Survey, UCSF is currently preparing the 2015 forecasting report which is based on a variety of data sources including the 2014 Survey of California RNs, BRN licensing data, data from other California state agencies (i.e., OSHPD, EDD, Department of Finance) and national survey data. When final, this report will be included under the forms section of the BRN website.

Dr. Joanne Spetz from UCSF will be in attendance to provide a presentation of some of the highlights of the data.

**NEXT STEPS:** Finalize report and place on the BRN website.

**FISCAL IMPACT, IF ANY:** None

**PERSON TO CONTACT:** Julie Campbell-Warnock  
Research Program Specialist  
(916) 574-7681

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**AGENDA ITEM: 6.3**  
**DATE: September 3, 2015**

**ACTION REQUESTED:** Survey of Recently Licensed California RNs Clinical Education Experience in Preparation for RN Practice

**REQUESTED BY:** Michael Jackson, MSN, RN, Chairperson  
Administrative Committee

**BACKGROUND:**

The BRN commissioned the University of California San Francisco (UCSF), Institute for Health Policy Studies to complete a survey of recently licensed California RNs to learn about their clinical education experiences and how they thought it prepared them for practice as an RN. The purpose of the survey was to obtain data about the outcome of clinical simulation and practice experience from the student/RN perspective and learn more about clinical simulation experiences in California nursing programs. The survey is being supplemented with analysis of data from the BRN Annual School Survey and NCLEX score data. This data may be helpful for future decision making for educational programs and policy development in the area of clinical simulation and determine what additional research might be helpful.

A report is being drafted and Dr. Joanne Spetz from UCSF will be in attendance to provide a presentation of some of the highlights of the data.

**NEXT STEPS:** Finalize report and place on the BRN website.

**FISCAL IMPACT, IF ANY:** None

**PERSON TO CONTACT:** Julie Campbell-Warnock  
Research Program Specialist  
(916) 574-7681

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**AGENDA ITEM:** 6.4  
**DATE:** September 3, 2015

**ACTION REQUESTED:** Review Executive Officer Duty Statement

**REQUESTED BY:** Michael Jackson, MSN, RN, Chairperson  
Administrative Committee

**BACKGROUND:**

The Board will review the current Executive Officer duty statement so recruitment can begin.

**NEXT STEPS:**

**FISCAL IMPACT, IF ANY:** None

**PERSONS TO CONTACT:** Louise R. Bailey, M.Ed., RN  
Executive Officer  
(916) 574-7600

## Department of Consumer Affairs

### Position Duty Statement

HR-041 (New 05/04)

<b>Classification Title</b> Executive Officer	<b>Board/Bureau/Division</b> Board of Registered Nursing
<b>Working Title</b>	<b>Office/Unit /Section/ Geographic Location</b> Sacramento
<b>Position Number</b> 630-110-8865-001	<b>Name and Effective Date</b>

### **DUTIES AND RESPONSIBILITIES**

**General Statement:** Under the general direction and leadership of the 9-member Board and its Administrative Committee, the Executive Officer (EO) of the Board of Registered Nursing functions as Chief EO who has overall responsibility for the management of the Board's resources and staff. The EO is also responsible for overseeing all aspects of the Board's regulatory requirements in the State of California which includes enforcement of general and advanced nursing practice standards, enforcement of professional conduct, maintenance of a recovery program for impaired nurses, and the requirement of mandatory continuing education and current practices for licensure renewal. As an expert in public policy, the EO is further responsible for interpreting and executing the intent of all Board policies to the public and to other governmental agencies. This position is an at-will position and the incumbent serves at the pleasure of the Board. These functions include, but are not limited to, the following:

**A. Specific Assignments [Essential (E) / Marginal (M) Functions]:**

**30% Managerial and Administrative (E)**

Acts as Chief EO for the Board; manages the Sacramento Headquarters office, and several professional staff in a telework environment. Has responsibility for the special nursing fund; oversees the procurement and management of space, equipment, and supplies; identifies need for augmentation of operating budget and ensures that all budget change proposals, finance letters and other fiscal documents are accurate and that they support the Board's goals and mission. Provides leadership for the policy and strategic direction of the Board. Acts as Board spokesperson at meetings and hearings as delegated by the Board; serves as liaison between Board, Board Committees, and staff; and conducts orientation for new Board members.

**25% Enforcement and Continuing Education (E)**

Enforcement of the Nursing Practice Act in accordance with the Administrative Procedure Act. Provides for investigation of complaints, analysis of Nursing Practice Act violations, preparation of accusations or statements of issue; signs final accusations, statements of issue, petitions for revocation of probation, petitions and orders for physical/mental health examinations, negotiated agreements for license revocation, surrender and interim suspension orders. Consults with legal counsel on problem cases, monitors flow of cases in system and monitors costs. Advises Attorney General's Office and hearing officers of Board's disciplinary guidelines; ensures that Administrative Procedure Act timelines are followed and that all Board disciplinary decisions are appropriately implemented. Meets and confers with outside legal agencies on cases; serves as Board's liaison to media and public on all publicized cases. Maintains confidentiality of information and records in accordance with the Public Records Act. Provides for an Intervention Program for chemically dependent or mentally ill nurses; provides for their assessment, treatment and monitoring to assist them in their safe return to work and maintenance of their sobriety and sound mental health.

Audits nurses and continuing education providers to ensure compliance with mandatory continuing education policies and guidelines.

**20% Licensing (E)**

Responsible for regulatory oversight of nurse licensure and nursing practice. Delegates, but is responsible for, evaluation of credentials of initial licensure applications, endorsements and renewals for California, the United States and out-of-country; sees that all meetings and hearings are noticed to the public and follows proper administrative procedure; responsible for the regulatory change process from notice of hearing to implementation of approved regulations; provides for initial and continued approval of programs preparing nurses for licensure in proposed nursing programs in associate degree, baccalaureate degree and generic master's degree programs in nursing. Provides for approval of advanced practice programs for certification as nurse practitioner, nurse midwife and nurse anesthetist; provides for continued competency for registered nurses; provides for statistical reports on nursing practice, nursing education and examination results.

**15% Board Liaison (E)**

Serves as principal liaison to the Department of Consumer Affairs (DCA), nursing community, and health care industry as well as representing the Board on several policy making committees on sensitive issues. Serves as the Board's liaison to a wide array of governmental and voluntary organizations including but not limited to the DCA, the California Department of Public Health, the Chancellor's Office of the Community College System, California State University system, and the University of California; serves as liaison to professional nursing organizations such as the California Nurses Association, California Nurse Anesthetists, California Association of Operating Room Nurses, and the California Emergency Nurses Association to name a few. Participates and serves as Board's staff representative to associations of nurse educators, nursing service administrators, and the National Council of State Boards of Nursing. For the latter organization, the EO serves as the representative to regional and national assemblies to provide continuity in advocating for the Board's position(s) on credentialing and regulation of registered nurses.

**10% Legislation and Regulation (E)**

Responsible for interpretation and execution of Chapter 6, Business and Professions Code, i.e., the Nursing Practice Act; regulations under Title 16, Chapter 14, and all other Board policies and guidelines related to nursing practice as approved by the Board. Seeks wide dissemination of the above information in a structured manner, i.e., through the BRN Report, informational hearings, workshops and seminars conducted by Board staff and members and by active liaison with health care agencies, other government agencies, colleges, and universities, and the myriad professional nursing organizations. Seeks legal counsel from the DCA in carrying out the above activities.

**B. Supervision Received**

The Executive Officer serves under the administrative direction of the Board and reports directly to the Board President.

**C. Supervision Exercised**

The Executive Officer is delegated the authority by the Board to provide leadership and oversight for all Board programs and activities. The Executive Officer directly supervises the Assistant Executive Officer, Administrative Assistant II and two Supervising Nursing Education Consultants.

**D. Administrative Responsibility**

The Executive Officer is responsible for all administrative and fiscal functions and aspects of the Board.

**E. Personal Contacts**

The Executive Officer has regular contact with all levels of Board staff, DCA Executive Management and staff, legislators, the Governor's Office, members of the public and members of the trade and industry groups.

**F. Functional Requirements**

No specific physical requirements are present. The Executive Officer works in an office setting with artificial light and temperature control. Daily access to and use of a personal computer and telephone are essential. Sitting and standing requirements are consistent with office work. This position requires frequent travel including overnight travel by all available transportation methods.

**G. Other Information**

Business and Professions Code Chapter 6, Article 1, Section 2708 states: "The Board shall appoint an executive officer who shall perform the duties delegated by the Board and who shall be responsible to it for the accomplishment of such duties. The executive officer shall be a nurse currently licensed under this chapter and shall possess other qualifications as determined by the Board. The executive officer shall not be a member of the Board."

This position has access to Criminal Offender Record Information (CORI). Title 11, Section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement incumbents in this position will be required to submit fingerprints to the Department of Justice and FBI, and be cleared prior to appointment.

This position also requires the incumbent to take an Oath of Office prior to appointment.

Additionally, this position is subject to the Department of Consumer Affairs' Conflict of Interest Code (16 CCR § 3830) and the incumbent must file a Statement of Economic Interests Form upon appointment, annually, and upon separation.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

\_\_\_\_\_  
Board President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President Printed Name

(Revised 8/2015)

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**AGENDA ITEM: 6.6**  
**DATE: September 3, 2015**

**ACTION REQUESTED:** Information Only: Proposed Board and Committee Meeting Dates in 2016

**REQUESTED BY:** Michael Jackson, MSN, RN, President  
Chairperson, Administrative Committee

**BACKGROUND:**

January 13-14, 2016	North
February 10-11, 2016	North
March 9-10, 2016	South
April 13-14, 2016	South
May 11-12, 2016	North
June 15-16, 2016	North
August 10-11, 2016	South
September 14-15, 2016	South
October 12-13, 2016	North
November 9-10, 2016	North

**NEXT STEPS:**

**FISCAL IMPACT, IF ANY:** None

**PERSON TO CONTACT:** Louise R. Bailey, M.Ed., RN  
Executive Officer  
(916) 574-7600