

South Carolina Board of Nursing
October 2002 Insert into the
SC Nurse Newsletter

BOARD MISSION

The mission of the State Board of Nursing for South Carolina is the protection of public health, safety, and welfare by assuring safe and competent practice of nursing.

This mission is accomplished by assuring safe initial practice as well as continuing competency in the practice of nursing and by promoting nursing excellence in the areas of education and practice. The Board licenses qualified individuals as licensed practical nurses or registered nurses. Complaints against nurses are investigated and disciplinary action taken when necessary. Schools of nursing are surveyed and approved to ensure quality education for future nurses.

IN MEMORIAL

The Board of Nursing was saddened by the passing of Syble M. Oldaker, Ph.D., R.N.C.S., on August 22, 2002. Governor David Beasley originally appointed Dr. Oldaker to the Board in March 1997 representing Congressional District 3. She was re-appointed by Governor Jim Hodges in April 2001 and chose to retire from the Board of Nursing in May 2002. Dr. Oldaker retired from Clemson University in June 2002 to spend more time with her family in Atlanta. Dr. Oldaker will long be remembered for her leadership and many contributions to the nursing profession. Through education, Dr. Oldaker influenced many nurses as they entered the nursing profession. The Board of Nursing and staff offer our sincerest condolences to her family and loved ones.

BOARD VACANCY

There is one vacant position on the Board of Nursing at this time. This position is for a registered nurse to represent Congressional District 3. Board members must be licensed in South Carolina, must be employed, must have at least three years of practice in their respective profession immediately preceding their appointment, and must reside in the district they represent. If you are a registered nurse or know of a registered nurse who would like to be considered for a position on the Board of Nursing, please submit a letter of request along with a copy of your resume and/or curriculum vitae to the Governor's Office at Post Office Box 11829, Columbia, SC 29211.

STAFF NEWS

The Board says goodbye to:

- Pamela Spires
- Sherry Wilson
- Todd Bond

who have accepted positions in other areas of the Department of Labor, Licensing and Regulation. We wish them well in their new endeavors.

The Board says hello to:

- Phyllis Glenn who joined the Regulatory Compliance Department as an Administrative Assistant.

- Ron Hudson who joined the Regulatory Compliance Department as an Investigator.
- Janet Scheper from the Licensing Department accepted the position of office manager vacated by Pamela Spires. Ms. Spires accepted another position within the agency.
- Judith Haught will move to the Licensing Department from the Regulatory Compliance Department in mid-September.

LICENSE RENEWAL

- All current nursing licenses will expire at midnight January 31, 2003. A current 2004 South Carolina license is required to continue practicing after that time.
- Renewal applications were mailed prior to October 1, 2002.
- If you have not received your renewal application, please contact the Board Office at (803) 896-4550 to request a duplicate. The Board does not send second renewal notices or reminders.
- Allow a processing time of three to four weeks for mailed applications and 10 business days for on-line renewals.
- The Board allows four months for licenses to be renewed; therefore, there will be no “walk-in” processing of renewals.
- A nurse who has been licensed for at least five years must have practiced nursing for a minimum of 960 hours in the preceding five years to renew (October 1, 1997 through September 30, 2002).

IMPORTANT RENEWAL TIPS ...

- **Send Your Renewal In Today!**
- Try our on-line renewal! If your license is not currently under discipline by the Board, you may renew on-line. You will find your password and user identification number on your renewal application. For security reasons, no one on the board staff has access to your password and cannot provide it to you if you lose your original renewal application. MasterCard and Visa are accepted as payment for on-line renewal only. There is a \$1.25 usage fee charged by the bank for the convenience of on-line renewal.
- Read the renewal application carefully and answer all questions completely. *Incomplete applications will be returned.*
- Copies of legal documentation (marriage license or court order) must accompany all requests for name changes. It is not necessary to send original documents.
- Most employers require a copy of your renewed nursing license for their records by a certain date each year. Please be aware of your employer’s requirements and allow ample time for mailing and processing.
- Nursing practice is not permitted if your current license expires before the renewal process is completed. Nursing practice is permitted when your renewal is posted on our Web site. Nurse licensure status may be verified by accessing the Licensee Lookup at www.llr.state.sc.us/pol/nursing/.

2003 APRN RENEWAL INFORMATION

For the first time, advanced practice registered nurses (APRN) will have the opportunity to renew both RN licensure and advanced practice status online. Both the process and forms for renewal have been revised. In addition, the Board has agreed to implement the practice of

randomly auditing renewals each year, both online and mailed, which eliminates the need for attachments to your renewal application.

The RN license renewal will be mailed separately and should be completed every year to renew your RN license. It has been revised and simplified with instructions for renewing online if you prefer that method. There is a convenience fee of \$1.25 plus the RN renewal fee. If your advanced practice is not due this year, you will receive only the RN renewal. The separate advanced practice renewal form is revised to allow the renewal of all practice specialties, i.e., CRNA, CNM, CNS and NP's, on one form. It also provides the opportunity to renew by mail or online. If this is your year to renew advanced practice, you will receive RN and APRN renewal forms.

Prior to beginning your online renewal or mail in renewal process, verify physician's license at <http://lookup.llronline.com/lookup/medical.asp>. All precepting physicians must hold current licensure in good standing with the S.C. Board of Medical Examiners with the exception of those employed by military/federal agencies.

Your renewal form includes a Web address for the renewal site, individual password and user ID for on-line renewal. Keep your password and user ID in a safe place. The convenience fee associated with on-line renewal for advanced practice has been waived for this year. You will pay the \$1.25 convenience fee only when renewing your RN license. The on-line system accepts only Visa or MasterCard, not debit cards. It is suggested that you enter the system, complete the RN license renewal process, and immediately re-enter to complete the advanced practice and prescriptive authority renewal, if applicable. On-line renewal is not available for anyone holding multiple specialties in either official recognition or prescriptive authority. You must continue to renew by mail if you are recognized in more than one specialty area. You may check the status of your renewal on "licensee lookup" at www.llr.state.sc.us/pol/nursing/.

If renewing by mail, it is important that you complete all fields on the application. Incomplete information will result in the renewal being returned. Notice that this year primary and alternate physician information is required on the renewal but not physicians' signatures. If the NP, CNM or CNS has only one physician, list that one physician. If the NP, CNM or CNS has more than one physician, list the primary and only one alternate physician. CRNA's need to submit only one physician. Regulation 91-6 requires that your physician(s) be listed in written protocols/guidelines and be available to the Board for review within 72 hours of request. You are not required to submit additional information for renewal unless requested for audit. Do not combine fees if you are returning the RN and APRN renewals together. You may return them in the same mailing or separately, but be sure there is a separate check or money order for each renewal. If you are recognized in more than one specialty, there is a \$20 renewal fee for each Official Recognition specialty. The Prescriptive Authority renewal fee is \$20 regardless of the number of specialties held.

After February 1, 2003, a random audit will be conducted with letters sent to those selected. The Board will review your written protocols/guidelines to determine whether they are current as evidenced by annual review, and that "General Data" as required in the Regulation IS complete. The written protocols' description of "delegated medical acts" may reference "nationally

accepted guidelines” for client care, but it is NOT necessary to copy these guidelines to submit with your protocols. The Board should be able to determine that your practice is within your recognized scope of practice. If selected, please provide the information requested within 72 hours of Board notification.

PRACTICE COMMITTEES ANNOUNCE HAILS AND FAREWELLS

The Nursing Practice and Standards Committee, appointed by the Board of Nursing to advise the Board on nursing practice, welcomes Dr. Sue-Ellen Johnson-Koenig from the Technical College of the Low Country, to represent RN Education for the 2003-2004 term. The Committee bids farewell to Carolyn Cuttino and Barbara Lee-Learned and thanks them for their service. An anticipated vacancy on the Committee is a representative of LPN Educators. The Committee usually meets on the third Thursday of every other month.

The Advanced Practice Subcommittee has the following known vacancies for 2003-2004: Two certified nurse midwives and one certified registered nurse anesthetist (CRNA). The minimum qualification for appointment to the Subcommittee is at least two years of practice since achieving official recognition by the Board of Nursing in the respective specialty. The Subcommittee meets at least quarterly on a schedule coordinated with the Nursing Practice and Standards Committee and Board of Nursing meetings.

Persons interested in serving a two-year term on either practice group may send a brief letter with attached resume or curriculum vitae by mail, fax or email to Bob Barnwell, Nurse Consultant for Practice.

NURSES ARE REQUIRED TO REPORT

Did you know that you are required to report to the South Carolina Board of Nursing your knowledge of any violation or attempted violation of the Nurse Practice Act? Regulation 91-19.3 (n) under misconduct considers “failing to report incompetence or unprofessional practice of a licensed nurse to the Board” is considered unprofessional conduct.

When reporting a possible or actual violation, include concise, factual information regarding the incident, along with the nurse’s full name. A complaint form may be requested from the Board or obtained from the State Board of Nursing Web site www.llr.state.sc.us/pol.nursing/. If available, also include the license number.

South Carolina Law Section §40-33-936 provides that the information, “whether by way of complaint or testimony, shall be privileged; and no action or proceeding, civil or criminal, shall be against any such person, firm or corporation by or in whose behalf such communication shall have been made by reason thereof, except upon proof that such communication was made with malice.”

The following violations should be immediately reported to the South Carolina Board of Nursing:

Positive Drug Screen

On a positive pre-employment urine drug screen, send the letter of complaint as well as a copy of the urine drug screen report. On a random and/or for cause (reasonable suspicion that the nurse may be impaired or using drugs in the workplace) positive urine drug screens, send the letter of complaint and any supporting documentation including the urine drug screen results.

Suspected Narcotic Theft (Diversion)

Notify the Board of Nursing and the Department of Health and Environmental Control (DHEC) of all instances of theft, diversion, or missing narcotics. Copies of supporting documentation should be submitted to the Board of Nursing along with the complaint form.

False Documentation

Falsifying an employment application, medical records, time sheets, etc., are all considered “unprofessional conduct.” Copies of the falsified documents and other supporting documents should be submitted with the complaint form.

Patient Neglect/Abuse

Witnessing a nurse mistreating a patient, family member or others in the performance of his/her duties should be reported at once to the immediate supervisor, the State Long Term Care Ombudsman at (800) 868-9095, and the State Board of Nursing.

Practice Issues

The South Carolina Nurse Practice Act defines Incompetence as, “The failure of a nurse to demonstrate and apply the knowledge, skill and care that is ordinarily possessed and exercised by other nurses of the same licensure status and required by the generally accepted standards of the profession. Charges of incompetence may be based upon a course of conduct or series of acts or omissions which extend over a period of time and which, taken as a whole, demonstrates incompetence”. The identity of all witnesses to the misconduct by the nurse should be included with the complaint form.

Employer Reporting Requirements

Section §40-33-970, of the Nurse Practice Act states that ~~requires~~ “all employers of nursing shall report any instances of misconduct or the incapacities” of a nurse as described in Section §40-33-935 to the State Board of Nursing.

Nurses and facilities are responsible for reporting violations. The Board’s mission is to protect the public, and your reports of actual or suspected violations of the Nurse Practice Act are investigated with disciplinary action taken or educational mandates being required, as appropriate. Your timely reports, while being your legal responsibility, also assist the Board in providing public protection.

Please contact Donald W. Hayden, Manager of Regulatory Compliance, if you should need additional information at (803) 896-4528.

S.C. BOARD OF NURSING BOARD MEMBERS:

Rose Kearney-Nunnery, RN, PhD, President

Sylvia Whiting, RN, PhD, CS, Vice President
Debra J. Newton, LPN, Secretary
Mattie Smalls Jenkins, LPN
Brenda Y. Martin, RNC, MN, CNAA
Keith A. Torgersen, RN, MSN, CRNA
James P. Rogers, Esquire
Suzanne Kanipe White, RN, MN, FAAN, FCCM, CNAA
Vacancy District 3

S.C. Board of Nursing Board Staff:

Receptionist
Gail James (803) 896-4550

Administration

Martha Summer Bursinger, Administrator (803) 896-4550
Dottie M. Buchanan, Administrative Assistant (803) 896-4533

Business Office

Janet Scheper, Office Manager (803) 896-4539

Licensing Office

Sandra Bryant, Administrative Assistant-Advanced Practice (803) 896-4524
Edwina Garrett, Endorsement Specialist (803) 896-4536
Judith Haught, Program Assistant (803) 896-6949
Myra Hawn, Administrative Specialist (803) 896-4743
Judy Moore, Administrative Specialist (803) 896-4531
Margo Pierce, Examination Specialist (NCLEX -RN/LPN) (803) 896-4527
Renewal/Reinstatement Specialist (803) 896-4523
Kathryn Spires, Verification Specialist (803) 896-4530

Regulatory Compliance/Disciplinary Office

Donald W. Hayden, Manager (803) 896-4528
Phyllis Glenn, Administrative Assistant (803) 896-4535
Tanya Styles, Compliance Specialist (803) 896-4542
Ron Hudson, Investigator (803) 896-4526
Joel Griggs, Investigator (803) 896-4745
A.C. Williams, Investigator (803) 896-4534

Nurse Consultants

Robert (Bob) Barnwell, RN, MS, Nurse Consultant - Practice (803) 896-4522
Nancy Murphy, RN, MSN, Nurse Consultant – Licensing (803) 803-896-4550
Cynthia (Pat) Purvis, R.N., MSN, Nurse Consultant - Education (803) 896-4532

Visit Us On Our Website: www.llr.state.sc.us/pol/nursing/

The S.C. Board of Nursing Web site contains a staff directory with telephone numbers and email addresses, Licensee Lookup link, Laws Governing Nursing in South Carolina, Advisory

Opinions, Disciplinary Actions, most frequently asked questions, helpful links, and other valuable information. To look up a nurse's license, choose Licensee Look Up on the Board's website and enter the nurse's last name. This site will provide you with the nurse's name, city of residence, license number and expiration date. You may also check Disciplinary Actions on the same Web site to verify that a license is in good standing. The Licensee Lookup and Disciplinary Actions listings contain names of nurses with permanent licenses only.

Office Location/Hours of Operation

South Carolina State Board of Nursing is located at Synergy Business Park, 110 Centerview Drive, Kingstree Building, Suite 202, Columbia, SC. Directions to our office can be found on our Web site. Mailing address: Post Office Box 12367, Columbia, SC 29211-2367. Hours of operation are 8:30 am-5:00 pm, Monday - Friday, except for designated State holidays.

Office Closings for Remainder of 2002

The Board office will be closed on days, as designated by the State of South Carolina:

- September 2, 2002 – Labor Day
- November 11, 2002 – Veteran's Day
- November 28 – 29, 2002 – Thanksgiving
- December 25 – 26, 2002 - Christmas

Board & Committee Meetings for the Remainder of 2002

- September 26-27, 2002 Board Meeting

- October 15, 2002.....Advisory Committee of Nursing
- October 17, 2002.....Nursing Practice & Standards Committee

- November 21-22, 2002 Board Meeting

- December 17, 2002Advisory Committee of Nursing
- December 12, 2002 Nursing Practice & Standards Committee