



South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Nursing
P.O. Box 12367 • Columbia, SC 29211
Phone: 803-896-4550 • Fax: 803-896-4515 • www.llronline.com/POL/nursing/



South Carolina Board of Nursing January 2015 Insert into the SC Nurse Newsletter

MISSION OF THE BOARD OF NURSING

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, registered nurses or advanced practice 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.

ATTENTION APRNs

You must notify the Board of your certification, re-certification or renewal.

- Are you licensed as an advanced practice registered nurse (APRN)?
- Have you renewed your certification?
- Did you know the Board does not automatically receive notification you have renewed your certification?
- Did you know it is the licensee's responsibility to provide the Board with a copy of his or her current certification/recertification?

If you have recently become certified, recertified, or renewed your certification, mail a copy of your current certification card to: LLR-Board of Nursing, Attn: Advanced Practice Licensure, P. O. Box 12367, Columbia, SC 29211. You may also scan your document and email to nurseboard@llr.sc.gov or send your document by fax to 803-896-4515.

BOARD VACANCIES

There are currently four vacancies on the South Carolina State Board of Nursing. Board members serve terms of four years and until their successors are appointed and qualify. Board members must be appointed by the Governor with the advice and consent of the Senate. Vacancies must be filled for the unexpired portion of a term by appointment of the Governor.

Pursuant to Section 40-33-10(A) of the Nurse Practice Act, when appointing members to the Board of Nursing, the Governor will give consideration to include a diverse representation of principal areas of nursing, but not limited to hospital, acute care, advanced practice, community health, and nursing education. Registered nurse and licensed practical nurse members must be licensed in South Carolina, be employed in nursing, have at least three years of practice in their

respective professions immediately preceding their appointment, and reside in the district they represent. Lay members represent the public at large as consumers of nursing services and may not be licensed or employed as a health care provider. No Board member may serve as an officer of a professional health-related state association.

There are two vacancies for Licensed Practical Nurse representatives from the state at large and two Registered Nurse vacancies - one representing Congressional District 1 and one representing Congressional District 6. An individual, group or association may nominate qualified persons and submit written requests to the Governor's Office for consideration and appointment to the State Board of Nursing. If you or someone you know is interested in the licensed practical nurse positions on the Board of Nursing, a letter of request, along with a resume or curriculum vitae, should be submitted to Boards and Commissions, Office of the Governor, Post Office Box 11829, Columbia, SC 29211-1829.

COMMITTEE MEMBERS NEEDED

Nomination forms for vacancies on the Advanced Practice Committee, Advisory Committee on Nursing, and Nursing Practice and Standards Committee can be found on the Board's website at www.llr.sc.gov/pol/nursing under Applications/Forms. A list of meeting dates for this year is located in this newsletter.

ADVANCED PRACTICE COMMITTEE (APC)

The Advanced Practice Committee (APC) is a standing, Board-appointed committee established to review current advanced practice registered nursing (APRN) trends and practice. APC advises the Board and nursing community on the safe and competent practice of APRNs. APC meets quarterly on the first Friday in February, May, August, and November of each year. There currently is a position open for a Clinical Nurse Specialist (CNS) – Psychiatric Mental Health Representative.

All APC members must be currently licensed in South Carolina, not under a current disciplinary order, certified and practicing in the area they represent. APC members are appointed for an initial term of two years with the possibility of reappointment by the Board for three years to provide for staggering of terms. Information from all interested parties is submitted to the Board for review and appointment/reappointment. Members' perspectives and participation are valued and necessary for continuity, so regular committee meeting attendance is very important. If you or someone you know is interested in serving on the APC, submit a completed nomination form, along with a curriculum vitae, to LLR-Board of Nursing, PO Box 12367, Columbia, SC 29211.

ADVISORY COMMITTEE ON NURSING (ACON)

The Advisory Committee on Nursing (ACON) assists the Board with long-range planning for nursing and facilitates collaboration between education and practice. ACON meets on the third Tuesday in February, April, June, and October. It meets on the last Tuesday in August and first Tuesday in December each year. There currently are positions open for two ADN Educators and a Nursing Services Administration-Mental Health Representative.

All ACON members must be currently licensed in South Carolina, practicing in the area they represent and not be under a current disciplinary order. Members are appointed by the Board for an initial term of two years with the possibility of reappointment for three years to provide for staggering of terms. All nominations, as well as requests for reappointment, are submitted to the Board for review. Members' perspectives and participation are valued and necessary for continuity, so regular committee meeting attendance is very important. If you or someone you know is interested in serving on the ACON, submit a completed nomination form, along with a curriculum vitae, to LLR-Board of Nursing, PO Box 12367, Columbia, SC 29211.

NURSING PRACTICE AND STANDARDS COMMITTEE (NPSC)

The Nursing Practice and Standards Committee (NPSC) assists the Board of Nursing with issues affecting nursing practice in the state. The NPSC is charged with developing and revising advisory opinions and position statements. The NPSC meets quarterly on the third Thursday in January, April, July and October each year. There currently are positions open for a Registered Nurse Acute Care Representative, a Registered Nurse School Health Nursing Representative, and a Licensed Practical Nurse Representative.

All NPSC members must be currently licensed in South Carolina, practicing in the area they represent and not be under a current disciplinary order. Members' perspectives and participation are valued and necessary for continuity. If you or someone you know is interested in serving on the NPSC, submit a completed nomination form, along with a curriculum vitae, to LLR-Board of Nursing, PO Box 12367, Columbia, SC 29211.

JOB OPPORTUNITY – SC LLR’S BOARD OF NURSING

The SC Department of Labor, Licensing and Regulation has a job opportunity on its Board of Nursing staff for a **Nurse Administrator/Manager I**. Working in conjunction with the Nursing Board Administrator, the Nurse Administrator/Manager I manages the practice, advance practice, and collaborative practice programs of the Board of Nursing and coordinates the practice, advance practice and collaborative practice processes/procedures to ensure compliance with the Nurse Practice Act, the Compact and LLR laws/policies/procedures. The Nurse Administrator/Manager I administers the APRN, RN, and LPN audit program/processes; composes/edits newsletter articles; assists with the Board's disciplinary processes and supervision of licensure/APRN activities; manages the flow of practice and advanced practice activities through the Nursing Practice and Standards Committee (NPSC) and Advanced Practice Committee (APC) and the Board; and coordinates with the Board President/Representative, Administrator and Committee chair on the preparation/scheduling of meetings to include:

- Scheduling and coordination of rooms/equipment
- Preparing agenda/materials/public notices of meetings in accordance with FOIA requirements
- Compiling/preparing meeting materials/website postings and mailouts
- Researching and providing information and arranging appearances

The Nurse Administrator/Manager I also prepares meeting minutes; administers the Board's procedures for Advisory Opinions and Position Statements to include coordinating the on-going review; coordinates all aspects of the NPSC and APC meetings; and coordinates travel reimbursement for committee members.

Minimum and Additional Requirements:

Graduation from an accredited school of nursing and related nursing experience.

Preferred Qualifications:

Master's degree in nursing and two (2) years of clinical nursing practice experience. Degree must be from appropriately accredited institution. Must be licensed as a registered nurse by SC Board of Nursing.

Other Related Comments:

This position may occasionally require overnight travel, weekend work, and moving equipment, including tables and chairs up to 25 pounds. There will be daily use of computers.

To apply:

Complete an application on-line at <http://www.jobs.sc.gov> . You may look up - by Agency - SC Labor, Licensing and Regulation or by nursing positions.

VISIT THE BOARD WEBSITE OFTEN

The Board recommends *all* nurses licensed by or working in South Carolina visit its website (www.llr.sc.gov/pol/nursing/) *at least* monthly for up-to-date information on nursing licensure in South Carolina. When a new advisory opinion is issued or a current advisory opinion revised, it is updated on the website. The Competency Requirement, Competency Requirement Criteria, Licensure information, Advisory Opinions, Position Statements and the Nurse Practice Act are just a few of the valuable tools and information you will find on the website.

The Advisory Opinions, Position Statements and the Nurse Practice Act are located under Laws/Policies. The Competency Requirement and Competency Requirement Criteria, which includes continuing education contact hours, are located under Licensure.

The Board hopes you will find this information useful in your nursing practice.

BOARD REVISED ADVISORY OPINIONS

At its November 2014 meeting, the Board approved revisions to Advisory Opinions #2, 12, 14, 18, 22, 26, and 31, as recommended by the Nursing Practice and Standards Committee (NPSC). These revised Advisory Opinions can be found on the Board's website at www.llronline.com/POL/Nursing under Laws/Policies.

BOARD REVISED POSITION STATEMENTS

At its November 2014 meeting, the Board approved revisions to the following Position Statements *Scope of Practice Decision Tree and Delegation of Nursing Care Tasks to Unlicensed Assistive Personnel (UAP)* as recommended by the Nursing Practice and Standards

Committee (NPSC). These revised Position Statements can be found on the Board's website at www.llronline.com/POL/Nursing under Laws/Policies.

HOW CAN MY EMPLOYER VERIFY THAT I HAVE A NURSING LICENSE?

1. If you need paper evidence of your nursing license and the expiration date, you may obtain this information one of two ways: Click on Licensee Lookup on the Board of Nursing website. Enter the bare minimum information (i.e. your last/ first name or license number only [no letters like RN, R, etc.]). You may print this page. If you type information in all blocks and it is not entered 100% the way it is in the system, you will receive an error message (appearing as if the nurse doesn't hold a license in the state).
2. Licensees now have the capability, through LLR's website, to download and print a wallet card as a *courtesy* after the license has been issued, reinstated or renewed. The cards can be printed from your printer. You will need Adobe Reader installed on your PC to view and print the card. For best results, use card stock instead of copy paper to print a more durable card. To print a wallet card, go to <https://eservice.llr.sc.gov/SecurePortal/Login.aspx>. Click on "Print License Card" and follow the instructions.

HOW CAN I CHECK A LICENSE?

To check a nursing license, you may utilize one or all of the following options:

1. SC Licensee Lookup - Go to <https://verify.llronline.com/LicLookup/Nurse/Nurse.aspx?div=17> As you enter information, it is recommended that you enter a portion of the nurse's name only. You will be provided with the nurse's name, city and state, license number, license type, date issued/expires, license status, and whether the license is multi-state or single-state.
2. Nursys QuickConfirm - Go to <https://www.nursys.com/> click on QuickConfirm and follow the instructions. You will be provided with the nurse's name, state of licensure, license type and number, license status, license expiration date and discipline status. The following states participate in QuickConfirm: AK, AZ, AR, CO, CT, DE, DC, FL, ID, IN, IA, KY, LA-RN, ME, MD, MA, MN, MS, NE, NH, NJ, NM, NC, ND, OH, OR, RI, **SC**, SD, TN, TX, UT, VT, US Virgin Islands, VA, WV-PN, WI, and WY. Go to NCSBN.org for updates as states are added.
3. Other States - Most states have licensee lookup/licensure verification on their websites. Links to boards of nursing can be found at www.ncsbn.org.

You may check for discipline against a South Carolina nursing license on the Board's website at www.llr.sc.gov/pol/nursing/ under Board Orders.

CHANGING YOUR NAME ON NURSING LICENSE

If you have had a legal name change, submit your written request, along with a copy of the legal document(s) (copy of marriage certificate, divorce decree, court order, etc.), to LLR – Board of Nursing, Post Office Box 12367, Columbia, SC 29211. Please indicate in your request whether you will use your middle name or maiden name for your middle initial or if you wish to hyphenate your name. For example, if Jane Ann Doe marries John Smith will she use Jane Ann Smith? Or

Jane Doe Smith? Or Jane Ann Doe Smith? Or Jane Ann Doe-Smith? Your request will be processed within five business days of receipt in Board offices and will be reflected on Licensee Lookup within three to five business days after the change is made.

You may verify that your name change request has been processed on Licensee Lookup on the Board's website (www.llr.sc.gov/pol/nursing/). When utilizing Licensee Lookup, you do not have to enter complete names. For example, "J" and "Smith" will search for records with a last name of "Smith" and a first name beginning with "J." Refer to Section 40-33-36(B) of the Nurse Practice Act regarding statutory requirements for your name on your license. You may view the Nurse Practice Act – Chapter 33 located under Law/Policies on the Board's website.

HAVE YOU MOVED?

Section 40-33-38(C) of the South Carolina Code of Laws (Nurse Practice Act) requires that *all* licensees notify the Board *in writing* within 15 days of *any* address change. So you do not miss important time-sensitive information from the Board, such as your courtesy renewal notice, audit notice or other important licensure information, be sure to notify the Board immediately whenever you change your address. Failure to notify the Board of an address change may result in discipline. You may change your address online utilizing the address change form under Online Services found on the Board's website.

Note: *Changing your address with the South Carolina Nurses Association (SCNA) does not change your address on your licensing records with the South Carolina State Board of Nursing.*

BOARD MEMBERS

Carol A. Moody, RN, MAS, NEA-BC, Congressional District 4 - *President*
Samuel H. McNutt, RN, CRNA, MHSA, Congressional District 5 - *Vice President*
Amanda E. Baker, RN, MSN, MNA, CRNA, Congressional District 2 - *Secretary*
Vacant, Congressional District 1
W. Kay Swisher, RNC, MSN, Congressional District 3
Vacant, Congressional District 6
Karen R. Hazzard MSN, RN, NE-BC, Congressional District 7
Anne Crook, PhD, Public Member
Vacant, Public Member
Vacant, (2) Licensed Practical Nurses At Large

Vacancies: [See Section 40-33-10(A) of the Nurse Practice Act for prerequisites and requirements]

S.C. BOARD OF NURSING CONTACT INFORMATION:

Main Telephone Line	(803) 896-4550
Fax Line	(803) 896-4515
General Email	Nurseboard@llr.sc.gov
Website	www.llr.sc.gov/pol/nursing/

The Board of Nursing is located at Synergy Business Park, Kingstree Building, 110 Centerview Drive, Suite 202, Columbia, SC 29210. Directions to the office can be found on the website – www.llr.sc.gov - at the bottom of the page. The Board's mailing address is LLR - Office of Board Services - SC Board of Nursing, Post Office Box 12367, Columbia, SC 29211-2367.

Normal agency business hours are 8:30 a.m. to 5 p.m., Monday through Friday. Offices are closed for holidays designated by the state.

BOARD OF NURSING ADMINISTRATION

Nancy G. Murphy, Administrator

nancy.murphy@llr.sc.gov

OFFICE OF INVESTIGATIONS AND ENFORCEMENT

Main Telephone Line

(803) 896-4470

WEBSITE: www.llr.sc.gov/pol/nursing/

The Board of Nursing Website contains the Nurse Practice Act (Chapter 33-Laws Governing Nursing in South Carolina), Regulations (Chapter 91), Compact Information, Advisory Opinions, Licensure Applications, Continued Competency Requirements/Criteria, Application Status, Licensee Lookup, Disciplinary Actions, and other helpful information. All nurses are encouraged to visit the website *at least* monthly for up-to-date information.

Board of Nursing Meeting Calendar for 2015

Board and Committee meeting agendas are posted on the Board's website at least 24 hours prior to meeting.

<u>Board of Nursing Meeting</u>	January 29-30, 2015
<u>Board of Nursing Meeting</u>	March 26-27, 2015
<u>Board of Nursing Meeting</u>	May 14-15, 2015
<u>Board of Nursing Meeting</u>	July 30-31, 2015
<u>Board of Nursing Meeting</u>	September 24- 25, 2015
<u>Board of Nursing Meeting</u>	November 19-20, 2015
Advanced Practice Committee	February 6, 2015
Advanced Practice Committee	May 1, 2015
Advanced Practice Committee	August 7, 2015
Advanced Practice Committee	November 6, 2015
Advisory Committee on Nursing	February 17, 2015
Advisory Committee on Nursing	April 21, 2015
Advisory Committee on Nursing	June 16, 2015
Advisory Committee on Nursing	August 25, 2015
Advisory Committee on Nursing	October 20, 2015
Advisory Committee on Nursing	December 1, 2015
Nursing Practice & Standards Committee	January 8, 2015

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April 9, 2015
July 9, 2015
October 8, 2015

Designated 2015 State Holidays

Observed On

New Year's Day
Martin Luther King, Jr. Day
George Washington's Birthday/President's Day
Confederate Memorial Day
National Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day

January 1, 2015
January 19, 2015
February 16, 2015
May 11, 2015
May 25, 2015
July 3, 2015
September 7, 2015
November 11, 2015
November 26, 2015
November 27, 2015
December 24, 2015
December 25, 2015