



ADVANCED PRACTICE COMMITTEE

BYLAWS

DELEGATION OF AUTHORITY

Pursuant to South Carolina Code of Laws Sections 40-1-70, 40-33-10 and South Carolina Code of Regulations Chapter 91, Article 2, the State Board of Nursing for South Carolina (The Board) wishes to delegate certain specific and limited tasks to the Advanced Practice Committee (APC). Based upon the number of licensees served by The Board, this limited scope delegation is necessary to better serve the citizens of South Carolina and to protect the public.

PURPOSE

The scope of the APC is strictly advisory and does not exceed the authority of The Board. It is established to assist The Board on issues affecting advanced nursing practice in our state. The APC is charged with developing and revising advisory opinions and position statements for Advanced Practice Registered Nurse (APRN) practice. It also assists the Nurse Consultant for Practice with questions related to advanced practice and serves as a resource regarding scope of practice, practice guidelines, trends in advanced practice and related issues. The Nurse Consultant for Education will facilitate the process for submission of evidenced based practice materials regarding the APRN questions and issues for each meeting along with arranging for the appearance of the matter's requestor.

MEMBERSHIP

Members to the APC will be vetted and appointed by The Board. Nominations for membership will be submitted by individuals or organizations using the *Committee Nomination Form*. (APC/ACON/NPSC)

COMPOSITION

The APC is composed of the following specialties. Note: 100% of the APC members must hold at least a master's degree in nursing.

- Two (2) Certified Registered Nurse Anesthetist
- Six (6) Nurse Practitioners (from various advanced practice specialties);
 - One (1) Acute Care Nurse Practitioner
 - One (1) Adult Nurse Practitioner
 - Two (2) Family Nurse Practitioners
 - One (1) Pediatric Nurse Practitioner
 - One (1) Psychiatric Mental Health Nurse Practitioner

- Two (2) Clinical Nurse Specialists (One Psychiatric Mental Health CNS/One Medical/Surgical CNS)
- Two (2) Certified Nurse Midwives
- One (1) Advanced Practice Registered Nurse who is employed as an educator
- Three (3) Ex-Officio (Non-Voting)

EX-OFFICIO MEMBERSHIP

Ex-Officio membership will include one representative from the State Board of Nursing, a representative from the Nursing Practice and Standards Committee, as well as the Nurse Consultant for Practice.

REQUIREMENTS/QUALIFICATIONS

- A fully completed board approved nomination form
- A current curriculum vitae
- Experience – must have a minimum of 2 years’ experience within the specific specialty and currently working in that specialty.
- Must hold an active, unencumbered nursing license in SC. The Board may deny membership based on prior disciplinary history
- Geographical diversity will also be taken into consideration

Members must have the appropriate preparation and experience to review APRN matters. They must also be willing and able to make recommendations to The Board. Inability to do so will result in replacement.

TERMS OF MEMBERSHIP

Terms will be for a two-year period. Members may serve one subsequent two-year term. Members will serve until they are replaced or resign from service. Must sit out one two-year term before application for re-appointment. Ex-Officio representatives will serve as designated by their organization.

OFFICERS:

The officers will be a Chair, Vice Chair and Secretary. The officers must be members of the APC.

TERMS OF OFFICERS:

Officers will serve for one year and may serve for two consecutive terms. Officers will be elected annually in November and will take office in January of each year.

DUTIES OF OFFICERS

All officers shall perform duties as usually pertain to their offices and prescribed in the bylaws.

- Chair
 - Preside at all meetings of the APC
 - Appoint subcommittees and task forces as necessary to assist the APC in the fulfillment of its duties
- Vice- Chair
 - Preside in the absence of the President
 - Assume all such functions or responsibilities as may be delegated by the Chair
- Secretary
 - Attest to the minutes of all meetings of APC

NOMINATIONS

Members to the APC will be vetted and appointed by The Board. Nominations for membership will be submitted by individuals or organizations using the *Committee (APC/ACON/NPSC) Nomination Form*.

MEETINGS

The APC shall meet in an *ad hoc* capacity. An official agenda is prepared by the Chair, Nursing Consultant for Education and The Board Administrator and provided to all APC Members and interested parties. The agenda will include the date, place, and time of meeting as well as the items for discussion or action in order to be in compliance with the Freedom of Information Act (FOIA). All approved agendas will be posted on The Board's website. The operational year will be January 1 through December 31.

ATTENDANCE

Members' perspectives and participation is valued and necessary for continuity. A member who fails to attend 50% of scheduled meetings in a twelve-month period, whether excused or unexcused, shall receive a letter from the Chair requesting attendance and a reaffirmation of a willingness to continue serving. A member with two consecutive absences shall be encouraged by the Chair of The Board to submit his or her resignation. Any member who has recorded two consecutive unexcused absences shall be deemed to have vacated his or her seat. An annual attendance report will be forwarded to The Board at the January meeting each year.

VOTING:

Designated members in attendance at meetings may vote. There is no absentee or proxy voting. Each appointed member has one vote. Ex-officio members have a voice, but no vote. Non-members in attendance shall be given an appointed time to make presentations to the committee. However, this shall not be interpreted to preclude the committee from consenting to hear persons making presentations without prior notice.

CONFLICT OF INTEREST

Voting members shall disqualify themselves from voting on any questions if they determine the issues to have a real or perceived conflict of interest. However, they may participate in the business of the committee relative to such questions or issues, except for voting; in so doing they are presumed to act in good faith and in public interest.

SUBCOMMITTEES

The Chair may appoint subcommittees to facilitate the work of the APC. Members of the subcommittee may be selected from individuals outside of the APC structure. Each subcommittee will include at least two APC members.

MINUTES AND REPORTING

In collaboration with The Board staff, minutes of previous meeting are recorded and e-mailed with the agenda for the next meeting to all committee members.

PARLIAMENTARY PROCEDURE

Roberts Rules of Order, Revised Edition, governs the conduct of the meetings. A simple majority determines a quorum.

EXPENSES/REIMBURSEMENT

Travel is reimbursed by The Board in accordance with state laws and regulations as well as agency policy. The Board provides for the operating expenses of the committee.

CONFIDENTIALITY

All printed and electronically transmitted materials provided to members of the APC by the APC and/ or The Board staff are confidential and are not to be disseminated and/ or distributed to individuals who are not members of the APC.

Adopted July 28, 2023 at a regular meeting of the Board of Nursing.