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South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Nursing
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South Carolina Board of Nursing April 2014 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.

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 (www.llr.sc.gov/pol/nursing) under Applications/Forms. A list of meeting dates for this year is located in this newsletter.

ADVISORY COMMITTEE ON NURSING (ACON)

The Advisory Committee on Nursing (ACON) assists the Board of Nursing with long-range planning for nursing and facilitates collaboration between education and practice. The 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, a Nursing Services Administration-Mental Health Representative and an Advanced Practice 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, please submit a completed nomination form along with a curriculum vitae to LLR-Board of Nursing, PO Box 12367, Columbia, SC 29211.

ADVANCED PRACTICE COMMITTEE (APC)

The Advanced Practice Committee (APC) is a standing committee appointed by the Board, established to review current advanced registered nursing (APRN) and to advise the Board and nursing community on the safe and competent practice of APRNs. The APC meets quarterly on the first Friday in February, May, August and November of each year. There currently is a position open for a 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, please 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

The Nursing Practice and Standards Committee (NPSC) assists the Board of Nursing on issues affecting nursing practice in our 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 available on NPSC for an Education Representative, a Long Term Care/Gerontology Representative, and an LPN 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, please submit a completed nomination form along with a curriculum vitae to LLR-Board of Nursing, PO Box 12367, Columbia, SC 29211.

IT'S NOT TOO LATE TO RENEW!

The deadline to renew your license is April 30, 2014. Below are some frequently asked questions to help you with the renewal process.

RENEWAL FAQs

Q: I haven't received my renewal notice, what do I do?

As a *courtesy*, renewal notices are sent out in January to the last address on file with the Board of Nursing*. The law does not require the Board to send renewal notices and many courtesy notices are returned by the postal service each renewal cycle.

You may renew online using your same User ID and Password as you did during the last renewal. If you do not remember or do not have your User ID/ Password, ***you may still renew***. Please go to <https://eservice.llr.sc.gov/OnlineRenewals/> and click on "Alternative Login I do not know my User ID/ Password" and complete the required security questions.

*Note: Section 40-33-38(C) of the South Carolina Nurse Practice Act requires that *all* licensees notify the Board *in writing* within 15 days of any address change.

Q: What are my options to document competency to renew my license?

There are four options available in the Nurse Practice Act to document continued competency for renewal; *however*, not all options may be available for each nurse or in every employment/ practice setting. **Prior to choosing a continued competency option**, it is wise to verify that documentation of the option is available for you. **Prior to renewing your nursing license in 2014, one of these competency options must be completed and documented between May 1, 2012, and April 30, 2014.** The competency requirement for licensure can be found in Section 40-33-40 of the Nurse Practice Act - Chapter 33 under Laws/Policies as well as on the home page of the Board's website. Further explanation of the competency options can be found in the Competency Requirement Criteria also located on the Board of Nursing website home page. This document includes lists of accepted continuing education approvers/ providers, certifying bodies and explanation of the completion of an academic program of study.

- 1) **Completion of 30 contact hours from a continuing education provider recognized by the Board.** In 2005, a decision was made to accept completion of academic courses with a NUR (or NSG, Nursing, etc.) prefix for this option as long as a minimum grade of C is attained in an undergraduate course and a grade of B is attained in a graduate course. (Note: one semester hour =15 contact hours / 1 academic quarter hour = 12.5 contact hours); **OR**
- 2) **Maintenance of certification or re-certification by a national certifying body recognized by the Board; OR**
- 3) **Completion of an academic program of study in nursing or a related field recognized by the Board; OR**
- 4) **Verification of competency and number of hours practiced as evidenced by employer certification on a form approved by the Board.** *Please verify with your employer that he/she can / will sign this form before choosing this option as your continued competency demonstration.* There are no set number of hours you must practice nursing to use this option; however, you must practice enough hours that your employer can/ will sign the Employer Certification form. If your employer is unable to sign this form, you *must* choose one of the other options. This Employer Certification form is available on the Board of Nursing website homepage.

You are not required to send competency documentation to the Board with your renewal. The Board conducts random continued competency audits throughout the year. Nurses chosen for audit will be sent a letter requesting submission of continued competency documentation within *five* business days of the request pursuant to §40-33-40(D) of the Nurse Practice Act.

Q: I renewed my license, why have I not received my license card?

As of November 2009, the Board no longer issues license cards.

- 1) Licensees renewing their licenses and applicants for new licenses will be notified by the Board by e-mail or regular mail when the license has been issued. In *approximately* 3

business days after receipt of the licensure notification, Licensee Lookup at <https://verify.llronline.com/LicLookup/Nurse/Nurse.aspx?div=17> will be updated.

This information can also be viewed and printed by employers or the public. Licenses are renewed/ processed during normal business hours - 8:30 a.m. - 5 p.m. - Monday through Friday, except for designated state holidays.

Q. How many hours do I have to work to renew my license?

Section 40-33-40 of the Nurse Practice Act provides **four options** for documenting continued competency which include: (1) completion of 30 contact hours from a Board-recognized continuing education provider; (2) maintenance of certification/re-certification by a Board-recognized national certifying body; (3) completion of a Board-recognized academic program of study in nursing or a related field; or (4) verification of competency and the number of hours practiced, as evidenced by employer certification on a Board-approved form. *Nurses need to be sure that their employer can, by their policies, complete and sign the Board-required form required to document practice hours prior to choosing this option or renewing their license.*

If you are going to choose option #4 above, there are no set number of hours required, however, it must be enough practice hours that your employer *can/ will* verify your competency.

Prior to renewing your nursing license in 2014, one of the above four competency options must be **completed and documented** between May 1, 2012 and April 30, 2014. The competency requirement for licensure can be found in Section 40-33-40 of the Nurse Practice Act under Laws/Policies or on the Competency Requirement for Licensure. This document as well as the Competency Requirement Criteria can be found on the Board of Nursing website homepage.

Q: Is Company XYZ accepted for the continuing education option?

The Board does not approve individual continuing education courses. The Board accepts courses that are approved by organizations listed in the Competency Requirement Criteria (please refer to Section I of this document). The competency requirement can be found in §40-33-40 of the Nurse Practice Act under Laws/Policies or on the Competency Requirement for Licensure. This document as well as the Competency Requirement Criteria can be on the Board of Nursing website.

Q: WHAT IS THE DIFFERENCE BETWEEN CEU AND CONTACT HOURS?

Continuing education hours, continuing education units, and contact hours are all methods of measuring education hours. Below is the breakdown from the American Nurse Credentialing Center. Remember that continuing education hours must be approved by or provided by an organization on the Board's Competency Requirement Criteria (Section I) to be used for licensure/ renewal. Continuing education is just one of the four options available to you to document competency.

1 contact hour = 60 minutes

1 CME = 60 minutes or 1.0 contact hours

1 contact hour = 0.1 CEU

1 CEU = 10 contact hours

Q: For my continuing education option for renewal, can I count my XYZ Course taken at my hospital or CPR, ACLS or PALS?

In-service education programs may be accepted ***if*** they are approved by/ provided by one of the organizations on the Competency Requirement Criteria (Section I) and if certificates documenting requirements are provided. Advanced Cardiac Life Support (ACLS) or Pediatric Advanced Life Support (PALS) courses may be accepted ***if*** successfully completed and documented during the licensure period (May 1, 2012 – April 30, 2014 and *prior* to renewing your license) and an attendance certificate or certification card is issued listing contact hours for the course.

In order to count any continuing education course for demonstration of continued nursing competency for renewal, you must have documentation that includes: **1)** Name of licensee, **2)** Title of educational activity, **3)** Date of activity, **4)** Approving provider/ organization name (must be listed on the Competency Requirement Criteria), provider number and address, and **5)** Number of contact hours awarded for the course. To provide this required information for courses such as ACLS or PALS, you may need a copy of your certification card and a copy of the course program/ agenda that provides information on the approving provider/ organization and number of hours awarded.

If you are unable to obtain documentation including the requirements shown above, the course would not be accepted as demonstration of continued nursing competency for renewal. It is each individual nurse's responsibility to document their continuing education or any other continued competency option chosen for renewal of their nursing license prior to actually renewing the license.

The following courses will **not** be accepted to meet continuing education contact hour requirements: Cardiopulmonary Resuscitation (CPR), Basic Life Support (BLS), Emergency Medical Technician (EMT) courses, Certified Nursing Assistant (CNA) courses, Certified Medical Assistant (CMA) courses, Operating Room Technician courses, on-the-job training, orientation and institution specific courses.

The competency requirement for licensure can be found in Section 40-33-40 of the Nurse Practice Act under Laws/Policies or on the Competency Requirement for Licensure available on the Board of Nursing website. Further explanation of the options can be found in the Competency Requirement Criteria also located on the Board of Nursing website.

Q: How can my employer verify that I have renewed my nursing license?

If you need paper evidence of your nursing license and expiration date, you may gain this information one of two ways:

- 1) 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 our system, you will receive an error message (appearing as if the nurse doesn't hold a license in our 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.

Q: Where can I find the Board-Approved Employer Certification form?

The Employer Certification form approved by the Board for renewals can be found on the Board of Nursing website at www.llr.state.sc.us/pol/nursing. It is also available under Applications/Forms on this website. *Nurses need to be sure that their employer can, by their policies, complete and sign the Board-required form required to document practice hours prior to choosing this option or renewing their license.*

Q: Will my debit card work if I do not have a credit card?

If your debit card has the Visa/MasterCard logo on it, it will also work with our system. You may also use an electronic check.

Q: I'm nervous about using my credit card online. How secure is your site?

Our agency utilizes state-of-the-art security systems to protect our nurses' information.

Q: I need some information about "inactive status".

If you are considering placing your South Carolina nursing license in an inactive status before it expires on April 30, 2104, please keep the following in mind.

- ❖ You must complete the Request for Inactive Status form found on the Board's website under Applications/Forms and submit it along with a \$15 check or money order before your license lapses at midnight on Monday, April 30th. If you do not renew, your license will be placed in a lapsed status on May 1st.
- ❖ You cannot practice nursing in the State of South Carolina on an inactive license. This includes volunteer nursing.
- ❖ When you place your license on inactive status, your Multi-state (Compact) status is also inactive.
- ❖ You can change your mind at any time and reactivate your license, but you will need to meet the continued competency requirements at that time. The requirements to reactivate are based on the amount of time your license is inactive.
- ❖ If you do not practice for five years or more, the requirement for reactivating your license is retaking the licensure examination or taking a refresher course.

You may want to consider keeping your nursing license active. Remember, to keep your license in an *active* status in South Carolina, you only have to complete one of the following continued competency requirements during the licensure period:

- 1) completion of 30 contact hours from a continuing education provider recognized by the Board; **or**
- 2) maintenance of certification or re-certification by a national certifying body recognized by the Board; **or**

- 3) completion of an academic program of study in nursing or a related field recognized by the Board; **or**
- 4) verification of competency and the number of hours practiced as evidenced by employer certification on a form approved by the Board.

More information on continued competency requirements for renewal can be found in the Competency Requirement for Licensure and Competency Requirement Criteria, which are both located under Licensure on the Board's website – www.llr.state.sc.us/pol/nursing/

Q: What are my options to document competency to renew my APRN license?

An APRN is required to hold a current specialty certification by a Board-approved credentialing organization for his/ her area of nursing practice to renew his/ her APRN license.

You may check the status of your certification by going to Licensee Lookup on the Board's website. Certification renewals/ updates should be provided to the Board in an ongoing manner.

Q: What do I need to do to renew my APRN prescriptive authority?

Renewal Requirements

1. For renewal of prescriptive authority, twenty (20) contact hours of continuing education in pharmacotherapeutics related to the NPs, CNMs, or CNSs certification specialty must be obtained every two (2) years and documented upon Board request. For an NP, CNM, or CNS with controlled substance prescriptive authority, two (2) of the twenty (20) hours must be related to prescribing controlled substances. **Prior to renewing your prescriptive authority in 2014, this continuing education must be completed and documented between May 1, 2012 and April 30, 2014.**

2. The Board randomly audits renewal applications and, if requested, documentation of education in pharmacotherapeutics must be provided within the time specified in the request. Failure to timely comply will result in suspension of prescriptive authority and possible disciplinary action.

Educational Requirements

1. Contact hours may be obtained through courses taught in an approved program of study or through approved continuing education offerings.
2. For renewal applications, a maximum of fifteen percent (15%), or three (3) hours, may be obtained through approved alternative, natural, herbal or complementary pharmacotherapeutics education.
3. Renewal applicants selected for audit must provide the following evidence of pharmacotherapeutics education, as applicable:
 - a. Documentation of attendance either by official transcript or copies of certificates of continuing education attendance. Official transcripts must be sent directly from the educational institution to the Board of Nursing.
 - b. Documentation of continuing education approval by an authorized or accredited provider (i.e., national certifying organization, college or university, state regulatory body, national or state professional organization). It is the responsibility of the NP, CNM, or CNS to assure that the documentation includes the number of hours received in any particular session or course.

c. A description of course content which is applicable to the APRN's specialty area(s) of practice.

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, as well as 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: Alaska, Arkansas, American Samoa, Arizona, California-RN, California-VN, Colorado, Connecticut, District of Columbia, Delaware, Florida, Guam, Iowa, Idaho, Illinois, Indiana, Kansas, Kentucky, Louisiana-RN, Massachusetts, Maryland, Maine, Michigan, Minnesota, Missouri, Northern Mariana Islands, Mississippi, Montana, North Carolina, North Dakota, Nebraska, New Hampshire, New Jersey, New Mexico, Nevada, New York, Ohio, Oregon, Pennsylvania, Rhode Island, *South Carolina*, South Dakota, Tennessee, Texas, Utah, Virginia, Virgin Islands, Vermont, Washington, Wisconsin, West Virginia-PN, West Virginia-RN, and Wyoming. *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.

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.*

BOUNCED CHECKS MEANS NON-PAYMENT OF FEES

When submitting any fees to the Board of Nursing, be certain there are sufficient funds in your account to cover your payment (*paper or electronic check or credit card*) and that the payment has cleared before closing the account. Section 40-1-50(G) of the South Carolina Code of Laws

states that a license shall be suspended if a fee payment is made by a check that is subsequently returned by the financial institution unpaid and is not made good within 10 days of official notification. This suspension is exempt from the Administrative Procedures Act. Unpaid checks constitute a non-payment of license fees. 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. When a check is returned, replacement funds, plus the returned check fee allowed by law, will be charged.

BOARD MEMBERS

Samuel H. McNutt, RN, CRNA, MHSA, Congressional District 5 - *President*
Carol A. Moody, RN, MAS, NEA-BC, Congressional District 4 - *Vice President*
Amanda E. Baker, RN, MSN, MNA, CRNA, Congressional District 2 - *Secretary*
Tara R. Hulsey, PhD, RN, CNE, Congressional District 1
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Vacant, Congressional District 6
Karen R. Hazzard MSN, RN, NE-BC, Congressional District 7
Anne Crook, PhD, Public Member
James E. Mallory, EdD, 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
Shannon Beaudry, Assistant to Administrator	shannon.beaudry@llr.sc.gov

OFFICE OF INVESTIGATIONS AND ENFORCEMENT

Main Telephone Line	(803) 896-4470
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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 2014

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>	May 15-16, 2014
<u>Board of Nursing Meeting</u>	July 24-25, 2014
<u>Board of Nursing Meeting</u>	September 25-26, 2014
<u>Board of Nursing Meeting</u>	November 20-21, 2014

Advanced Practice Committee	May 2, 2014
Advanced Practice Committee	August 1, 2014
Advanced Practice Committee	November 7, 2014

Advisory Committee on Nursing	April 15, 2014
Advisory Committee on Nursing	June 17, 2014
Advisory Committee on Nursing	August 26, 2014
Advisory Committee on Nursing	October 21, 2014
Advisory Committee on Nursing	December 2, 2014

Nursing Practice & Standards Committee	April 10, 2014
Nursing Practice & Standards Committee	July 10, 2014
Nursing Practice & Standards Committee	October 9, 2014

<u>Designated 2014 State Holidays</u>	<u>Observed On</u>
Confederate Memorial Day	May 9, 2014
National Memorial Day	May 26, 2014
Independence Day	July 4, 2014
Labor Day	September 1, 2014
Veterans Day	November 11, 2014
Thanksgiving Day	November 27, 2014
Day After Thanksgiving	November 28, 2014
Christmas Eve	December 24, 2014
Christmas Day	December 25, 2014
Day After Christmas	December 26, 2014