THE STATE of ALASKA
GOVERNOR BILL WALKER

Department of Commerce, Community, and Economic Development
BOARD OF NURSING

550 West Seventh Avenue, Suite 1500
Anchorage, AK 99501-3567
Main: 907.269.8161
Fax: 907.269.8196

Alaska Board of Nursing
Governance Policies

MISSION of the BOARD

The mission of the Alaska Board of Nursing is to actively promote and protect the health of the citizens of Alaska through the safe and effective practice of nursing as defined by law.

VISION of the BOARD

The Alaska Board of Nursing envisions its purpose and actions will reflect:

- Promotion of evidence-based, best practices in regulation
- Vigilant dedication to maintain and strengthen public safeguards
- Elimination or prevention of regulatory barriers to nursing practice in Alaska
- Proactive anticipation of changes in the scope of nursing practice
- Ethical pursuit of excellence in regulation

VALUES of the BOARD

The Alaska Board of Nursing endorses the following values for application within all board activities and decisions, including those delegated to staff and members:

- **Integrity**: Doing the right thing for the right reason through informed, open and ethical debate
- **Accountability**: Taking ownership and responsibility for board processes and outcomes
- **Quality**: Pursuing excellence and continuous improvement in all endeavors
- **Vision**: Using the power of imagination and creative thought to foresee the potential of nursing practice and actively shape its future

Adopted 11.3.17

- **Collaboration**: Forging solutions through collective strength
- **Leadership**: Providing positive direction for nurses and nursing practice in Alaska

GOALS of the BOARD

- **LICENSURE GOAL:** To license qualified persons for the practice of nursing
- **PRACTICE GOAL:** To determine, communicate, and enforce consistent standards of professional conduct according to established division policies
- **EDUCATION GOAL:** To articulate and enforce standards for educational programs preparing nurses and nurse aides for practice at all levels
- **GOVERNANCE GOAL:** To assure the governance framework and culture supports the accomplishment of the board's mission, vision, and goals
- **COMMUNICATION GOAL:** To facilitate communication between the board and its colleagues, constituent groups, the public, and other agencies to fulfill the board's mission, vision, and goals
- **ORGANIZATIONAL GOAL:** To advocate for resources to ensure the organizational infrastructure supports the mission, vision, and goals of the Alaska Board of Nursing

MEETINGS and ATTENDANCE

Board meetings are held quarterly to conduct the business of the board. These meetings are typically three days in duration and are held in person. The board may hold periodic publicly noticed and quasi-judicial telephonic meetings to conduct its business. Board member attendance at regularly scheduled meetings by phone or videoconference is acceptable when necessary.

Absences for emergencies are understandable and happen infrequently. The member should notify the executive administrator as soon as an absence becomes necessary. These absences shall be excused. Members are expected to plan vacations, work obligations, and other events around scheduled board meetings. These absences shall be unexcused. Partial attendance at board meetings (leaving early or arriving late) may affect the board's quorum and is a misuse of state resources. If more than three unexcused absences occur during a member's term, the

board chair will discuss with the member whether continued service on the board is in the best interest of the state.

Materials for board consideration are sent at least 10 days in advance of the meeting. Board members are expected to carefully review the material in advance of the meeting.

ROLES and RESPONSIBILITIES

The Alaska Board of Nursing is under the Division of Corporations, Business and Professional Licensing. The board partners with the division to fulfill its mission as directed in AS 08. All board staff are employees of the division: the board's executive administrator supervises the licensing staff and reports to the deputy director, while the board's investigators report to the chief investigator. The Department of Law supplies attorney support for board matters.

The executive administrator is a partially-exempt appointee of the governor. The position is recruited by the division after seeking input on the nursing knowledge, training, and expertise desired by the board. The board may evaluate the executive administrator and provide its commendations and concerns to the deputy director for consideration.

Board members and staff should read the division's *Guide to Excellence in Regulation* and refer to it regularly for education and advice on a variety of topics for which the members are legally responsible.

ELECTION of OFFICERS

Alaska statute requires the board to annually elect a chairman and a secretary from among its members. The board holds the election at the end of the last meeting of the calendar year, and the officers begin their terms January 1 of the next year. Members may serve multiple officer terms in either of the position provided they are elected annually. The board may vote at any time to fill a vacancy or to hold an election if the officer does not have the confidence of the board to continue in that position.

POSITION DESCRIPTIONS

Board chair: This position generally directs the flow of board meetings and ensures the work of the board progresses efficiently and effectively. Some responsibilities include:

- Working closely and collaboratively with the executive administrator to foster maximum

effectiveness of the board

- Serving as a consultant to the executive administrator on licensure and practice issues in accordance with 12 AAC 44.908(a)(5)
- Preparing the meeting agenda and materials in collaboration with the executive administrator
- Leading and facilitating the meeting, ensuring that business is conducted in harmony with the board's mission, vision, values, goals, applicable laws, and organizational best practices
- Understanding and effectively utilizing Robert's Rules of Order
- Ensuring that all board members have the opportunity to express opinions and that members participate in all votes of the board
- Maintaining a meeting pace that protects the board's agenda while preserving the integrity of the meeting content
- Requesting the board's self-evaluation of its performance at least annually
- Directing the board's completion of an annual report in accordance with statute
- Delegating appropriately to the executive administrator

Secretary: The secretary reviews the accuracy of the meeting minutes for board review and approval and may be delegated additional duties by the chair or by board motion.

Executive administrator: The executive administrator is the chief advisor to the board and works closely with the chair to ensure the work of the board is accomplished in harmony with the board's mission, vision, values, goals, applicable laws, and organizational best practices. See latest position description attached (11/2/17)

DECISIONMAKING and PROCEDURES

In addition to the administrative procedures established in division policy and procedure, as well as in accordance with state law, regulation, and policy, the board has established the following decisionmaking guidance.

ISSUE	ACTION	NOTES/AUTHORITY
Seeking legal advice on policies and regulations	Per division policy, the Executive Administrator emails the supervising attorney for assignment to an AAG. The board chair must be copied on this and all subsequent legal correspondence related to this issue.	
Board member review of APRN applications	Reviewed by the board chair or the APRN member of the board, if appointed by a majority vote	
Board member review of APRN cases	Reviewed by the APRN member of the board or expert witness as determined appropriate by the investigator	AS 08.01.087
Board member review of applications with affirmative professional fitness answers	Reviewed by the board chair	
Request for expanded scope of practice	TBD	

Publication of board advisory notices	Within 10 days of the adoption of board meeting minutes, the Executive Administrator will draft the advisory notice on board letterhead and send to the chair for review and signature. The notice will include the date of the board's vote to adopt. The notice will be publicized within 30 days of the meeting via the board's web site and listserv.	
Disciplinary guidelines	Outline of historical precedent is drafted by staff and presented to the board to help inform decisionmaking on a case-by-case basis. Any proscriptive and non-negotiable disciplinary outcomes, such as fines or other consequences of violations, must be adopted in regulation.	See handout "Regulation or Policy?" written by AAG Milks, January 2017, and redistributed at the November 2017 board meeting.

These governance policies were adopted by the board on this date and may be amended and updated from time to time by vote of the board.

Chair

11-3-17
Date