

NEWS!

Updated May 20, 2016

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(1) EXCITING CHANGES TO BOARD OPERATIONS - IMPORTANT!

*Changes are here with regards to how you will interact with the Board to reinstate and renew your license, apply to the Board for the licensure exam, apply for licensure by endorsement, and utilize other services. The West Virginia LPN Board is the first Board of Nursing in the US to begin using a new Operations Management System offered by the National Council of State Boards of Nursing. **One significant change is that all actively licensed LPNs in West Virginia are required to have a valid email address to utilize the many new online services which will be offered. Also, you must use a credit or a debit card for all applications on the Nurse Portal.** Paper applications for licensure are no longer available. Payment is managed by the WV State Treasurer's Office on their secure site. Please follow the instructions below for accessing the Nurse Portal:*

- 1. Access the portal from www.lpnboard.state.wv.us by clicking the Nurse Portal link near the top of the Board's webpage.*
- 2. **If you did not previously access the Portal during last year's renewal cycle, you will not already have an account on this new system.** Click the "Create an Account" box on the left side of the page. **If you renewed your LPN license in 2015 you will already have established an account, so you may enter your email and password on this page and log in.***
- 3. If you are registering with the Portal for the first time, during the registration process you will be asked for an email address, and a verification email will be sent to that address. If you do not have an email address you can easily establish one at Yahoo.com or Google.com or another similar website. If you already have an email, you can put in your personal email, work email, or any other that you have access to. You must go to your email within 24 hours after you register with the Portal or the link contained in the email which permits you to complete the Portal registration will expire and you will have to begin the registration process again. Remember to always notify the Board if you change your email address since that is the primary way that we will contact you for updates or other information from the Board.*
- 4. Choose the service that you are requesting (reinstatement of license, endorsement application, examination application, etc.) and follow the instructions on the Nurse Portal to complete the application process. Transactions on the Nurse Portal will be*

processed the next business day. Please contact the Board Office Monday-Friday from 8:00am - 4:00pm if you have any questions.

(2) REGISTRATION WITH e-Notify!

e-Notify is a nurse licensure notification system developed by the National Council of State Boards of Nursing that delivers real-time notifications to employers about nurses who work for them. Once registered the employer will automatically receive changes to licensure status and available discipline data as the information is entered into the Nursys database by boards of nursing. Registration for all nurses employed at the facility is FREE! Please see www.nursys.com or contact nursenotify@ncsbn.org for more information and registration.

You can also enroll your own license to get updates about your expiration date and any other changes in your licensure status. You can enroll at www.nursys.com or via your Nurse Portal on the LPN Board website.

(3) DIRECTIONS TO LPN BOARD OFFICE

The LPN Board is located at 101 Dee Drive, Charleston. From I-64, take Exit 99 (State Capitol, Greenbrier Street, Yeager Airport). Turn onto Greenbrier Street towards the airport and away from the Capitol. Turn right onto Hillcrest Drive. Follow Hillcrest Drive approximately one mile to top of mountain, and then enter Hillcrest Office Park. Take the first quick left onto Player's Club Drive, then a left at the mailboxes onto Dee Drive. The office building is a one-story brown building, and the LPN Board office is located on the right inside the door where the visitor parking is located.

(4) CONTINUING EDUCATION RESOURCES

The following is a list of web sites that may assist you in your search for approved continuing education. This is not an all-inclusive list, and none of the sites below are specifically endorsed by the WV LPN Board. Please be advised that if they are approved for CE by any other state board of nursing that requires CE, or have any national nursing CE accreditation (ANA, NLN, ANCC, etc.) they are also approved by the Board.

www.nursingspectrum.com

www.nln.org

www.westernschools.com

www.myfreeCE.com

www.learningext.com

The Board conducts random audits each month of CE and employment hours that have been reported with license renewal. If you are audited, you must provide copies of your CE certificates verifying that you completed the required number of contact hours, and your employer must send written verification of your work hours during the required time frame. Failure to meet the requirements of an audit results in disciplinary action by the Board. Make sure that you retain copies of your certificates and that you can access them in the event that you are randomly audited!

(5) IMPORTANT INFORMATION –CE REQUIREMENT!

Pursuant to Legislation passed in WV all LPNs are required to complete at least 3 contact hours in the area of chemical dependency/substance use disorders for renewal of the license during each CE reporting period. In addition, effective July 1, 2016 all licensees will also be required to complete two contact hours in mental health conditions common to veterans and their families during each reporting period. This will be reported for the first time during the 2018 renewal period. These requirements will be a part of the total 24 contact hours needed for renewal.

(6) FUTURE LPN BOARD MEETING DATES

June 22, 2016 – Regular Meeting – 10:00 am

October 20, 2016 – Regular Meeting – 10:00 am; Joint RN/LPN Board Meeting 1:00 pm

All meetings of the Board are held at 101 Dee Drive, Charleston, West Virginia. Meetings are open to the public except for executive sessions. We encourage interested parties to attend the meetings. Please contact the LPN Board office at least seven days prior to the meeting date so that adequate seating can be assured. Minutes of the most recent Board meetings will be posted on the LPN Board website approximately 30 days after the meeting.

(7) PROPOSED AGENDA JUNE 22, 2016 BOARD MEETING

9:30 a.m. **DISCIPLINARY REVIEW COMMITTEE
(COMMITTEE MEMBERS ONLY)**

- (1) *Review of Pending Cases*
- (2) *Review of Activities since February 18, 2016 Meeting*
- (3) *Review of Cases Pending Committee Approval*
- (4) *Adjourn*

10:00 a.m. **REGULAR MEETING (OPEN TO THE PUBLIC)**

- (1) *Call to Order*
- (2) *Introduction of Members, Guests and Staff*
- (3) *Review and Approval of Proposed Agenda*
- (4) *Approval of Meeting Minutes – February 18, 2016*
- (5) *Report of Disciplinary Review Committee*
 - A. *Summary of Cases*
 - B. *Case Activity - Disciplinary Review Committee Meeting*

- (6) *Budget*
 - A. *Expenditures – 2nd and 3rd Quarter FY 2016*
 - B. *Expenditure Schedule, FY 2017*
 - C. *Purchase Card Expenditures*
 - D. *wvOASIS - Update*

- (7) *NCSBN*
 - A. *Regulatory Achievement Award*
 - B. *Mid-Year Meeting – Report*
 - C. *Optimal Regulatory Board System (ORBS) Update*
 - D. *Delegate Assembly – Appointment of Representatives and Attendees*

- (8) *Mission & Initiatives Statement July 2016 to June 2018*

- (9) *NCLEX-PN*
 - Testing Results - as of March 30, 2016*

- (10) *Schools of Practical Nursing*
 - Summary - Annual Reports and New Graduate Employment*

- (11) *Mercer County School of Practical Nursing*
 - Review for Continuation of Full State Accreditation*

- (12) *Wood County School of Practical Nursing*
 - Review for Continuation of Full State Accreditation*

- (13) *J.D. Rockefeller School of Practical Nursing*
 - Review for Continuation of Full State Accreditation*

- (14) *Summers County School of Practical Nursing*
 - Review for Continuation of Full State Accreditation*

- (15) *Garnet Career Center School of Practical Nursing*
 - Review for Continuation of Full State Accreditation*

- (16) *Attorney General’s Office Initiative re: Opioid Abuse - Information*

- (17) *2016 Legislative Session - Report*

- (18) *Association of Licensing Boards – Report*

- (19) *Contingency Plan for Board Operations Policy – Review/Revise/Approve*

- (20) *Future Meeting Dates*

- (21) *Recess Regular Meeting*

EXECUTIVE SESSION - (CLOSED TO THE PUBLIC)

(22) Call to Order - Executive Session

(23) Staff Considerations

- A. Evaluations of Staff as Conducted by Executive Director*
- B. Executive Director Position*
- C. Staff Compensation - FY 2017*

(24) Adjourn Executive Session

RECONVENE OPEN MEETING

(25) Reconvene Open Meeting

(26) Motions and Decisions from Executive Session

- A. Staff Considerations*
- B. Staff Compensation- FY 2017*

(27) Miscellaneous

- A. Safety Committee Report*
- B. Miscellaneous Informational Items*

(28) Adjourn Regular Meeting