

**NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC.**

**DELEGATE ASSEMBLY  
BOOK OF REPORTS**

**SEVENTH ANNUAL CONVENTION  
AUGUST 20-23, 1985**

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## 1985 Convention Schedule

### TUESDAY, AUGUST 20

Noon - 5:00 p.m.  
[7th floor - North Booth]

1:30 - 2:30 p.m.  
[Michigan/Michigan State]

2:45 - 3:45 p.m.  
[Indiana/Iowa Rooms]

4:00 - 5:00 p.m.  
[Indiana/Iowa Rooms]

6:00 - 8:00 p.m.  
[Salon A & B]

#### *Registration*

#### *Orientation to the NCSBN*

Contents: Presentation by Board members and staff on the purpose and function of NCSBN and role of delegates.

#### *Forum - The Test Development Process*

Contents: A presentation by the Examination Committee members on how the NCLEX is developed and scored.

#### *Forum - Advanced Practice; Continued Competency and Regulation*

Contents: A presentation by the Nursing Practice and Standards Committee.

#### *Reception - Introduction of the Candidates*

A social event with hors d'oeuvres and cash bar.

### WEDNESDAY, AUGUST 21

7:30 - 8:30 a.m.  
[7th floor - North Booth]

9:00 - 10:30 a.m.  
[Salon I]

11:00 - 12:30 p.m.  
[Salon I]

1:30 - 3:00 p.m.

3:00 - 4:00 p.m.  
[Salon I]

4:00 - 5:30 p.m.  
[Salon I]

6:00 - 7:00 p.m.  
[Salons F & G]

#### *Registration*

#### *First Annual Session - Delegate Assembly*

Contents: Business Agenda set by the Board of Directors.

#### *Issues Forum*

Contents: An opportunity for attendees to discuss any issue of importance to NCSBN.

#### *Area Meetings*

Contents: Set by Area Directors

Area I [Northwestern Room]

Area II [Ohio Room]

Area III [Purdue Room]

Area IV [Wisconsin Room]

#### *Forum - Report on a Study of Nursing Practice and a Job Analysis and Role Delineation of Entry Level Performance of Registered Nurses*

Contents: A mid-project report given by Michael Kane, Senior Research Scientist, Research Division, American College Testing Program.

#### *Forum - NCSBN, Goals and Objectives*

Contents: A presentation by the Long Range Planning Committee

#### *Reception - CTB/McGraw-Hill*

An opportunity to meet informally with the test service staff.

## THURSDAY, AUGUST 22

7:30 - 8:30 a.m.  
[7th Floor - North Booth]

*Registration*

8:30 - 12:30 p.m.  
[Salon I]

*Second Session - Delegate Assembly*  
Contents: Set by Board of Directors

12:30 - 1:30 p.m.  
[Purdue/Wisconsin]

*Election of Officers*

1:00 - 2:30 p.m.  
[Salon B]

*Luncheon Meeting Sponsored by Executive Directors' Conference Group*  
Cost: \$14.00 per attendee.

### *Interest Groups*

2:30 - 3:30 p.m.

(Each group will be recorded once for cassette sale.)

All sessions are repeated from 3:30 - 4:30 p.m..

[Purdue Room]

1. *Entry Into Practice: Trends and Issues* - Program Leader: Marilyn Meinert, Member, Missouri State Board of Nursing.

[Wisconsin Room]

2. *Use of Computer Technology for the Regulation of Nursing Practice* - Program Leader: Judy Otto, Nursing Education Coordinator, Illinois Department of Registration and Education.

[Illinois Room]

3. *The NCSBN Disciplinary Data Bank - A Longitudinal Study* - Program Leader: Margaret Heins, Director, School of Nursing, St. Mary's Medical Center.

[Indiana Room]

4. *Computer Adaptive Testing - What It Is and How It Affects NCLEX* - Program Leader: Bruce Kramer, CTB/McGraw-Hill.

[Michigan State Room]

5. *Report on the Continuing Professional Education Development Project* - Program Leader: Mary Romelfanger, Associate Executive Director, Kentucky Board of Nursing.

6:30 - 10:00 p.m.

*Cruise on Lake Michigan*

A three-hour cruise on Lake Michigan watching the sun set behind the Chicago skyline. Cash bar and dinner. Cost: \$45.00 per attendee.

## FRIDAY, AUGUST 23

7:30 - 8:30 a.m.  
[7th floor - North Booth]

*Registration*

8:30 - 1:00 p.m.  
[Salon I]

*Third Session - Delegate Assembly*  
Contents: Set by Board of Directors.

## **National Council of State Boards of Nursing, Inc. (Wisconsin)**

### **BUSINESS AGENDA OF THE 1985 DELEGATE ASSEMBLY**

- I. Call to Order
- II. Report of Registration Committee
- III. Report of Rules Committee (page 4)
- IV. Adoption of Agenda
- V. Appointment of Committee to Approve Minutes – 1985 Annual Convention of the Delegate Assembly
- VI. Report of Committee to Approve Minutes – 1984 Annual Convention of the Delegate Assembly
- VII. Approval of Plan of Merger
- VIII. Adjournment

## **Rules for Conduct of Delegate Assembly**

### **GENERAL PROCEDURES**

1. All meetings will be called to order on time. Delegates are requested to be in their seats five minutes before the opening of each meeting.
2. Badges will be provided for delegates and alternates upon registering and must be worn at all meetings.
3. No delegate, alternate or other person in attendance shall be entitled to the floor unless he/she rises, addresses the chair and gives name and jurisdiction.
4. A time keeper will signal when allotted time has expired.
5. The order of business may be changed by a majority vote.
6. Smoking shall not be permitted in meeting rooms.

### **ELECTIONS**

1. Election for officers and members of the Nominating Committee shall be held Thursday, August 22, 1985 at 12:30 p.m.
2. If nominations are made from the floor, there shall be no seconding speeches.

### **MOTIONS**

All main motions and amendments shall be written, signed by the maker and presented to the Chair immediately after proposal.

### **DEBATE**

1. No delegate shall speak more than three minutes to a motion without consent of the Delegate Assembly, granted by a majority vote.
2. No delegate shall speak more than once to the same question until all who wish to speak have done so.
3. A non-delegate may speak once to an issue for three minutes after all interested delegates have spoken. Such non-delegate may speak again, only at the Chair's invitation.

### **Committee**

H. Jean Bruhn, Chair, Pennsylvania, Area IV  
Ruth L. Elliott, Tennessee, Area III

## Memorandum on Council Reincorporation

TO: All Delegates  
FROM: Board of Directors  
RE: Council Reincorporation in Pennsylvania

At the 1984 Delegate Assembly Convention, the Board of Directors reported that the Council's attorneys had advised that there are substantial questions as to whether the allocation of responsibilities between the Delegate Assembly and the Board of Directors is proper under Wisconsin law. As you know, Council is currently a Wisconsin corporation. In order to avoid questions which may be raised in the future, the attorneys suggested that Council reorganize in another state such as Pennsylvania, where a division of responsibilities between the Delegate Assembly and the Board is specifically authorized.

In response to the Board's report, on August 27, 1984, the Delegate Assembly adopted motions providing:

That the Council reincorporate as a Pennsylvania not-for-profit corporation.

That the Council reincorporation occur in FY 85 with necessary actions being presented to the 1985 Delegate Assembly.

Since that date Council has worked with its attorneys to formulate a plan for reincorporation which would be the least disruptive to Council's ongoing activities. The method of reincorporation chosen was a merger in which a Pennsylvania not-for-profit corporation ("NCSBN-PA") is formed in advance. The current Wisconsin not-for-profit corporation ("NCSBN-WI") will then be merged into the new corporation. The reason the merger format was chosen is that the existing operations and contracts of the Council will automatically be carried over and assumed by NCSBN-PA. Thus a merger is simpler than some other types of reincorporation.

### Delegate Assembly Action

In order to complete the merger, the Delegate Assembly must take two actions at the 1985 Convention. First, the Delegate Assembly, acting in its capacity as the representative of the members of NCSBN-WI, must approve the Plan of Merger by a two-thirds vote as required by Wisconsin law. Second, the Delegate Assembly, acting in its capacity as the representative of the member of NCSBN-PA, must approve the Plan of Merger by a majority vote as required by Pennsylvania law.

If the Plan of Merger is adopted, all business of the Delegate Assembly will be conducted in the meeting of the NCSBN-PA Delegate Assembly.

### Plan of Merger

Both Pennsylvania and Wisconsin laws require that Council file a Plan of Merger for NCSBN-PA and NCSBN-WI which sets forth the procedure by which the Wisconsin corporation is merged into the Pennsylvania corporation. The Plan of Merger which is included in this Book of Reports states that NCSBN-WI shall merge into NCSBN-PA, and NCSBN-PA will be the "surviving corporation." In other words, Council will continue its operations as a Pennsylvania corporation, and NCSBN-WI will cease to exist. The effective date of the merger is the date on which the merger documents are filed in Pennsylvania and Wisconsin. That date will be soon after the Convention adjourns, because the documents cannot be filed until the merger is approved by the Delegate Assembly.

Under the Wisconsin and Pennsylvania not-for-profit corporation statutes, completion of such a merger results in the transfer of all assets, rights and obligations of the Wisconsin corporation to the Pennsylvania corporation. In particular, the merger would effect the assignment of contracts from the Wisconsin corporation to the new Pennsylvania corporation. NCSBN-PA as the surviving corporation, would assume all of the rights, obligations and liabilities of NCSBN-WI. Since the merger would take effect after the close of the August Convention, the directors and officers elected at that meeting, and those directors and officers whose terms have not yet expired, will be the directors and officers of the surviving corporation.

#### **Incorporation of NCSBN-PA**

In order for the Delegate Assembly to consider any Plan of Merger at the August Convention, a Pennsylvania corporation with no assets had to be established before the Convention to enable the Delegate Assembly to act on behalf of both corporations. Therefore at its May meeting the Board of Directors incorporated NCSBN-PA and adopted Bylaws. A copy of Articles is attached for your information.

*Articles.* In drafting the Pennsylvania Articles, our attorneys used a form accepted by the Pennsylvania Department of State rather than following the format of the Wisconsin Articles. Therefore, the information contained in the Articles, although almost identical, is often found in different sections of the Pennsylvania and Wisconsin Articles. The few relevant changes in the Pennsylvania Articles are as follows:

*Article 9* is similar to Article VI of the Wisconsin Articles, but has been slightly rephrased and updated to more closely track Section 501(c)(3) of the Internal Revenue Code. Also, the last sentence of Article 9 is not contained in Article VI. It provides that, in the event of dissolution, the court of general jurisdiction of the county in which the corporation is then located shall dispose of any assets not disposed of by the Board of Directors.

*Article 11* contains a slight revision of Article V of the Wisconsin Articles. The phrase, "except to the extent such powers are reserved to the Delegate Assembly as set forth in the Bylaws of the Corporation," has been added. Therefore, it is specifically acknowledged in the Pennsylvania Articles that the Delegate Assembly may reserve for itself some powers to manage the corporate affairs of Council which might otherwise be vested in the Board of Directors.

*Article 12* lists the current directors of the Wisconsin corporation as the initial Board of Directors of the Pennsylvania corporation, unlike Wisconsin Article VIII which designates the incorporators as the initial Board. Pennsylvania law does not require that the addresses of the directors be listed.

*Bylaws.* The Bylaws of NCSBN-PA are identical to those of NCSBN-WI, except that Article V, Section 3, Term of Office, provides that the initial terms of the President, Vice President and Director elected from Area II and the Director-at-Large expire after the annual session of the Delegate Assembly in 1986, and the initial terms of the Secretary, Treasurer and Directors elected from Areas I, III and IV expire after the annual session of the Delegate Assembly in 1985.

At its May organizational meeting, the Board of Directors elected officers of NCSBN-PA to serve for the initial terms provided for in Article V, Section 3 of the Bylaws. The officers are identical to the officers of NCSBN-WI. The Board has the power to elect officers at the organizational meeting to enable the new corporation to proceed with corporate business immediately.

The above change in the Bylaws was implemented to provide continuity between the officers of NCSBN-WI and NCSBN-PA. If the provision had not been inserted, a full slate of new officers would have had to stand for election. Therefore, Council's President, Vice



President, Area II Director and the Director-at-Large would have been required to step down and stand for election at the 1985 Convention, before their terms would have expired under the Wisconsin Bylaws.

#### **Changes to Bylaws**

The Bylaws Committee has considered and adopted the suggestion of the Board of Directors of NCSBN-WI that it recommend that if the Plan of Merger is adopted, no Bylaw amendments be considered for NCSBN-WI, but rather that Bylaw amendments be considered solely for NCSBN-PA. Therefore, any proposed Bylaw amendments contained in this Book will be considered at the meeting of the Delegate Assembly of NCSBN-PA if the Plan of Merger is adopted.

#### **Filing of Merger Documents**

If the Delegate Assembly of both corporations adopts the Plan of Merger, the appropriate documents will be filed with the Wisconsin Secretary of State and the Department of State in Pennsylvania. NCSBN-WI will cease to exist on the date of filing the merger documents and Council will then conduct its operations as a Pennsylvania corporation. Any necessary assignments of contract will be obtained and filings will be made with the Internal Revenue Service.

**Plan of Merger of  
National Council of State Boards of Nursing, Inc.,  
a Pennsylvania nonprofit corporation,  
and  
National Council of State Boards of Nursing, Inc.,  
a Wisconsin nonstock corporation**

PLAN OF MERGER between NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC. ("NCSBN-PA"), a Pennsylvania nonprofit corporation, and NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC. ("NCSBN-WI"), a Wisconsin nonstock corporation, said corporations hereinafter sometimes referred to jointly and collectively as the "Merging Corporations."

WHEREAS, NCSBN-PA is a corporation duly organized and existing under the Pennsylvania Nonprofit Corporation Law (the "Act"), and NCSBN-WI is a corporation duly organized and existing under the Wisconsin Nonstock Corporation Law; and

WHEREAS, it is deemed to be in the best interests of the Merging Corporations and in furtherance of the programs and policies to which each is committed that NCSBN-WI be merged into NCSBN-PA in accordance with the terms and conditions contained herein;

NOW, THEREFORE, in consideration of the foregoing and of the agreements, covenants and provisions hereinafter set forth, the Merging Corporations provide as follows:

**ARTICLE I**

Upon the Effective Date as hereinafter defined, NCSBN-WI shall be merged with and into NCSBN-PA and NCSBN-PA shall be the surviving corporation, said transaction being hereinafter referred to as the "Merger."

**ARTICLE II**

The Effective Date shall be the date upon which Articles of Merger containing this Plan of Merger are filed with the Department of State in Pennsylvania and with the Wisconsin Secretary of State. On the Effective Date:

- (a) The Merging Corporations shall be a single corporation which shall be NCSBN-PA.
- (b) The separate corporate existence of NCSBN-WI shall cease except to the extent provided for by applicable law.
- (c) The Articles of Incorporation and Bylaws of NCSBN-PA then in effect shall be and constitute the Articles of Incorporation and Bylaws of the surviving corporation until the same shall be properly altered, amended or repealed.
- (d) NCSBN-PA, as the surviving corporation, shall continue to have all the rights, privileges, immunities and powers of, and shall continue to be subject to all of the duties and liabilities of, a corporation organized under the Act.
- (e) NCSBN-PA, as the surviving corporation, shall thereupon and thereafter possess all the rights, privileges, immunities and franchises of each of the Merging Corporations; and all property, real, personal and mixed, and all debts due on whatever account, and all other choses in action, and all and every interest of, or belonging to, or due to, each of the Merging Corporations shall be taken and deemed to be transferred to and vested in, or continue

to be vested in, NCSBN-PA without further act or deed; and the title to any real estate, or any interest therein, vested in either of such organizations shall not revert or be in any way impaired by reason of the Merger;

(f) NCSBN-PA, as the surviving corporation, shall thereupon and thereafter be responsible and liable for all of the liabilities and obligations of each of the Merging Corporations; and any claim existing, or action or proceeding pending against either of the Merging Corporations may be prosecuted against NCSBN-PA in place of the Merging Corporation. Neither the rights of creditors nor any liens upon the property of either Merging Corporation shall be impaired by the Merger.

(g) All acts, plans, policies, standing rules, programs, agreements, purposes, arrangements, approvals, and authorizations of NCSBN-WI, its Delegate Assembly and committees thereof, its Board of Directors and committees thereof, its officers and its agents, which were valid and effective immediately prior to the Effective Date shall be taken for all purposes as the acts, plans, policies, standing rules, programs, agreements, purposes, arrangements, approvals and authorizations of NCSBN-PA and shall be effective and binding thereon as the same were with respect to NCSBN-WI.

(h) The respective assets of the Merging Corporations shall be taken up or continued on the books of NCSBN-PA in the amounts at which such assets shall have been carried on their respective books immediately prior to the Effective Date, and the respective liabilities and reserves of the Merging Corporations shall be taken up or continued on the books of NCSBN-PA in the amounts at which such liabilities and reserves shall have been carried on their respective books immediately prior to the Effective Date.

(i) The directors and officers of NCSBN-PA in office on the Effective Date shall be and constitute the directors and officers of the surviving corporation for their respective terms of office and until their successors are duly elected and qualified.

(j) The members of NCSBN-WI and NCSBN-PA on the Effective Date shall continue as members of NCSBN-PA.

### ARTICLE III

If at any time NCSBN-PA shall consider or be advised that any further assignment or assurance in law is necessary or desirable to vest in NCSBN-PA the rights of or title to any property of either of the Merging Corporations, or otherwise to carry out the purposes of this Plan or Merger, the proper officers and agents of each of the Merging Corporations shall, and will, execute and make all such proper assignments and assurances in law and do all things necessary or proper to vest such rights or title in NCSBN-PA, or otherwise to carry out such purposes; and the officers and directors of NCSBN-PA are fully authorized, in the names of either of the Merging Corporations or otherwise, to take any and all such action.

### ARTICLE IV

NCSBN-PA shall pay all expenses of placing this Plan of Merger into effect and accomplishing the merger provided for herein.

### ARTICLE V

The mode of carrying out the merger shall be as follows:

1. The Board of Directors of NCSBN-WI will adopt a resolution approving the Plan of Merger.

2. At an organizational meeting, the Board of Directors of NCSBN-PA, whose members also constitute the Board of NCSBN-WI, will adopt a resolution approving the Plan of Merger.
3. At an annual or special meeting, the members of NCSBN-WI will adopt a resolution by a two-thirds vote approving the Plan of Merger. In anticipation of the impending merger, no new officers will be elected and no amendments to the Bylaws will be considered.
4. At an annual or special meeting, the members of NCSBN-PA, who are also members of NCSBN-WI, will adopt a resolution by a majority vote approving the Plan of Merger. Officers will be elected pursuant to the Bylaws, and amendments to the Bylaws will be considered and voted upon.
5. Articles of Merger will be filed with the Department of State in Pennsylvania and with the Wisconsin Secretary of State upon approval of the Plan by members of both Corporations.

## National Council of State Boards of Nursing, Inc. (Pennsylvania)

### BUSINESS AGENDA OF THE 1985 DELEGATE ASSEMBLY

- I. Call to Order
- II. Report of Registration Committee
- III. Report of Rules Committee (page 12)
- IV. Adoption of Agenda
- V. Announcement of Appointments
  - Election Committee
  - Registration Committee
  - Committee to Approve Minutes
  - Timekeepers
  - Pages
- VI. Approval of Plan for Merger
- VII. Nominations
  - Report of Nominating Committee (page 35)
  - Nominations from Floor for Officers
  - Nominations for 1985-1986 Nominating Committee
- VIII. Reports of Officers
  - President (page 41)
  - Vice President (page 43)
  - Secretary (page 44)
  - Treasurer — with audit (page 45)
  - Area Directors (pages 52-55)
  - Director at Large (page 56)
- IX. Report of Board of Directors (page 57)
  - Budget FY 1986 (page 60)
  - Study of Nursing Practice and Job Analysis and Role Delineation of Entry Level Performance of Registered Nurses (page 62)
  - Long Range Planning Committee (page 65)
  - Test Service Report (page 72)
  - Data Center Report (page 76)
  - Steering Committee for Analysis of Membership Needs Project (page 77)
  - NAPNES/NCSBN/NFLPN Liaison Committee (page 78)
  - Continuing Professional Education Development Project (page 80)
  - Disciplinary Task Force (page 83)
- X. Report of Executive Director (page 84)
- XI. Reports of Standing Committees
  - Finance Committee (page 90)
  - Bylaws Committee (page 92)
  - Examination Committee (page 108)
  - Administration of Examination Committee (page 112)
  - Nursing Practice and Standards Committee (page 120)
- XII. Election of Officers and Committee on Nominations (Thursday, August 22, 1985 — 12:30 - 1:30 p.m.)
- XIII. Report of Election Committee
- XIV. New Business (page 123)
- XV. Report of Resolutions Committee
- XVI. Adjournment

## **Rules for Conduct of Delegate Assembly**

### **GENERAL PROCEDURES**

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2. Badges will be provided for delegates and alternates upon registering and must be worn at all meetings.
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4. A time keeper will signal when allotted time has expired.
5. The order of business may be changed by a majority vote.
6. Smoking shall not be permitted in meeting rooms.

### **ELECTIONS**

1. Election for officers and members of the Nominating Committee shall be held Thursday, August 22, 1985 at 12:30 p.m.
2. If nominations are made from the floor, there shall be no seconding speeches.

### **MOTIONS**

All main motions and amendments shall be written, signed by the maker and presented to the Chair immediately after proposal.

### **DEBATE**

1. No delegate shall speak more than three minutes to a motion without consent of the Delegate Assembly, granted by a majority vote.
2. No delegate shall speak more than once to the same question until all who wish to speak have done so.
3. A non-delegate may speak once to an issue for three minutes after all interested delegates have spoken. Such non-delegate may speak again, only at the Chair's invitation.

### **Committee**

H. Jean Bruhn, Chair, Pennsylvania, Area IV  
Ruth L. Elliott, Tennessee, Area III

**Plan of Merger of  
National Council of State Boards of Nursing, Inc.,  
a Pennsylvania nonprofit corporation,  
and  
National Council of State Boards of Nursing, Inc.,  
a Wisconsin nonstock corporation**

PLAN OF MERGER between NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC. ("NCSBN-PA"), a Pennsylvania nonprofit corporation, and NATIONAL COUNCIL OF STATE BOARDS OF NURSING, INC. ("NCSBN-WI"), a Wisconsin nonstock corporation, said corporations hereinafter sometimes referred to jointly and collectively as the "Merging Corporations."

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WHEREAS, it is deemed to be in the best interests of the Merging Corporations and in furtherance of the programs and policies to which each is committed that NCSBN-WI be merged into NCSBN-PA in accordance with the terms and conditions contained herein;

NOW, THEREFORE, in consideration of the foregoing and of the agreements, covenants and provisions hereinafter set forth, the Merging Corporations provide as follows:

**ARTICLE I**

Upon the Effective Date as hereinafter defined, NCSBN-WI shall be merged with and into NCSBN-PA and NCSBN-PA shall be the surviving corporation, said transaction being hereinafter referred to as the "Merger."

**ARTICLE II**

The Effective Date shall be the date upon which Articles of Merger containing this Plan of Merger are filed with the Department of State in Pennsylvania and with the Wisconsin Secretary of State. On the Effective Date:

- (a) The Merging Corporations shall be a single corporation which shall be NCSBN-PA.
- (b) The separate corporate existence of NCSBN-WI shall cease except to the extent provided for by applicable law.
- (c) The Articles of Incorporation and Bylaws of NCSBN-PA then in effect shall be and constitute the Articles of Incorporation and Bylaws of the surviving corporation until the same shall be properly altered, amended or repealed.
- (d) NCSBN-PA, as the surviving corporation, shall continue to have all the rights, privileges, immunities and powers of, and shall continue to be subject to all of the duties and liabilities of, a corporation organized under the Act.
- (e) NCSBN-PA, as the surviving corporation, shall thereupon and thereafter possess all the rights, privileges, immunities and franchises of each of the Merging Corporations; and all property, real, personal and mixed, and all debts due on whatever account, and all other choses in action, and all and every interest of, or belonging to, or due to, each of the Merging Corporations shall be taken and deemed to be transferred to and vested in, or continue

to be vested in, NCSBN-PA without further act or deed; and the title to any real estate, or any interest therein, vested in either of such organizations shall not revert or be in any way impaired by reason of the Merger;

(f) NCSBN-PA, as the surviving corporation, shall thereupon and thereafter be responsible and liable for all of the liabilities and obligations of each of the Merging Corporations; and any claim existing, or action or proceeding pending against either of the Merging Corporations may be prosecuted against NCSBN-PA in place of the Merging Corporation. Neither the rights of creditors nor any liens upon the property of either Merging Corporation shall be impaired by the Merger.

(g) All acts, plans, policies, standing rules, programs, agreements, purposes, arrangements, approvals, and authorizations of NCSBN-WI, its Delegate Assembly and committees thereof, its Board of Directors and committees thereof, its officers and its agents, which were valid and effective immediately prior to the Effective Date shall be taken for all purposes as the acts, plans, policies, standing rules, programs, agreements, purposes, arrangements, approvals and authorizations of NCSBN-PA and shall be effective and binding thereon as the same were with respect to NCSBN-WI.

(h) The respective assets of the Merging Corporations shall be taken up or continued on the books of NCSBN-PA in the amounts at which such assets shall have been carried on their respective books immediately prior to the Effective Date, and the respective liabilities and reserves of the Merging Corporations shall be taken up or continued on the books of NCSBN-PA in the amounts at which such liabilities and reserves shall have been carried on their respective books immediately prior to the Effective Date.

(i) The directors and officers of NCSBN-PA in office on the Effective Date shall be and constitute the directors and officers of the surviving corporation for their respective terms of office and until their successors are duly elected and qualified.

(j) The members of NCSBN-WI and NCSBN-PA on the Effective Date shall continue as members of NCSBN-PA.

### ARTICLE III

If at any time NCSBN-PA shall consider or be advised that any further assignment or assurance in law is necessary or desirable to vest in NCSBN-PA the rights of or title to any property of either of the Merging Corporations, or otherwise to carry out the purposes of this Plan or Merger, the proper officers and agents of each of the Merging Corporations shall, and will, execute and make all such proper assignments and assurances in law and do all things necessary or proper to vest such rights or title in NCSBN-PA, or otherwise to carry out such purposes; and the officers and directors of NCSBN-PA are fully authorized, in the names of either of the Merging Corporations or otherwise, to take any and all such action.

### ARTICLE IV

NCSBN-PA shall pay all expenses of placing this Plan of Merger into effect and accomplishing the merger provided for herein.

### ARTICLE V

The mode of carrying out the merger shall be as follows:

1. The Board of Directors of NCSBN-WI will adopt a resolution approving the Plan of Merger.



2. At an organizational meeting, the Board of Directors of NCSBN-PA, whose members also constitute the Board of NCSBN-WI, will adopt a resolution approving the Plan of Merger.
3. At an annual or special meeting, the members of NCSBN-WI will adopt a resolution by a two-thirds vote approving the Plan of Merger. In anticipation of the impending merger, no new officers will be elected and no amendments to the Bylaws will be considered.
4. At an annual or special meeting, the members of NCSBN-PA, who are also members of NCSBN-WI, will adopt a resolution by a majority vote approving the Plan of Merger. Officers will be elected pursuant to the Bylaws, and amendments to the Bylaws will be considered and voted upon.
5. Articles of Merger will be filed with the Department of State in Pennsylvania and with the Wisconsin Secretary of State upon approval of the Plan by members of both Corporations.

APPLICANT'S ACCT NO.

DSCS: IS-7316 (Rev. 11-72)

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_  
Commonwealth of Pennsylvania  
Department of State

(Line for numbering)

**Filing Fee: \$75**  
**AHH-8**  
**Articles of**  
**Incorporation—**  
**Domestic Nonprofit Corporation**

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
CORPORATION BUREAU

Secretary of the Commonwealth

(Box for Certification)

In compliance with the requirements of 15 Pa. S. §7316 (relating to articles of incorporation) the undersigned, desiring to be incorporated as a nonprofit corporation, hereby certifies (certify) that:

1. The name of the corporation is:

National Council of State Boards of Nursing, Inc.

2. The location and post office address of the initial registered office of the corporation in this Commonwealth is:

c/o United States Corporation Company  
225 S. Fifteenth Street  
Philadelphia, PA 19102, County of Philadelphia

3. The corporation is incorporated under the Nonprofit Corporation Law of the Commonwealth of Pennsylvania for the following purpose or purposes:

Educational and charitable purposes including the lessening of the burdens of government by providing an organization through which Boards of Nursing act on matters of common interest and concern affecting the public health, safety, and welfare including the development of licensing examinations in nursing.

The corporation does not contemplate pecuniary gain or profit, incidental or otherwise.

4. The term for which the corporation is to exist is: perpetual

DOCS: 18-7316 (Rev. 11-72)-2

- 5. The corporation is organized upon a nonstock basis.
- 6. N/A
- 7. N/A
- 8. The name(s) and post office address(es) of each incorporator(s) is (are):

NAME	ADDRESS (including street and number, if any)
Sharon M. Weisenbeck	642 Cobblestone Square, Louisville, KY 40223
Phyllis T. Sheridan	2775 Reno Way, Boise, ID 83704
Constance E. Roth	2811 McGill Court, S.E., Olympia WA 98501
Nancy R. Wilson	2214 Washington Street, E., Charleston, WV 25311

IN TESTIMONY WHEREOF, the incorporator(s) ~~has~~ (have) signed and sealed these Articles of Incorporation this \_\_\_\_\_ day of \_\_\_\_\_, 19 85.

\_\_\_\_\_  
(SEAL) \_\_\_\_\_ (SEAL)  
\_\_\_\_\_  
(SEAL) \_\_\_\_\_ (SEAL)

**INSTRUCTIONS FOR COMPLETION OF FORM:**

- A. For general instructions relating to the incorporation of nonprofit corporations see 19 Pa. Code Ch. 29 (relating to nonprofit corporations generally). These instructions relate to such matters as corporate name, stated purposes, term of existence, authorized share structure, inclusion of names of first directors in the Articles of Incorporation, provisions on incorporation of unincorporated associations, etc.
- B. One or more corporations or natural persons of full age may incorporate a nonprofit corporation.
- C. If the corporation is to be organized upon a stock share basis Paragraph 5 should be modified accordingly.
- D. Optional provisions required or authorized by law may be added as Paragraphs 9. 10. 11 . . . etc.
- E. The following shall accompany this form:
  - (1) Any necessary copies of Form DSCB:17.2 (Consent to Appropriation of Name) or Form DSCB:17.3 (Consent to Use of Similar Name).
  - (2) Any necessary governmental approvals.
- F. 15 Pa. S. §7317 (relating to advertisement) requires that the incorporators shall advertise their intention to file or the corporation shall advertise the filing of articles of incorporation. Proofs of publication of such advertising should not be delivered to the Department, but should be filed with the minutes of the corporation.

## **Attachment to Articles of Incorporation of National Council of State Boards of Nursing, Inc.**

### **ARTICLE 9**

Notwithstanding any other provision of these Articles of Incorporation:

(a) This Corporation is organized and shall be operated exclusively for the educational and charitable purposes described above and no part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its directors, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above.

(b) No substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting, to influence legislation; nor shall the Corporation participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office.

(c) The Corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (the "Code") or the corresponding provision of any future United States Internal Revenue statute or (ii) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code or the corresponding provision of any future United States Internal Revenue statute.

In the event of the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, dispose of all of the remaining assets of the Corporation (except any assets held by the Corporation upon condition requiring return, transfer, or other conveyance in the event of dissolution, which assets shall be returned, transferred or conveyed in accordance with such requirements) exclusively for the purposes of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code or the corresponding provision of any future United States Internal Revenue statute, as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the court of general jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes in such manner, or to such organization or organizations which are organized and operated exclusively for such purposes, as said court shall determine.

### **ARTICLE 10**

The Corporation shall have members. The class or classes of membership, the qualifications, rights and method of acceptance of members shall be set forth in the Corporation's Bylaws.

### **ARTICLE 11**

The affairs of the Corporation shall be managed by its Board of Directors except to the extent such powers are reserved to the Delegate Assembly as set forth in the Bylaws of the Corporation. The number of directors, their qualifications, and the manner of their selection shall be fixed in the Corporation's Bylaws, but in no event shall there be less than three (3) directors.

**ARTICLE 12**

The number of directors constituting the initial Board of Directors is 9 and the names of the persons who are to serve as the initial directors until their successors be elected and qualified are:

Sharon M. Weisenbeck  
Phyllis T. Sheridan  
Constance E. Roth  
Nancy R. Wilson  
Dorothy J. Davy  
Marilyn Meinert  
Ruth L. Elliott  
H. Jean Bruhn  
Renatta Loquist

**ARTICLE 13**

These Articles may be amended only at the annual meeting of the membership or at a special meeting called for that purpose by a two-thirds vote, provided copies describing the nature of the proposed amendment shall have been presented in writing to the voting members of the Corporation at least forty-five (45) days prior to the meeting.

**National Council of State Boards of Nursing, Inc.  
Bylaws**

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## **Bylaws**

### **PREAMBLE**

The purpose of the National Council of State Boards of Nursing, Inc. is to provide an organization through which Boards of Nursing act and counsel together on matters of common interest and concern affecting the public health, safety, and welfare including the development of licensing examinations in nursing.

### **ARTICLE I – NAME**

The name of this organization shall be National Council of State Boards of Nursing, Inc., hereinafter referred to as the Council.

### **ARTICLE II – OBJECTIVES**

The Council's objectives shall include, but not to be limited to the following:

1. Develop, establish policy and procedure, and regulate the use of the licensing examinations for nursing, to be available for use by states and territories;
2. Identify and promote desirable and reasonable uniformity in standards and expected outcomes in nursing education and practice as they relate to the protection of the public health, safety, and welfare;
3. Assess trends and issues affecting nursing education and nursing practice as they affect the licensure of nurses;
4. Identify continuing competence for practitioners of nursing and assist in efforts to promote the same;
5. Collect, analyze and disseminate data and statistics relating to nurse licensure;
6. Conduct studies and research pertinent to the purposes of the Council;
7. Provide consultative services for Council members, Boards of Nursing, governmental and voluntary agencies and individuals concerned with the health and welfare of the public;
8. Plan and promote educational programs for its members, professional employees, and members of Boards of Nursing;
9. Promote and facilitate effective communications with related organizations, groups, and individuals.

### **ARTICLE III – MEMBERSHIP**

#### **Section 1. Definition and Qualifications**

##### **a. Definition**

State Board of Nursing is the governmental agency empowered to license and regulate nursing practice in any state, territory, or political subdivision of the United States of America.

##### **b. Qualifications**

Any State Board of Nursing that agrees to use under the terms and conditions specified by the Council one or more types of licensing examination developed by the Council and pays the required fees may be a member of the Council.

#### **Section 2. Admission**

A State Board of Nursing shall become a member of the Council hereinafter referred to as a Member Board, upon execution of a contract with the Council and payment of the required fees.



### Section 3. Good Standing

A Member Board in good standing is one which has paid the current fee and which complies with the provisions of contracts, bylaws and standing rules.

### Section 4. Privileges

Membership privileges include but are not limited to the right to vote as prescribed in these bylaws, the right to assist in the development of licensing examinations in nursing and the right to use such examinations.

### Section 5. Termination and Reinstatement

Any Member Board whose fees remain unpaid 90 days after the beginning of the Council's fiscal year, or who does not comply with the provisions of a contract, the bylaws or the standing rules shall be subject to termination after review by the Board of Directors. If such action is taken, the secretary shall notify the Member Board by certified mail within 10 days. Such action is subject to appeal to the voting body of the Council, hereinafter referred to as the Delegate Assembly.

Any Member Board which has been terminated for non-payment of fees shall be eligible for reinstatement to membership upon payment of current fees plus delinquent fees.

Member Boards in good standing at the time of membership termination shall not be required to pay delinquent fees as a condition of reinstatement.

## ARTICLE IV — AREAS

The Board of Directors shall divide the membership of the Council into a number of geographical areas. The purpose of this division is to facilitate communication, encourage regional dialogue on Council issues, and provide diversity of representation on the Board of Directors and on committees. At no time, shall the number of areas be less than three nor more than six.

Area Directors shall be elected by majority vote of the Delegates from their respective areas subject to Article V, Section 3.

## ARTICLE V — OFFICERS

### Section 1. Enumeration

The officers of the Council shall be a president, a vice-president, a secretary, a treasurer, and a director representing each area and one director-at-large.

### Section 2. Qualifications

Only members of a Member Board and nurses employed by or for Member Boards shall be eligible to serve as officers and shall have had at least one year of experience as a member or as an employee of a Member Board.

No more than three officers shall be from the same area.

No person may hold more than one elected office at the same time.

The president shall have been on the Board of Directors at least one year before being elected to office.

No officer shall hold elected or appointed office in a state, regional or national association or body if such an office might result in potential, actual or appearance of conflict of interest to

the Council as determined by the Board of Directors of the Council in accordance with standing rules.

### **Section 3. Term of Office**

The president, vice-president, secretary, and treasurer shall be elected for a term of two years or until their successors are elected. The president and vice-president shall be elected in even-numbered years and the secretary and treasurer shall be elected in odd-numbered years.

The directors shall be elected for a term of two years or until their successors are elected. Directors from odd-numbered areas shall be elected in the odd-numbered calendar years. Directors from even-numbered areas and the director-at-large shall be elected in even-numbered calendar years.

No officer shall serve more than two consecutive terms in the same office nor more than six consecutive years on the Board of Directors.

If a current officer agrees to be presented on the ballot for another office, the term of the current office shall terminate at the close of the session at which the election is held.

The initial term of the secretary, treasurer and directors elected from Areas I, III and IV shall expire at the close of the 1985 annual session of the Delegate Assembly. The initial term of the president, vice president, director from Area II and the director-at-large shall expire at the close of the 1986 annual session of the Delegate Assembly.

### **Section 4. Vacancy in Office**

The Board of Directors may determine that a member who has missed two consecutive meetings of the Board of Directors has resigned from the Board, and the vacancy may be filled as provided in these bylaws.

A vacancy in the office of president shall be filled by the vice-president. The Board of Directors shall fill all other vacancies by appointment. The person filling the vacancy shall serve until the next annual meeting of the Delegate Assembly at which time the unexpired term of any office shall be filled at the same time and in the same manner as the election of other officers.

### **Section 5. Duties of Officers**

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

#### **a. President**

The president shall:

- (1) preside at all meetings of the Delegate Assembly and Board of Directors;
- (2) appoint, subject to ratification by the Board of Directors, all committees not otherwise provided for in the bylaws;
- (3) fill all vacancies not otherwise provided for;
- (4) sign all contracts as authorized by the Board of Directors except those contracts between the Member Boards and the Council and except those contracts of a routine type authorized by the Board of Directors, which shall be signed by the Executive Director;
- (5) retain the right to vote on all matters before the Delegate Assembly, if a delegate, or on all matters before the Board of Directors, casting that vote at the same time all voters cast their votes;
- (6) serve or delegate a qualified representative of a Member Board or staff of the Council to serve as the official representative of the Council in its contacts with governmental, civic, business and other organizations.

b. Vice-president

The vice-president shall:

- (1) preside in the absence of the president;
- (2) succeed to the office of president for the unexpired term in the event of a vacancy in the office of president;
- (3) assume all such functions or responsibilities as may be delegated by the president or the Board.

c. Secretary

The secretary shall:

- (1) record the minutes of all meetings of the Delegate Assembly and the Board of Directors;
- (2) maintain the master copy of the articles of incorporation, bylaws and standing rules and the minutes of any meeting of the Delegate Assembly and the Board of Directors;
- (3) have authority to authorize payment in the absence or inability of the treasurer to do so.

d. Treasurer

The treasurer shall:

- (1) be custodian of all funds;
- (2) serve as chairperson of the finance committee;
- (3) present quarterly reports to Board of Directors and an annual report to the Delegate Assembly.

3. Directors

The directors, except the director-at-large, shall call at least one meeting per year of the Member Boards of their respective areas.

## ARTICLE VI — NOMINATIONS AND ELECTIONS

### Section 1. Committee on Nominations

a. Composition and Term

The committee on nominations shall be comprised of one person from each area. Committee members shall be either members of Member Boards or nurses employed by or for Member Boards.

The term of office shall be one year. No member shall serve more than two consecutive terms on the committee.

b. Election of Committee on Nominations

The committee shall be elected by ballot at the annual session of the Delegate Assembly. Nominations shall be made from the floor, and election shall be held at the same time as election of officers. A plurality vote shall elect. The member receiving the highest number of votes shall serve as chairperson. If more than one person from an area receives sufficient votes to be elected, the one receiving the most votes shall serve. In the event there is but one nominee from each area, election may be by voice vote.

c. A Member who consents to be Nominated

A member of the committee who consents to be nominated to a position on the Board of Directors, shall be required to resign from the committee or withdraw his or her consent to nomination.

d. Vacancy

Vacancies occurring in the committee shall be filled from the remaining nominees in the order of votes received. The Board of Directors shall fill a vacancy if none of the remaining nominees can serve.

c. Duties

The committee on nominations shall consider qualifications of all candidates proposed by Member Boards or by members of the committee on nominations. Candidates for director representing an area may be proposed only from the area involved. Names submitted for the consideration of the committee shall be accompanied by a statement of qualifications.

f. Report

The committee on nominations shall submit at least one name for each office to be filled. The report shall be read on the first day of the meeting of the Delegate Assembly, when additional nominations may be made from the floor. No name shall be placed in nomination without the written consent of the nominee.

**Section 2. Election of Officers**

Election of officers shall be by ballot during the annual session of the Delegate Assembly. In the event there is but one nominee for an office, election may be by voice vote.

A majority vote shall elect. If a candidate does not receive a majority vote on the first ballot, re-balloting shall be limited to the two nominees receiving the highest number of votes. In case of a tie the choice shall be determined by re-balloting that continues until the tie is broken.

Officers shall assume duties at the close of the session at which they are elected.

**ARTICLE VII – MEETINGS**

**Section 1. Open Meetings**

All meetings called under the auspices of the Council shall be open to the public with the following exceptions:

- a. meetings of the examination committee whenever activities pertaining to test items are undertaken, and
- b. executive meetings of the Delegate Assembly, Board of Directors and committees whenever the body has voted to hold such a meeting provided that the minutes of such meeting reflect the purpose of the executive session and the action taken.

**Section 2. Participation at Meetings**

Members and staff of Member Boards shall be given the right to voice at all meetings called under the auspices of the Council. Only delegates to the Delegate Assembly, members of the Board of Directors and members of committees shall be entitled to make motions and vote in their respective meetings.

Business may be transacted by mail or telephone conference call in which case a report of such action shall be made part of the minutes of the next meeting.

**Section 3. Convention Time, Call and Cancellation**

An annual session of the Council, hereinafter referred to as a convention, shall be held at a time and a place as determined by the Board of Directors.

The official call to the convention, giving the time and place of the session, shall be sent to each Member Board at least 90 days prior to the convention.

In the event of a national emergency, the Board of Directors by a two-thirds vote may cancel the annual convention. All Member Boards shall be notified of the cancellation, and the Board of Directors shall provide for the election of officers by mail.

## ARTICLE VIII — DELEGATE ASSEMBLY

### Section 1. Composition, Term and Voting

#### a. Composition

The Delegate Assembly, the voting body of the Council, shall be composed of delegates designated by Member Boards. Each Member Board may designate two delegates. An alternate duly appointed by a Member Board may replace a delegate and assume all privileges of a delegate.

#### b. Term

Delegates and alternates serve from the first day of the Delegate Assembly to which they have been designated until the Member Board makes a replacement.

#### c. Voting

Each Member Board shall be entitled to two votes. The votes may be cast by either one or two delegates.

There shall be no proxy or absentee voting at a session of the Delegate Assembly.

### Section 2. Duties of the Delegate Assembly

The Delegate Assembly shall be the legislative, policy making body of the Council and shall:

- a. elect officers and members of the committee on nominations;
- b. receive reports of officers and committees and take action as appropriate;
- c. approve any examination fees to be charged by the Council;
- d. approve the auditor's report;
- e. approve the substance of all contracts between the Council and Member Boards and the Council and the test service;
- f. establish the criteria for and select the test service to be utilized by the Council unless the Council provides such services itself;
- g. adopt test plans to be used for the development of licensing examinations in nursing;
- h. adopt criteria and procedures for maintaining the security of licensing examinations within jurisdictions;
- i. establish dates for the administration of licensing examinations in nursing;
- j. transact any other business as may properly come before it.

### Section 3. Sessions of the Delegate Assembly

The Delegate Assembly shall meet annually during the convention of the Council.

Special sessions of the Delegate Assembly may be called by the Board of Directors and shall be called by petition of ten Member Boards made to the Board of Directors. Notice containing the agenda, stated reasons, supporting information and the date and place of said session shall be mailed to each Member Board at least 30 days prior to the date for which such a session is called.

#### Section 4. Quorum

The quorum for conducting business at any session of the Delegate Assembly shall be a majority of the Member Boards including two officers.

### ARTICLE IX — BOARD OF DIRECTORS

#### Section 1. Composition

The Board of Directors shall consist of elected officers.

#### Section 2. Duties of the Board of Directors

The Board of Directors shall be the administrative body of the Council and shall:

- a. conduct the business of the Council between sessions of the Delegate Assembly;
- b. authorize the signing of contracts between the Council and Member Boards and the Council and the test service and other major contracts;
- c. review and act on the membership status of Member Boards who are not in compliance with a contract, the bylaws or the standing rules;
- d. set the time and place for each convention and session of the Delegate Assembly;
- e. engage the services of legal counsel;
- f. present an evaluation of the test service to Member Boards annually;
- g. authorize dissemination of written information about the licensing examinations;
- h. set the amount of fees;
- i. approve and adopt an annual budget;
- j. provide for all accounts of the Council to be audited annually by a certified public accountant;
- k. cause to be bonded any officer or employee of the Council who is entrusted with Council funds or property;
- l. appoint the Council's representatives to serve on council committees or task forces of other organizations;
- m. appoint persons to write test items for the licensing examinations;
- n. appoint committee members and chairpersons unless otherwise specified in these bylaws;
- o. monitor the progress of committee activities;
- p. appoint and define the responsibilities of an executive director and delegate the authority necessary for the administration of the Council's policies and activities;
- q. provide for the establishment, supervision and maintenance of the administrative office.

### Section 3. Sessions of the Board of Directors

The Board of Directors shall meet in the convention city prior to and immediately following the annual convention of the Council and at other times as necessary to accomplish the work of the Board.

Special sessions of the Board of Directors may be called by the president and shall be called upon written request of three members of the Board of Directors.

Ten days notice shall be given to each member of the Board of Directors for the calling of a special session and said notice shall include the business to be transacted.

### Section 4. Quorum

A quorum for the conduct of business at any session of the Board of Directors shall be a majority of the members.

## ARTICLE X — COMMITTEES

### Section 1. Enumeration

#### a. Standing Committees

There shall be the following standing committees: finance, bylaws, examination, administration of examination, and nursing practice and standards.

#### b. Special Committees

Special committees may be appointed by the Board of Directors at any time for the purpose of performing any duties not otherwise assigned by these bylaws.

### Section 2. Membership

#### a. Composition

Only current members and staff of Member Boards shall serve on committees.

The president shall be an ex-officio member without vote on all committees except the committee on nominations.

#### b. Term

Unless specified to the contrary elsewhere in these bylaws, all committee terms shall be two years. The term shall begin after convention and shall be completed at the end of the second convention following appointment by the Board of Directors. The Board of Directors shall appoint as nearly as possible one-half of the members of each committee to terms expiring in even and odd-numbered years.

No person shall serve more than six consecutive years on the same committee.

#### c. Vacancy

Absence from two consecutive sessions shall be considered to constitute a resignation and the vacancy thus created may be filled by the Board of Directors.

### Section 3. Expenses

Committees shall submit an estimated budget for committee activities prior to the beginning of the fiscal year. Committees shall not incur expenses in addition to the approved budgeted amount without prior authorization of the Board of Directors.

#### Section 4. Records and Reports

##### a. Records

Each committee shall keep a written record of its proceedings.

##### b. Reports

Each committee shall submit an annual report at least 60 days before the annual convention for presentation to the Delegate Assembly. The report shall include a review of the past year and all activities or programs proposed for the succeeding year. The proposed plan shall include:

- (1) specific goals and objectives
- (2) number of meeting and/or workshop days anticipated.

#### Section 5. Finance Committee

##### a. Composition

The finance committee shall be composed of at least three members, including the treasurer as chairperson.

##### b. Duties

The committee shall:

- (1) provide general supervision of the finances of the Council, subject to approval of the Board of Directors;
- (2) present a proposed annual budget for the Council to the Board of Directors prior to the beginning of the fiscal year.

#### Section 6. Bylaws Committee

##### a. Composition

The bylaws committee shall be composed of at least three members.

##### b. Duties

The committee shall:

- (1) receive, consider, edit, and/or correlate proposed amendments to the articles of incorporation, bylaws and standing rules submitted by Member Boards, the Board of Directors, and committees. The committee may originate amendments;
- (2) submit all proposed amendments to the articles of incorporation, bylaws, or standing rules to the Delegate Assembly together with the committee's recommendations for action.

#### Section 7. Examination Committee

##### a. Composition

The examination committee shall consist of at least six members. One of the members shall represent Member Boards licensing only practical nurses. The remaining members shall be selected to represent the areas as evenly as possible.

The chairperson shall have served as a member of the committee prior to being appointed as chairperson.



b. Duties

The committee shall:

- (1) review and evaluate procedures for producing licensing examinations in nursing;
- (2) review and adopt licensing examinations in nursing;
- (3) evaluate licensing examinations which have been administered;
- (4) assist with evaluation of the test service in accordance with responsibilities of the Board of Directors;
- (5) make recommendations to the Board of Directors and provide direction for investigation, study and research concerning development of the licensing examinations in nursing;
- (6) recommend to the Delegate Assembly test plans to be used for the development of licensing examinations in nursing;
- (7) prepare written information about the licensing examinations for dissemination to Member Boards and other interested parties;
- (8) conduct educational conferences as authorized by the Board of Directors or Delegate Assembly.

Section 8. Administration of Examination Committee

a. Composition

The administration of examination committee shall be composed of at least six members who shall be selected to represent the areas as evenly as possible.

b. Duties

The committee shall:

- (1) recommend to the Delegate Assembly criteria and procedures to be used by Member Boards for maintaining the security of the licensing examinations;
- (2) evaluate proposed and actual compliance of Member Boards, Test Services, and others with established criteria and procedures for maintaining the security of licensing examinations;
- (3) conduct an investigation of each alleged failure to maintain the security of the licensing examinations and/or loss of a test booklet and submit a written report to the president and executive director;
- (4) report to the Board of Directors possible violations of the contract between a Member Board and the Council;
- (5) conduct education conferences as authorized by the Board of Directors or Delegate Assembly;
- (6) recommend to the Delegate Assembly dates for the administration of the examinations.

Section 9. Nursing Practice and Standards Committee

a. Composition

The nursing practice and standards committee shall be composed of at least six members who shall be selected to represent the areas as evenly as possible.

b. Duties

The committee shall:

- (1) propose and periodically review model statutory definitions of professional and practical nursing practice;

- (2) propose and periodically review model laws pertaining to nursing practice and standards, licensure, license renewal, disciplinary action, approval of nursing education programs and any other matters which come under the legal purview of Member Boards;
- (3) prepare written information about standards of nursing practice and nursing education to the extent that these matters relate to the legal definition of nursing practice for dissemination to Member Boards and other interested parties;
- (4) conduct educational conferences as authorized by the Board of Directors or Delegate Assembly.

## **ARTICLE XI – FEES AND FINANCE**

### **Section 1. Fees**

Each fiscal year each Member Board shall pay a fee as set forth in the standing rules.

If the fee has not been received within 90 days of the beginning of the Council's fiscal year, the Member Boards shall be subject to termination in accordance with the provisions of these bylaws.

### **Section 2. Audit**

The financial records of the Council shall be audited by a certified public accountant annually. The audit report shall be presented to the Delegate Assembly for action.

### **Section 3. Fiscal year**

The fiscal year shall be from July 1 to June 30.

## **ARTICLE XII – INDEMNIFICATION**

Section 1. The corporation shall indemnify any person who was or is a party or threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the corporation) by reason of the fact that he or she is or was a director, officer, employee or agent of the corporation, or performs or has performed volunteer services for or on behalf of the corporation, or is serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses, including but not limited to attorneys' fees, costs, judgments, fines and amounts paid in settlement actually and reasonably incurred by the person in connection with such action, suit or proceeding, if the person acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the corporation and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of no contest or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the corporation, and with respect to any criminal action or proceeding, had reasonable cause to believe that his or her conduct was unlawful.

Section 2. The corporation shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the corporation to procure a judgment in its favor by reason of the fact that he or she is or was a director, officer, employee or agent of the corporation, or performs or has performed volunteer services for or on behalf of the corporation, or is or was serving at the request of

the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against expenses, including but not limited to attorneys' fees, costs, judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with the defense or settlement of such action or suit if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the corporation, except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of a duty to the corporation unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which such court shall deem proper.

Section 3. To the extent that a director, officer, employee or agent of the corporation, or any person who has performed volunteer services for or on behalf of the corporation, has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in section 1 or 2, or in defense of any claim, issue or matter therein, he or she shall be indemnified against expenses, including but not limited to, attorneys' fees and costs actually and reasonably incurred by him or her in connection therewith.

Section 4. Any indemnification under sections 1 or 2, ordered by a court, shall be made by the corporation only as authorized in the specific case upon a determination that indemnification of the person in question is proper in the circumstances because he or she has met the applicable standard of conduct set forth in sections 1 or 2. Such determination shall be made:

- (a) by the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit or proceeding;
- (b) if such a quorum is not obtainable, or, even if obtainable if a quorum of disinterested directors so directs, by independent legal counsel in a written opinion; or
- (c) by the members.

Section 5. Expenses, including but not limited to costs and attorney's fees incurred in defending a civil, criminal administrative or investigative action, suit or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding as authorized in the manner provided in section 4 upon receipt of an undertaking by or on behalf of the person proposed to be indemnified to repay such amount unless it shall ultimately be determined that he or she is entitled to be indemnified by the corporation as authorized in this section.

Section 6. The indemnification provided by this article shall not be deemed exclusive of any other rights to which those indemnified may be entitled under any bylaw, agreement, vote of members or disinterested directors or otherwise, both as to action in his or her official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a director, officer, employee, agent or provider of volunteer services for or on behalf of the corporation and shall inure to the benefit of the heirs, executors and administrators of such a person.

Section 7. The corporation shall have power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the corporation, or performs or has performed volunteer services for or on behalf of the corporation, or is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted him or her and incurred by him or her in any such capacity and arising out of his or her status as such, whether or not the corporation would have the power to indemnify him or her against such liability under this Article XII.

### **ARTICLE XIII — PARLIAMENTARY AUTHORITY**

*ROBERT'S RULES OF ORDER NEWLY REVISED* shall govern the proceedings of the Council in all cases not provided for in the articles of incorporation, bylaws, or standing rules.

### **ARTICLE XIV — AMENDMENT AND REVISION**

#### **Section 1. Amendment**

These bylaws may be amended at any annual or special session of the Delegate Assembly as follows:

- a. by a two-thirds vote of the delegates present and voting provided copies of the proposed amendments shall have been presented in writing to the Member Boards at least 45 days prior to the session, or
- b. without previous notice, by a 95% vote of the delegates present and voting.

#### **Section 2. Revision**

These bylaws may undergo comprehensive revision only upon authorization by the Delegate Assembly as follows:

- a. a special committee for revision, authorized by the Delegate Assembly, shall prepare and present the proposed revision, and
- b. by two-thirds vote of the delegates present and voting, provided copies of the proposed revision shall have been submitted in writing to the Member Boards at least 45 days prior to the session at which action is to be taken.

## Report of the Nominating Committee

### COMMITTEE MEMBERSHIP

The Nominating Committee membership remained as elected at the August 1984 Delegate Assembly. The Committee which met in Chicago, consisted of the following members:

- Area I Gail M. McGill
- Area II Katie Kyndely
- Area III Evelyn P. Polk, Chairperson
- Area IV Martha Ginty

### COMMITTEE MEETING

The Nominating Committee met at the office of the National Council of State Boards of Nursing, 625 N. Michigan Avenue, Suite 1544, Chicago, Illinois on April 30, 1985. The sections of the Bylaws and Standing Rules of the Council concerning the Nominating Committee and the process of nomination were reviewed.

The Committee reviewed the study completed by the National Council of State Boards of Nursing staff regarding the directors who resigned prior to completion of their term of office. The study included data on the numbers of Board members and staff members who resigned and the reason for their resignation. The Committee took no action as a result of this review.

The Committee has recommended that individuals nominated from the floor fill out a Consent to Serve form for review by the Nominating Committee. The Chairperson of the Nominating Committee will provide the Consent to Serve form at the August 1985 Delegate Assembly meeting.

The Committee Chairperson had requested all Member Boards to submit names of qualified individuals to serve as officers of the National Council of State Boards of Nursing by March 15, 1985. Deadline for Nominations of Area IV Director was extended to April 5, 1985 because of the timing of the resignation of the Area IV Director. The Committee received nominations of 20 candidates from 24 jurisdictions. The 20 nominees represented each area of the National Council of State Boards of Nursing as follows:

- Area I 2
- Area II 4
- Area III 6
- Area IV 8

Nominations or endorsements postmarked after the March 15, 1985 or April 5, 1985 deadlines were not reviewed by the Committee. The Committee considered the Consent to Serve forms for each of the 20 individual nominees in accordance with the Standing Rules and Bylaws of the Council. In addition, the Committee contacted an individual for information to provide an additional nominee for office and to further meet the Area requirements detailed by the Standing Rules and Bylaws. No candidate was obtained in this manner so the Committee decided to send a written request for additional candidate names to all Member Boards within Area I. The deadline for submission of these candidates was May 15, 1985. No additional nominations were received.

Nominees selected by the Committee were notified and requested to reaffirm their willingness to serve. The deadline for this response was June 1, 1985. All nominees reaffirmed their willingness to serve.

The following ballot was developed and unanimously adopted by the Nominating Committee on April 30, 1985. The information about each candidate is organized as follows under the position which he/she is seeking.

1. Name, Jurisdiction, Area
2. Present Board Position
3. Present Employment
4. NCSBN Offices or Committees
5. Educational Preparation
6. Statement of Interest

## SECRETARY

1. *O'Donnell, Bernadine E.*, Pennsylvania, Area IV
  2. Board staff, Secretary, Pennsylvania State Board of Nurse Examiners
  3. Secretary, Pennsylvania State Board Nurse Examiners  
January 1984 to present
  4. NCSBN Representative on CGFNS Board  
January 17, 1984 to present
  5. University of Pennsylvania, Nursing, MSN, 1970  
Villanova University, Nursing, BSN, 1961
  6. I am both pleased and honored to have my name considered for nomination as Secretary of the National Council of State Boards of Nursing, Inc. I have a firm belief in the mission and goals of the Council and I pledge my professional commitment to upholding and working for the stated purpose and goals of the Council. If elected, I believe that my varied experiential background in both nursing practice and nursing education has prepared me to function effectively in carrying out the responsibilities of Secretary of the National Council of State Boards of Nursing, Inc. I further believe that serving as secretary to the National Council of State Boards of Nursing, Inc. would increase my effectiveness as Secretary to the Pennsylvania State Board of Nurse Examiners and it would also enhance my collegial relationship with my counterparts in Area IV of the National Council.
- 
1. *Roth, Constance E.*, Washington, Area I
  2. Board staff, Executive Secretary, Washington State Board of Nursing
  3. Executive Secretary, Washington State Board of Nursing  
1983 to present
  4. Secretary, 1984 to present
  5. University of San Francisco, Curr. & Inst., Ed.D., 1980  
University of California at Berkeley, Nursing Adm., M.P.H., 1969  
Seattle University, Nursing, B.S.N., 1959
  6. It has been an honor and a pleasure to serve as Secretary to the National Council of State Boards of Nursing this year. I feel, however, that I have received far more from the Council than I have contributed, as much of the year has been spent orienting myself to the Board and the responsibilities of the Secretary. I am seeking election to a full term with a sincere desire to use my personal experience and knowledge and my commitment to the Council in furthering the work of the organization during this exciting time of growth and challenge.
- 
1. *Schuler, Suzanne G.*, Wisconsin, Area II
  2. Board Member, Vice Chair, Wisconsin Board of Nursing, Dept. of Regulation and Licensing

3. Director of Nursing, Milwaukee County Medical Health Complex  
December 1984 to present.
4. None
5. University of Wisconsin at Madison, Child & Family Studies, Ph.D. Candidate  
Northern Illinois University, Community Nursing, M.S., 1972  
College of St. Catherine, Nursing, B.S., 1968
6. My interest in becoming Secretary of NCSBN stems from my concern that regulatory boards will be confronted with increasingly complex nursing practice and licensure issues as the health care system is being moved toward a major revision. These issues will necessitate increased communication between state boards across the country to insure innovative and consistent responses. I believe NCSBN serves as an excellent vehicle through which state boards can work together to facilitate the licensure of competent and safe nurses.

I believe my experience in nursing education and practice will be an asset to the Board of Directors. My service in this capacity will also continue the heavy involvement in NCSBN characteristic of previous Wisconsin members.

#### TREASURER

1. *Murgurdichian, Bertha*, Rhode Island, Area IV
2. Staff Member, Executive Secretary and Director of Nursing Education, Rhode Island Board of Nurse Registration and Education
3. Executive Secretary and Director of Nursing Education, Rhode Island Dept. of Health  
1976 to present
4. Administration of Examination Committee, 1981 to 1983
5. Boston College, P.H. Nsg. Education, M.S., June 1968  
Simmons College, Nursing, B.S., September 1959  
Roger Williams General Hospital School of Nursing, Nursing, Diploma, May 1949
6. I feel that it would be an honor and a privilege to serve as Treasurer of the National Council of State Boards of Nursing.

Since its inception I have wholeheartedly subscribed to the purposes of NCSBN. My nine years of experience as the Executive Secretary of Rhode Island Board of Nurse Registration and Nursing Education have enabled me to become knowledgeable of the nursing issues. Membership on the Administration of Examination Committee for two years provided me with knowledge which is valuable.

If nominated I feel that I am qualified to handle the responsibilities as treasurer and as a Member of the Board of Directors.

1. *Ryan, Ellen M.*, Wisconsin, Area II
2. Public Member, Wisconsin Board of Nursing, Dept. of Regulation and Licensing
3. Consultant/Supervisor, State of Wisconsin  
1979 to present
4. None
5. University of Wisconsin at Madison, Educational Administration, Ph.D., 1981  
Cardinal Stritch, Specialist, M.A., 1974  
University of Wisconsin at Oshkosh, Education, B.S., 1964
6. Please consider me as an active nominee for the two-year term of Treasurer. I feel I am competent to serve based on my past experience in the budget process and fiscal matters pertaining to federal and state programs with federal grants in the area of \$10,000,000. In this capacity, I was responsible for program evaluation as well as budget revisions.

I am particularly interested in this position because of the contribution I can make to the National Council of State Boards of Nursing as a gubernatorial appointee to the Wisconsin State Board of Nursing.

1. *Wilson, Nancy R.*, West Virginia, Area II
2. Board staff, Executive Secretary, West Virginia State Board of Examiners for Licensed Practical Nurses
3. Executive Secretary, West Virginia State Board of Examiners for Licensed Practical Nurses 1975 to present
4. Treasurer, 1983 to present  
 Coordinating Committee, 1983 to present  
 Finance Committee, Chairperson, 1983 to present  
 Score Report Committee, Chairperson, 1982 to 1983  
 Examination Committee, 1978 to 1982
5. Alderson-Borland College, Nursing, B.S.N., 1967  
 West Virginia College of Graduate Studies, Business, M.B.A., 39 hrs. to be completed by Aug. 1985
6. The National Council of State Boards of Nursing, Inc. is the single most important organization to individual State Boards of Nursing. I have observed a sincere commitment toward progress by Council staff, Board members and committee members. Much has occurred during the past two years in the way of planning for the future of the Council. Goals and Objectives are being developed through the long range planning process, a major study of the practice of nursing is underway and marketing research is being conducted. Outcomes for all of these activities could have financial impact on the Council and will require tremendous efforts in the area of fiscal planning. I appreciate having had the opportunity to serve as Treasurer for the Council during the past two years. During my first year I learned, the second year I contributed. I would like, very much, to continue to contribute during a second term as Treasurer and see the planning that has begun through to completion and implementation.

#### AREA I DIRECTOR

1. *Davy, Dorothy J.*, Oregon, Area I
2. Board Staff, Executive Director, Oregon State Board of Nursing
3. Executive Director, Oregon Board of Nursing 1978 to present
4. Area I Director, August 1984 to August 1985  
 Convention Committee, Co-Chair, 1984  
 Limited Licensure Committee
5. Seattle City University, Business Administration, M.B.A., 1983  
 Lewis & Clark College, Nursing, B.S., 1960  
 Good Samaritan Hospital School of Nursing, Nursing, Diploma, 1957
6. As Area I Director, I would continue to promote the mission of the National Council of State Boards of Nursing, Inc. in promoting public policy related to the safe and effective practice of nursing in the interest of public welfare. I would like to continue working with the people in Area I on issues of vital concern to all of us. The changing health care delivery system presents new and exciting challenges to state boards of nursing. I would like to be part of the leadership charting the future for the National Council which would reflect the responses of member boards.



### AREA III DIRECTOR

1. *Elliott, Ruth L.*, Tennessee, Area III
2. Board staff, Executive Director, Tennessee State Board of Nursing
3. Executive Director, Tennessee State Board of Nursing  
1980 to present
4. Area III Director, 1983 to present  
Long Range Planning Committee, Chairperson, 1983 to present  
Nominating Committee, Chairperson, 1982 to 1983  
Nursing Practice & Standards Committee, 1980 to 1983
5. Vanderbilt University, Higher Education Administration, Ed.D., 1985  
Northern Illinois University, Nursing, M.N., 1977  
Northern Illinois University, Nursing, B.S., 1973
6. I firmly support the mission of the National Council of State Boards of Nursing. Since its inception, the Council has provided effective services for the public health, safety, and welfare. The Council furthermore continues to demonstrate creative and innovative leadership to assist Member Boards carry out their statutory responsibilities. The present health care system presents new challenges to state boards of nursing. I would like to continue charting the future directions for the organization including services that increase responsiveness to Member Boards. It would be an honor to serve the National Council and its constituents as Area III Director.

1. *Malasanos, Lois J.*, Florida, Area III
2. Board Member, Chairman of Education Committee, Florida Board of Nursing
3. Dean and Professor, University of Florida College of Nursing  
June 1980 to present
4. None
5. University of Illinois Medical Center, Physiology, Ph.D., 1973  
University of Chicago, Nursing Education, M.A., N.Ed., 1959  
University of Iowa, General Science, B.A., 1952  
University of Texas, Nursing, 1948
6. The National Council of State Boards of Nursing has a great deal of responsibility. Through control of the NCLEX examination, the organization controls both the processes of education and clinical practice. The organization also has considerable influence on the structure of the nurse practice acts of the states through the development of the Model Act. The process of justice by the boards is also influenced through opinion sharing at meetings and through the newsletter. Involvement in these processes allows an excellent avenue for professional contribution. Further, the opportunity to be involved in this fast moving society has the potential for great personal growth. As an educator and a state board member, I am committed to serving the organization.

### AREA IV DIRECTOR

1. *Bruhn, H. Jean*, Pennsylvania, Area IV
2. Board Member, Pennsylvania State Board of Nurse Examiners
3. Staff/LPN, Lancaster General Hospital  
January 1969 to present
4. Area IV Director, February 1984 to present  
Long Range Planning Committee, 1983 to present  
Steering Committee, 1984 to present

- Item Writer Selection Committee, 1984
- Director-at-Large, 1983 to 1984
- Awards Committee, 1983
- Disciplinary Reporting by Federal Agencies, 1983
- 5. Lancaster County Area Voc.-Tech., Practical Nursing, January 1969  
(Currently enrolled in Evening Division of Franklin & Marshall College)
- 6. “. . . an organization through which Boards of Nursing act and counsel together on matters of common interest and concern affecting the public health, safety, and welfare . . .”. That preamble only works if we use the word “together.” As Board Members review the results of the Long Range Planning Committee, the study the Council assigned to ACT and other issues, we shall continue to work together.

Two years as Director-at-Large and various committee memberships have strengthened my commitment to the National Council. If elected as Area IV Director, I shall serve the interest of the members of Area IV. Together, we as Member Boards, can work to attain these common goals.

1. *Caron, Jean C.*, Maine, Area IV
2. Board Staff, Executive Director, Maine State Board of Nursing
3. Executive Director, Maine State Board of Nursing  
January 1982 to present
4. Board of Directors Disciplinary Task Force, 1984 to 1985  
Ad Hoc-Practical Nurse Equivalency (Area IV), 1984 to 1985  
Ad Hoc-Unlicensed Personnel (Area IV), 1982 to 1983  
Nominations Committee, 1982 to 1984  
Examination Committee, 1979 to 1982
5. Boston University, Nursing, M.S., 1973  
Boston College, Nursing, B.S., 1962  
Mercy Hospital School of Nursing, Diploma, 1953
6. My interest in serving as Area IV Director stems from my past and current participation in Area IV activities. It would be my intent, if elected, to serve the Member Boards to the best of my ability, as well as to be responsive to the unique needs of Area IV.

#### Committee

The following Committee members express appreciation to the Delegate Assembly for the opportunity to serve on the Nominating Committee of the National Council of State Boards of Nursing:

- Martha Ginty, New Hampshire, Area IV
- Katie Kyndely, Wisconsin, Area II
- Gail M. McGuill, Alaska, Area I
- Evelyn Philyaw Polk, Chairperson, Georgia, Area III

## Report of the President

During its short six-year history, the National Council of State Boards of Nursing, Inc. has rapidly come of age. Living as we do in the age of space travel, it is my privilege to report that the National Council is securely in "orbit." The 1985 Delegate Assembly Book of Reports, containing the reports of individuals, committees, staff and officers, is a testimony to the vibrant status of the National Council. To further illustrate the range and latitude of the National Council activities, I will take this opportunity to share with you highlights of the past year.

To insure the integrity of the unique organizational structure of the National Council, the 1984 Delegate Assembly directed that the organization be reincorporated under the laws of the Commonwealth of Pennsylvania. The Board of Directors has approved the plan for reincorporation, and one of the first acts of the 1985 Delegate Assembly will be to adopt a resolution to approve and expedite a smooth transition of the NCSBN-WISCONSIN to NCSBN-PENNSYLVANIA. The significance of this reincorporation cannot be overlooked in that it reinforces, through the deliberations and actions of the Delegate Assembly, the role of our membership in the decision-making process.

With the direction of the Mission Statement adopted by the 1984 Delegate Assembly, the long range planning process of the National Council reached new dimensions this past year. The work of the Long Range Planning Committee continued with intensity and involved the membership through discussion of the goals and objectives at the Area meetings. The adoption of goals and objectives will give further direction for planning.

The implementation of the developing plan will certainly be guided by the study, "Analysis of Membership Needs," completed recently by Touche Ross and Company. This document, sent to all Member Boards, will serve as a useful resource both for long-term planning and for the implementation phase of short-term planning. Appreciation is expressed to all the individuals who gave of their time and effort in responding to this survey.

In addition to the analysis of membership goals, another major component of the planning process is fiscal planning. The Finance Committee initiated a comprehensive review of the National Council's fiscal status in preparation for long range fiscal planning, and the budget for 1986 fiscal year, while allowing for growth and planning, maintains fiscal soundness.

The "Study of Nursing Practice and Job Analysis and Role Delineation of Entry Level Performance of Registered Nurses" being conducted by the American College Testing (ACT) Program has been carefully monitored by the Board of Directors and staff. The study is progressing on schedule, and the final report (targeted for June, 1986) will provide data and direction for insuring the validity of the licensure examinations.

While concentrating on service to its members and on its own viability, the National Council has not ignored the responsibility to interface with other national organizations through cooperative efforts. Through liaison relationships with national organizations for nursing and health, through representation to various groups, and by invitation of federal governmental groups and other organizations, the National Council has participated in meetings and provided information for shaping public policy for the betterment of the public served by the Member Boards.

During this past year, the service to members has been enhanced once again by the expertise and work of the staff, the standing and ad hoc committees, task forces, test and data center services, and representatives of the National Council. After reading the Book of Reports in its totality one stands in awe and can only admire such commitment and progress as reflected therein.

In view of the many and varied contributions of the membership, it is fitting that the Board of Directors reconstituted the Board Awards Committee this year. The recommendation of that Committee, to provide for recognition of service, innovation, and outstanding contributions to the National Council, was adopted by the Board and will be implemented in 1986. Without the contributions of our membership, regardless of how lofty our goals may be, we shall fail to realize the mission of the National Council if we lose sight of the dedication and work of those individuals and groups who keep the organization dynamic and relevant.

In conclusion, I wish to congratulate the National Council Member Boards, the Board of Directors, committees, groups, and individuals for a job well done, and I express my gratitude for the support and assistance so generously given this past year. As we continue our "orbit," we look to the stars, but our feet are squarely on the ground of the good earth. I look forward to the discussion and activities as we travel the miles before us in this Seventh Annual Convention and Delegate Assembly Meeting.

Respectfully submitted by  
Sharon Weisenbeck, MS, R.N., Kentucky, Area III  
President  
May 1985

## Report of the Vice President

Since assuming the office of Vice President in August of 1984, I have attended four regular meetings of the Board of Directors and participated in one telephone conference call.

Other responsibilities that I have carried out either by virtue of my office as Vice President or at the request of the President include the following:

- Accepted Chairmanship of the Steering Committee for the Touche-Ross Analysis of Member Needs study and conducted two one-day meetings of the Committee in Chicago.
- Participated with the President and Treasurer in four meetings of the Board of Directors' Coordinating Committee.
- Assumed Chairmanship of the Council's Disciplinary Task Force and presided at one two-day meeting of the Task Force in March.

I have enjoyed the many activities in which I have been involved as Vice President. The numerous meetings in Chicago have made me feel almost like a Boise-Chicago commuter, but the activities have been challenging and rewarding.

Members of the Board of Directors have worked well together during the past year, with a degree of harmony and stability that seem unusual given the numbers of new members that were elected at the last Convention. An important contributing factor, I feel, was the excellent, comprehensive orientation for Board members that was conducted in the form of a 'Retreat' just prior to the first Board meeting following the Convention.

I look forward to the coming year during which I shall continue to devote my best efforts to supporting the President and participating with the Board of Directors in conducting the business of the Council between Delegate Assemblies.

Respectfully submitted by  
Phyllis T. Sheridan, R.N., Idaho, Area I  
Vice President  
May 1985

## **Report of the Secretary**

During this past year, I have attended all meetings of the Board of Directors and participated in the telephone conference call. The minutes of the scheduled meetings were reviewed prior to distribution to the members of the Board, and the minutes of the telephone conference call were written. A summary of major actions for each meeting was reviewed prior to distribution to Member Boards.

A mail vote of the members of the Board of Directors was conducted in regard to candidates who do not appear for the examination and the test booklet order.

Other activities this past year have included participation in the Board Retreat and membership on the Item Writer Selection Committee.

It has been a very busy year, but, I feel, a productive one. I am deeply appreciative of the assistance and support given me by the other members of the Board of Directors and the staff of the Council. My year as Secretary to the Council has been a valuable experience — I only hope that I have been able to contribute in some measure to what I have gained.

I thank the members of the Delegate Assembly for the privilege of being able to serve the National Council of State Boards of Nursing in this capacity.

Respectfully submitted by  
Constance Roth, R.N., Washington, Area I  
Secretary  
May 1985

## Report of the Treasurer

As Treasurer of the National Council of State Boards of Nursing, I have participated in all meetings of the Board of Directors, all conference calls, and all the meetings of Board committees of which I am a member. I have also chaired the two meetings of the Finance Committee.

Quarterly Accountant's Compilation Reports, a statement of return on investments, and the reports and recommendations of the Finance Committee have been forwarded to the Board of Directors.

It is a pleasure to report that it is not expected that the 1984 year end total for expenditures will exceed actual revenue. A deficit of \$306,577 had been projected in the Budget for 1985 as approved by the Board of Directors and reported to the Delegate Assembly at convention last year. Expenditures for 1985, however, are expected to be slightly less than budgeted due to a lower than anticipated cost for the R.N. Role Delineation Study, and revenue is expected to be somewhat higher than budgeted due to a higher-than-anticipated number of candidates for examination and a greater return on investment than was projected.

The proposed Budget for Fiscal Year 1986 was prepared by the Finance Committee and forwarded to the Board of Directors. The proposed budget was prepared to reflect expenditure levels adequate to support programs as projected and/or previously approved by the Board of Directors.

Recommendation: That the Auditors Report for Fiscal Year 1984 be approved as presented.

I appreciate the opportunity afforded me by the Delegate Assembly to have served the National Council of State Boards of Nursing as its Treasurer. I have found it to be especially rewarding to work with members of the Board of Directors, Finance Committee, and staff of the Council during these past two years. A very special thanks is extended for their assistance.

I have found that it takes a tremendous commitment on the part of each person involved in an organization like ours to assure effectiveness and efficiency, but it is worth the personal investment of time and energy.

Respectfully submitted by  
Nancy R. Wilson, R.N., West Virginia, Area II  
Treasurer  
May 1985

**Financial Statements and Auditors' Report**  
**National Council of State Boards of Nursing, Inc.**  
**June 30, 1984**

Board of Directors  
National Council of State Boards of Nursing, Inc.

We have examined the balance sheet of the National Council of State Boards of Nursing, Inc. (a not-for-profit Wisconsin corporation) as of June 30, 1984, and the related statements of revenues and expenses and changes in fund balance and changes in financial position for the year then ended. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the financial statements referred to above present fairly the financial position of the National Council of State Boards of Nursing, Inc. at June 30, 1984, and the results of its operations and changes in fund balance and changes in its financial position for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Alexander Grant & Company  
Certified Public Accountants  
Chicago, Illinois  
July 27, 1984



**BALANCE SHEET**  
**JUNE 30, 1984**

**Assets**

Cash and cash equivalents		
Bank checking accounts	\$ 62,046	
First Chicago Money Market	455,024	
Continental Money Market	101,595	
Crocker National Bank Money Market	102,693	\$721,358
Investments — at cost (market value \$2,351,000)		
U.S. government instruments	1,428,311	
Commercial paper	500,000	
Certificate of deposit	400,000	2,328,311
Accounts receivable		
Royalties	27,637	
Interest and other	47,098	74,735
Inventories and prepaid expenses (note A4)		
		16,402
Property and equipment — at cost (note A2)		
Furniture and fixtures	36,129	
Equipment	140,391	
	176,520	
Less accumulated depreciation	(57,172)	119,348
		<u>\$3,260,154</u>
Liabilities and Fund Balance		
Accounts payable		\$ 292,231
Accrued expenses and withheld taxes		28,360
Deferred revenue		
Examination fees collected in advance (net of prepaid processing fees of \$17,753)	\$1,133,225	
Contract and convention fees	61,637	1,194,862
Commitments (notes C and D)		
Fund balance		
Unrestricted	729,027	
Board designated		
Test security fund	15,674	
Nursing study costs	1,000,000	1,744,701
		<u>\$3,260,154</u>

The accompanying notes are an integral part of this statement.

**STATEMENT OF REVENUES AND EXPENSES  
YEAR ENDED JUNE 30, 1984**

	<u>Actual</u>	<u>Annual Budget</u>
<b>Revenue</b>		
Examination fees	\$3,155,744	\$2,982,091
Less cost of development, application and processing	2,311,051	2,273,210
Net examination fees	844,693	708,881
Contract fees (dues)	177,000	177,000
Publication royalties	43,704	58,000
Interest	253,943	85,000
Convention fees	22,761	32,500
Honorariums and other	2,000	2,000
Total revenue	1,344,101	1,063,381
<b>Program expenses</b>		
Test security and administration		
Security and administrative committee – travel and expenses	16,703	20,650
Maintenance of security	—	5,000
Test standards and practice		
Standards committee – travel and expenses	13,034	13,245
Convention costs (inclusive of Board travel and legal)	27,390	32,500
Research	59,245	98,072
Publications	19,171	14,000
Disciplinary data bank	5,673	13,500
Ad hoc committee – travel and expenses	11,203	5,000
Area meetings	1,034	2,500
Total program expenses	153,453	204,467
<b>Organizational</b>		
Salaries and benefits – staff	290,493	296,000
Travel and expenses		
Staff – general	9,525	10,000
Board of Directors	22,235	30,000
Organizational committees	11,892	10,000
Insurance	6,429	3,950
Printing and supplies	11,887	14,600
Professional services		
Accounting	12,499	10,000
Legal	36,462	35,000
Other professional	27,368	25,000
Library subscriptions and memberships	1,895	1,500
Sundry	89	100
Total organizational expenses	430,774	436,150

The accompanying notes are an integral part of this statement.

## STATEMENT OF REVENUES AND EXPENSES — CONTINUED

	Actual	Annual Budget
Occupancy		
Rent and utilities	\$ 48,250	\$ 61,140
Telephone	8,829	15,000
Postage	9,813	10,000
Equipment costs		
Lease and maintenance	18,138	16,000
Depreciation	19,920	32,000
Total occupancy expenses	104,950	134,140
Total expenses	689,177	774,757
EXCESS OF REVENUE OVER EXPENSES	\$654,924	\$288,624

## STATEMENT OF CHANGES IN FUND BALANCE

Year ended June 30, 1984

	Unrestricted	Board designated for Test security fund	Nursing study costs	Total
Fund balance at July 1, 1983	\$1,079,103	\$10,674	\$ —	\$1,089,777
Additional designation for security maintenance	(5,000)	5,000	—	—
Nursing study costs	(1,000,000)	—	1,000,000	—
Excess of revenue over expenses for the year ended	654,924	—	—	654,924
Fund balance at June 30, 1984	\$ 729,027	\$15,674	\$1,000,000	\$1,744,701

## STATEMENT OF CHANGES IN FINANCIAL POSITION

Year ended June 30, 1984

Sources of cash		
Excess of revenues over expenses		\$654,924
Add (deduct) items not using (providing) cash		
Depreciation of property and equipment		\$ 31,920
Decrease in receivables		22,259
Increase in inventories and prepaid expenses		(11,452)
Increase in deferred revenues		196,462
Decrease in accounts payable and accrued expenses		(236,095)
Cash provided by operations		658,018
Applications of cash		
Increase in investments		353,818
Additions to property and equipment		8,535
Increase in cash		295,665
Cash and cash equivalents — beginning of the year		425,693
Cash and cash equivalents — end of the year		\$721,358

The accompanying notes are an integral part of this statement.

## NOTES TO FINANCIAL STATEMENTS

June 30, 1984

### NOTE A — SUMMARY OF ACCOUNTING POLICIES

A summary of the Council's significant accounting policies consistently applied in the preparation of the accompanying financial statements follows.

#### 1. Accounting Method

The Council prepares its financial statements on the accrual basis of accounting. Examination fees collected and processing costs incurred in advance are deferred and recognized at the date of the examination.

#### 2. Depreciation

Depreciation is provided for in amounts sufficient to relate the cost of depreciable equipment and leasehold improvements to operations over their estimated service lives on the straight-line method.

#### 3. Services of Volunteers

Officers, committee members, the Board of Directors, and various other non-staff associates assist the Council in various program and administrative functions without remuneration. No value has been ascribed for such volunteer services because of the impracticality of their measurement.

#### 4. Inventories

Inventories, primarily publications, are stated at the lower of actual cost or market. Cost is determined principally by specific identification.

### NOTE B — PURPOSE AND TAX STATUS

The Council is a nonprofit corporation organized under Chapter 180 of the Wisconsin Statutes. Its purpose is to serve as a charitable and educational organization through which State Boards of Nursing act on matters of common interest and concern affecting the public health, safety and welfare including the development of licensing examinations and standards for nursing. It is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code as indicated in a letter dated July 24, 1980. Therefore, the accompanying financial statements reflect no provision for income taxes.

### NOTE C — COMPUTER DESIGN COSTS

On January 7, 1982, the Council entered into an agreement for the design of a computerized system for processing test applications. In connection with this system, the agreement provides for the test service company to process the test applications with a minimum annual fee of \$250,000 through July 1985.

### NOTE D — COMMITMENTS

#### Operating Lease

The Council has a lease agreement for office facilities expiring on August 30, 1984. As of June 30, 1984, the Council has entered into a lease agreement for new office facilities. The lease

is for the period September 1, 1984, through August 31, 1989, and calls for monthly payments of \$7,220, adjusted annually based on the change in the Consumer Price Index. In addition to the basic rental, the Council is required to pay for electricity.

The Council's future minimum rental payments required under this long-term lease are as follows:

Period ending	
June 30, 1985	\$ 70,600
June 30, 1986	86,643
June 30, 1987	86,643
June 30, 1988	86,643
June 30, 1989	86,643
July and August, 1989	14,440
Total minimum lease payments	\$431,612

#### Nursing Study

The Council has entered into a contract with an outside research organization to conduct a study of nursing practice and a job analysis and role delineation of entry level performance of registered nurses. The contract calls for aggregate payments of \$713,000 over the period from August, 1984, to April, 1986.

The Council has designated \$1,000,000 to fund this contract and associated administrative costs through 1986.

## **Report of Area I Director**

As Area I Director, I have attended all scheduled Board of Directors' meetings and conference calls. I also chaired the newly formed Awards Committee for the Board of Directors and am a participant in activities of the Publications Advisory Panel.

The Area I meeting was held April 11-12, 1985, in Albuquerque, New Mexico, with 25 board and staff members (representing 12 states) in attendance. We had several guests: Dr. Eileen Dvorak, Executive Director, NCSBN; Dr. Barbara Pieta, Director of Testing Services, NCSBN; Lois Johnson, Board Member, Colorado Board of Nursing, Member, NCSBN Long-Range Planning Committee; Bruce Kramer, CTB/McGrawHill; Maureen Boshier, Executive Vice President, New Mexico Hospital Association; Billie Haynes, Executive Secretary, California Board of Vocational Nurse and Psychiatric Technician Examiners; and Bruce Heines, President, California Board of Vocational Nurse and Technician Examiners.

During this meeting, the following topics were updated and discussed:

- NCSBN Long Range Planning
- Touche-Ross Project
- American College Testing Program (ACT Project)

Other items for discussion were the proposed amendments to Area I Rules and Procedures and Problems of Unlicensed Personnel.

In addition, all participants shared information regarding their specific concerns and problems with the realization that many Member Boards had similar concerns.

The Area I group would like to extend the current one and one-half day area meeting to two days in order to allow for more exchange of information. All participants had a most enjoyable evening in "Old Town," the heart of Albuquerque.

The 1986 Spring Meeting will be held in Seattle, Washington.

Respectfully submitted by  
Dorothy J. Davy, R.N., Oregon  
Area I Director  
May 1985

## Report of Area II Director

On April 22 and 23, representatives of all Area II Member Boards met in Milwaukee, Wisconsin.

In addition to the report of the Area II Director regarding Board of Directors activities, Dr. Dvorak presented an update to the group on the Touche-Ross project and the Nursing Practice (ACT) study. Marsha Kelly also updated the group on the progress of the Disciplinary Data Bank. There were also presentations regarding impaired nurses, the regulatory process, innovative nursing education program review and entry into practice. A member of NCSBN Long Range Planning Committee also presented goals and objectives for the group's review and comments.

As Area II Director, I would like to report my activities as a member of the Board of Directors. I have attended the following Board meetings:

August 1984 (Post-Convention)

November 7-9, 1984

February 11-13, 1985

May 6-8, 1985

My committee assignments have been:

Program Committee for Delegate Assembly in August (Chairman)

Publications Committee member

Awards Committee member

I have also participated in one Board Conference Call and one Conference Call for the Program Committee.

In addition, I was asked by President Sharon Weisenbeck, to serve as the Board representative to the NAPNES/NCSBN/NFLPN Liaison Committee for the January 14, 1985 meeting. I have submitted a report of this meeting to the Delegate Assembly. Jean Bruhn has now been appointed as the Board representative to this Committee.

Respectfully submitted by

Marilyn Meinert, R.N., Missouri

Area II Director

May 1985

## **Report of Area III Director**

Member Boards within Area III met on April 18-19, 1985, in Oklahoma City, Oklahoma. All jurisdictions were represented. Eileen Dvorak presented an update on National Council activities and the Touche Ross study of membership needs. Sister Mary Carol Conroy discussed the ACT project and administration of the licensing examination.

The following topics served as major areas of discussion:

1. Long Range Planning Committee—goals and objectives
2. Communication with new executive directors
3. Disciplinary data bank
4. Clinical experience requirements in approved schools of nursing
5. Registered Nurses serving as first assistants in the operating room
6. Time schedule for NCLEX
7. ANA report on titling and licensure
8. Consumer representation on the NCSBN Board of Directors
9. Return of renewal certificates after revocation action
10. First registration of licensure

As Area III Director, I conducted the Area meeting and have attended all meetings of the Board of Directors. I also served on the Steering Committee for the Touche Ross study of membership needs and represented the National Council at the NAPNES Invitational Conference.

It has been a privilege to serve as Area III Director during the past year.

Respectfully submitted by  
Ruth Elliott, R.N., Tennessee  
Area III Director  
May 1985



## Report of Area IV Director

I was appointed Area IV Director to fulfill the unexpired term of Lois O'Shea.

The Area Meeting was held April 25-26, 1985, in Albany, New York. Agenda items included:

- NCSBN activities
- Commonality of licensure requirements
- Long Range Planning Committee proposed goals and objectives
- Verification of licensure/possibility of fraud
- Discussion on concerns of members of the nursing profession and the role of NCSBN
- Methods of evaluating applications for licensure as certified registered nurse practitioner
- Management of problem nurses
- Request for telephone communication to accommodate Member Boards in different time zones: CTB and NCSBN
- Requirements for reciprocity in various states
- Nurse refresher activity requirements for lapsed or disciplined nurses

As previous commitments, I served on the Steering Committee and the Long Range Planning Committee. As Area IV Director, I attended the Board meeting in May and accepted the committee responsibilities of NAPNES/NCSBN/NFLPN Liaison Committee and Publications Advisory Committee.

It has been a privilege to accept the responsibilities afforded me by the NCSBN Board of Directors.

Respectfully submitted by  
Jean Bruhn, L.P.N., Pennsylvania  
Area IV Director  
May 1985

## **Report of the Director-at-Large**

Serving in the Director-at-Large position has been an interesting experience as well as a time of personal growth in knowledge of the mission, goals and objectives of the National Council of State Boards of Nursing. I am pleased to report my participation in the following activities during the 1984-85 year:

1. Attended the Board meeting of November 7-9, 1984; and February 11-13, 1985.
2. Participated in a conference call meeting of the Board of Directors on December 17, 1984.
3. Served on the Convention Program Committee and the Publication Advisory Panel.
4. Chaired the Item Writer Selection Committee to select item writers for the NCLEX-PN and NCLEX-RN. This involved 3 conference call meetings on January 28, 1985, April 9, 1985, and April 22, 1985, and review of 63 PN nominations and 116 RN nominations.
5. Selected to committee to approve Minutes of the 1985 Delegate Assembly.
6. Future meetings include the Board of Directors meeting August 18-20 and the 1985 Delegate Assembly, August 20-23, 1985.

Respectfully submitted by  
Renatta S. Loquist, R.N., South Carolina, Area III  
Director-at-Large  
May 1985

## Report of the Board of Directors

The Board of Directors of the National Council of State Boards of Nursing, Inc. met on the following dates:

August 29, 1984  
November 8-9, 1984  
December 17, 1984 (Conference Call)  
February 11-13, 1985  
May 6-8, 1985

The preconvention meeting of the Board is scheduled for August 18-20, 1985, in Chicago, Illinois.

The Board adopted the following specific activities for the 1984-85 year:

- Provide for conduct of workshops on new NCLEX-PN test plan.
- Expand services on information on disciplinary actions, policies and procedures.
- Collect licensure statistics and other data.
- Implement project supervision of the Study of Nursing Practice and Job Analysis and Role Delineation of Entry Level Performance of Registered Nurses.
- Provide for conduct of marketing research plan to define diverse services needed by members.
- Provide for long range fiscal plan and review of investment policy.
- Prepare NCSBN Manual as a central resource of NCSBN related materials for each Member Board.
- Conduct educational seminar on disciplinary function of boards.
- Review structure of Board of Directors to provide most effective functioning.
- Review and revise personnel policy manual.
- Prepare a plan for reincorporation of Articles of Incorporation.

The following Board committees and panel assisted with the work of the Board on behalf of the Council:

Coordinating Committee  
Long Range Planning Committee  
Convention Program Committee  
Awards Committee  
Disciplinary Task Force  
Item Writer Selection Committee  
Membership Needs Study Steering Committee  
Publication Advisory Panel  
Advisory Committee for the Diagnostic Assessment Test  
ANA/NCSBN Liaison  
NAPNES/NCSBN/NFLPN Liaison  
NLN/NCSBN Liaison

Appointments to continue NCSBN representation and to fill vacancies were made as follows:

Area IV Director—H. Jean Bruhn, Board Member, Pennsylvania, Area IV to replace Lois N. O'Shea who resigned.

Nursing Profession Team Member of the Joint W.K. Kellogg-Pennsylvania State University Continuing Professional Education Development Project—Mary A. Romelfanger, Staff, Kentucky, Area III.

Trustee-at-Large to the Board of Trustees, Commission on Graduates of Foreign Nursing Schools (CGFNS)—Bernardine E. O'Donnell, Staff Member, Pennsylvania, Area IV.

Activities of the Board of Directors included the following:

Received reports at each meeting from the officers, staff, test service, data center, and the Board and standing committees and took action as appropriate.

Monitored the progress of ACT in the conduct of the Study of Nursing Practice and Job Analysis and Role Delineation of Entry Level Performance of Registered Nurses.

Reviewed the interim and final reports submitted by Touche Ross on the Analysis of Membership Needs and directed that the Analysis and Survey reports be copyrighted, that the Analysis of Membership Needs Report be distributed to Member Boards, and to the Finance and Long Range Planning Committees for use as a resource document in discharging their planning responsibilities, and that an article relative to the project be published in ISSUES.

Reviewed the structure of the Board and approved a reorganization to include the following committees of the Board which would become operational after the 1985 Delegate Assembly: Coordinating, Public Relations, and Legal Affairs. Recommended a Bylaws amendment that the duty of the Board to appoint item writers be deleted and this responsibility be moved to the functions of the Examination Committee.

Authorized the Executive Director to terminate the agreement with ASI and enter into contract negotiations with CTB/McGraw-Hill relative to development of diagnostic assessment tests, and authorized the President to sign such a contract providing it is acceptable to the Coordinating Committee.

Appointed item writers and alternates for the National Council Licensure Examinations for Registered Nurses and for Practical Nurses; members and alternates for the Panel of Content Experts, NCLEX-RN and NCLEX-PN; and the Panel of Judges and alternates to establish the Modified Angoff passing score for the NCLEX-PN under the new test plan.

Monitored the status of contracts with Member Boards and the payment of membership/contract fees.

Approved the recommendations of the Finance Committee for the administrative overhead applied to projects and program costs and for the registration fee for the 1985 Delegate Assembly.

Directed a letter be sent to the Division of Nursing, Department of Health and Human Services regarding available funding to replicate the Registered Nurse Validation Study at a future date.

Authorized staff to seek external funding for a feasibility study relative to the development of a national computerized data base of all licensed nurses and to prepare a grant proposal for Board consideration if a favorable response is received.

Approved the Confidentiality Agreement developed by the Administration of Examination Committee to be signed by all persons who work with confidential examination materials.

Approved the Coordinating Committee's continued review of past Board actions to identify policies or potential policies for inclusion in the Policy Manual.

Authorized staff to define specific requirements and costs involved in research and planning the development of a computer-adaptive testing model for NCLEX and to explore possible funding sources for this activity.

Directed staff to develop a long range plan for a legal information system, the plan to include goals and objectives, projected resource needs and proposed action plan with time lines.

Directed staff to prepare a formal plan for computer systems development and acquisition including guidelines for office internal management and for long range computer system development and utilization.

Directed that future reports from the auditor be revised to include comparative income statements from past years.

Received reports from the Council representative to the W.K. Kellogg Foundation-Pennsylvania State University Continuing Professional Education Development Project.

Authorized the Executive Director to explore Council membership and purchase of items in their item bank with the California Board of Vocational Nurse and Psychiatric Technician Examiners, and approved revised wording in the proposed California V.N. Board contract.

Selected Baltimore, Maryland, as the first choice for the 1988 Convention site and Philadelphia, Pennsylvania, as the second choice.

Adopted the revised business agenda and convention schedule for the 1985 Delegate Assembly.

Approved Articles of Incorporation and Plan of Merger for the National Council of State Boards of Nursing.

Respectfully submitted by  
Constance Roth, R.N., Washington, Area I  
Secretary  
May 1985

## Fiscal Year 1986 Budget

### Adopted by Board of Directors May 8, 1985

**REVENUE**

	<u>FY 86</u>
Examination Income	3,726,025
Contracts	183,000
Publication Royalties	95,000
Interest (investment account)	219,600
Consultation/Honorarium	1,000
Convention/Workshop	39,000
Total Revenue	4,263,625

**EXPENSES****Program:**

Test Development	1,996,704
Test Application System	532,354
Computer services capitalized	
– Software	13,778
– Hardware	6,456
Test Security & Administration	60,028
Standards & Practice	13,270
Research & Development	396,816
Information Services	86,500
Convention/Workshop/Area Meetings	46,200
Ad Hoc Committees	33,397
Disciplinary Data Bank	4,000
Computer services capitalized	
– Software	7,778
– Hardware	6,456
Total Program:	3,203,737

**Organizational:**

Administration	
Salary & Benefits	500,241
Travel	13,500
Board of Directors	58,365
Committees	21,078
(Finance, Bylaws, Nominating)	
Professional Services	
Legal	42,000
Accounting	8,200
Other	25,000
Insurance	5,800
Printing/Supplies	22,900

**(Expenses, continued)**

Library/Membership	3,200
Miscellaneous	200
<b>Total Organizational:</b>	<b>700,484</b>

**Occupancy**

Rent & Utilities	116,060
Telephone	16,000
Postage	14,500
Equipment	46,483
<b>Total Occupancy:</b>	<b>193,043</b>

**SUMMARY**

	<i>FY 86</i>
Total Program Expenses	3,203,737
Total Organizational Expenses	700,484
Total Occupancy Expenses	193,043
Total Expenses	4,097,264
Total Revenue	4,263,625
Excess (Deficit) of Revenue over Expenses	166,361

## **Study of Nursing Practice and Job Analysis and Role Delineation of Entry Level Performance of Registered Nurses**

This report presents a summary of progress on the National Council Study of Nursing Practice and Job Analysis and Role Delineation of Entry Level Performance of Registered Nurses as of May 29, 1985. The study began last summer and is now about half completed.

One of the first steps in conducting the study was to appoint an Advisory Committee which would advise the staff in designing survey instruments, selecting samples, developing a model of nursing to serve as a framework for analyzing the data and interpreting the results. The Advisory Committee has met three times and consists of: Joyce Clifford, Beth Israel Hospital, Boston; Barbara Given, Michigan State University; Eileen Jacobi, University of Texas at El Paso; Elizabeth Jones-Davis, Visiting Nurse Association, New York; Norma Mobley, the University of Alabama; and Verle Waters, Ohlone College, CA.

In addition to input from the Advisory Committee at meetings, and by phone and mail between meetings, we have been assisted on a regular basis by the following consultants from the University of Iowa's School of Nursing: Myrtle Aydelotte, Geraldene Felton, Elizabeth Hradek, Joanne McCloskey, Marilyn Molen, and Toni Tripp Reimer.

The first tasks addressed in the project were the development of a preliminary model of nursing practice and a master list of functions and activities to be included in the questionnaires for different categories of nursing staff. The preliminary version of the model was used to guide development of the master list, and will be used subsequently as a framework for analyzing the data. The results of the data analyses will be used to refine the model and to make the model more detailed in its description of nursing practice.

A great deal of effort was devoted to the development of the master list of activities and the questionnaires. The master list needed to be comprehensive, in the sense that the major areas of nursing practice were included. The activities on the list needed to be specific enough that those responding to the questionnaire would have a clear understanding of what the activity statement covered, and general enough so that the nurses practicing in different settings could use the same list to describe their varied practices. At the same time, the list should be as short as possible to encourage a good response rate.

The first questionnaire developed was the questionnaire for newly licensed registered nurses. Considerable attention was devoted to making the design of the questionnaire and the instructions as clear and simple as possible in order to improve response rates. As indicated below, the response rate for the first questionnaire has been quite good.

### **Survey of Newly Licensed Registered Nurses**

The returns for the registered nurses who passed the NCLEX in July of 1984 are almost complete, and the data presented below will be a close approximation to the final totals.

	Total	Domestic Education	Foreign Education
Initial Sample Size	3,966	2,773	1,193
Undeliverable (bad address)	253	41	212
Adjusted Sample Size	3,713	2,732	981
Responses	2,092	1,613	479



The first row above indicates the total sample size and the sample sizes for graduates of domestic programs and graduates of foreign nursing programs. The second row indicates the number of questionnaires that were not deliverable. The third row, the adjusted sample size, is the difference between rows 1 and 2 and represents the number of individuals who presumably received a copy of the questionnaire. The fourth row indicates the number of questionnaires that were completed and returned.

About ten percent (a "rough" estimate) of the returned questionnaires were from nurses who are working less than halftime and therefore did not fill out most of the questionnaire. In addition, a few questionnaires were not filled out correctly and will therefore not be useable. Fortunately, however, we are encountering very few questionnaires that were not filled out correctly. The fact that almost all of the returned questionnaires were filled out correctly is important for two reasons. First, it implies that we will not have to discard much data before doing the main analyses. Second, it indicates that the instructions were clear to respondents and therefore increases confidence in the validity of the results.

We selected a relatively large sample of foreign-educated RNs for two reasons. First, the number of foreign-educated nurses who passed the NCLEX in July 1984 was much smaller than the number of domestically educated nurses who passed the examination, and in order to keep the sampling error down, we wanted responses from at least 200-300 foreign-educated nurses. Second, because foreign graduates would probably be more likely to move after passing the NCLEX and because the length of the questionnaire would probably be more of a problem for nurses for whom English is a second language, we expected the response rate for foreign graduates to be lower than that for domestic graduates. As noted below, the response rate for graduates of foreign nursing schools was substantially lower than that for graduates of domestic nursing schools.

Response rates are typically computed in two ways. First, response rates can be computed as the percentage of the initial sample that returns a completed questionnaire. Second, response rates can be computed after eliminating individuals who never got the questionnaire (because of a bad address, etc.) from the sample. Under the second method, the adjusted sample size, rather than the initial sample size, is used to compute response rates, and therefore the response rates are always higher under the second method.

#### Response Rates

	Using Initial Sample Size	Using Adjusted Sample Size
Total	52.7%	56.3%
Domestic Graduates	58.2%	59.0%
Foreign Graduates	40.2%	48.2%

The response rates are very good. Since the major threat to the validity of questionnaire data is response bias due to low response rates, our conclusions will be greatly strengthened by the high response rates. As expected, the response rates for foreign graduates were substantially lower than for domestic graduates. This was due in part to a much higher rate of bad addresses for foreign graduates than was found for domestic graduates.

We received a tape for the February 1985 examinees on May 20. This tape includes information for candidates in all jurisdictions except New York. We are currently processing the tape in preparation for drawing a sample and should begin mailing to all jurisdictions except New York by the beginning of June. We will prepare the mailing to New York as soon as possible after we get the data on the New York candidates.

We have begun processing the data for the July 1984 examinees and expect to begin processing the data for the February 1985 examinees by August. The analyses of each of these two data sets will involve three general stages:

1. We will compare the characteristics of respondents to the sample and the population of newly licensed registered nurses to determine if there is any evidence that the sample is not representative of the population. We will also examine the internal consistency of the responses (e.g., is the information about the clients receiving care consistent with the reported work setting?). The purpose of these analyses is to provide evidence for the validity of the data.
2. We will generate summary statistics on each item on the questionnaire and examine the relationships among the different items. This will provide a general overview of the results of the survey.
3. We will apply the model that has been developed in conjunction with the Advisory Committee to the data. The model will then be revised to make the agreement between the model and the data as good as possible.

The four questionnaires that are to be used in the role delineation part of the study were reviewed by the Advisory Committee at the May meeting. These questionnaires are now in the process of being designed and typeset in optically readable form. We expect the questionnaires to be ready for mailing by August.

We are currently engaged in obtaining sampling frames (i.e. mailing lists) for the various groups to be sampled in the role delineation part of the study. During the first half of the summer we will select samples and contact the institutions to be involved in the institutional samples to request cooperation. The mailings of questionnaires for the institutional samples and individual samples for the role delineation part of the study will begin in August and probably run through September.

In addition, we are currently working on the development of a list of client categories that will be used to relate nursing practice (and in particular, the activities included in our list of activities) to the needs of different types of clients. Preliminary work on the development of the list of client categories was discussed at the May meeting of the Advisory Committee, and a number of suggestions were made for future directions on this part of the study. We expect to complete this analysis by early fall.

Data Collection for all samples will be completed in the fall. Concurrently, analyses of the data sets will begin as they are assembled. Final data analyses, the integration of results from different analyses and the preparation of the final report will be completed during the early part of 1986.

Respectfully submitted by  
Michael T. Kane  
Senior Research Scientist  
and Project Director

## Report of the Long Range Planning Committee

### HISTORICAL OVERVIEW

#### Charge

In January, 1983, the Board of Directors of the National Council of State Boards of Nursing adopted a motion to appoint a Long Range Planning Committee to develop and implement a long range planning process for NCSBN.

#### Meeting

The Long Range Planning Committee held six meetings since its inception in 1983. Major activities for the committee have included:

1. review of the literature;
2. development of an action plan;
3. preparation of study papers in the areas of society, nursing practice, nursing education, role of the Licensed Practical Nurse, and legislation and the regulation of nursing;
4. development of a trend analysis summary;
5. development and adoption of a mission statement for the National Council;
6. hosting of an invitational hearing for nursing and community organizations;
7. identification of five goals and accompanying objectives for the National Council; and
8. presentation of goals and objectives at Area meetings.

#### Review of the Literature

The Committee reviewed selected articles on the nature and process of planning. These articles served as a framework for a common philosophy of planning. Weiss (1971) identifies three levels of hierarchical planning as: 1) normative planning, 2) strategic planning, and 3) operational planning. Normative planning relates to "what ought to be done" for the organization. Strategic planning focuses on "what can be done." "What will be done" is defined at the operational level.

The purpose of planning is to direct the organization toward desirable ends, outcomes and results. The complementary nature of planning and policy formation is clearly emphasized. Essential components of planning are creativity and innovation with a clear focus on organizational outcomes rather than on available financial resources.

The Committee used a strategy for long range planning which is identified by Falconer (1980). Preparation of a plan of action is the first step to successful planning according to this methodology. The second step is development of a mission statement that identifies the fundamental reasons for the organization's existence. The mission statement furthermore defines the scope of the organization and serves as a guide for organizational activities. Falconer (1980) also advocates the involvement of external organizations in the planning process. This feedback is essential to successful planning.

#### Action Plan

The action plan serves as a timetable for the activities of the Long Range Planning Committee. The first year of committee work focused on the phase of normative planning and the development of a mission statement. Fiscal year 1984-1985 was directed to the development of goals and objectives based upon the adopted mission statement for the National Council. Operational planning will be initiated in the fall of 1985.

### Study Papers

Each committee member prepared a study paper based on a review of the literature in a specific subject area. The information gleaned from this review provided a framework for the trend analysis summary that was mailed to Member Boards.

### Trend Analysis Summary

The Trend Analysis Summary was divided into five major areas that included: society, nursing practice, nursing education, role of the licensed practical nurse, and legislation and the regulation of nursing practice. Each trend category was categorized into an analysis of the present situation and future forecasts.

The feedback received from Member Boards was extensively reviewed and analyzed by the Committee. This information was carefully considered in the development of goals and objectives.

### Mission Statement

The mission statement for the National Council evolved from an extensive review of the literature. The statement defines the uniqueness of the organization and serves as a guide for the future. The mission statement that was adopted at the August 1984 Delegate Assembly meeting is identified in Attachment A.

### Invitational Hearing

The Committee conducted an invitational hearing in the fall of 1984. Testimony was presented by nursing and community organizations. The feedback from these external organizations was carefully reviewed and considered in the development of goals and objectives.

### Development of Goals and Objectives

The Committee appreciates the valuable input from Member Boards relative to the proposed goals and objectives. The internal and external feedback relative to the goals and objectives has been an essential element of the planning process. All comments from the Area meetings were carefully reviewed and considered by the Committee prior to the formalization of the goals and objectives. On the basis of the valuable input from regional Area meetings one goal and five objectives were revised. These changes have been identified in bold print within Attachment B.

## PROPOSED GOALS AND OBJECTIVES

### Overview

The proposed goals and objectives are based upon the adopted mission statement for the National Council. In reviewing the proposed goals and objectives, the Committee wishes to **emphasize** its key observations, working definitions and assumptions that provide a framework for the goals and objectives.

### Key Observations

1. It is essential that member boards participate in the planning process for the organization.
2. Internal and external data must be considered and analyzed in the planning process.
3. Strengths and weaknesses of the organization must be analyzed prior to the development of a long range plan.
4. Planning must have a national perspective.
5. Planning must be rational in nature.

### Definitions

The following definitions were used throughout the deliberations of the Committee:

1. Mission statement: the fundamental reasons for the organization's existence.
2. Goal: a broad statement of outcome that contributes to the achievement of the mission.
3. Objective: a specific measurable attainable outcome that contributes to the attainment of a goal.
4. Strategy: a course of action to accomplish an objective.

### Assumptions

The following assumptions provide the foundation for the long range planning process:

1. Member Boards are autonomous agencies that monitor nursing for the public health, safety and welfare in their respective jurisdictions.
2. NCSBN is unique in its organizational structure, its viability and its future orientation in working through member boards to accomplish its mission.
3. Existing programs of the National Council that are meeting member needs will continue to be viable program areas within the organization.
4. Future program development will be based on sensitivity to member needs, cost-effectiveness and appropriate utilization of available resources.
5. Systematic data collection is essential to the development of a long range plan that is feasible, visionary and responsive to member needs.
6. Planning is futuristic in nature.
7. Planning drives the budget (Kuehl, 1985).

## **Attachment A: Report of the Long Range Planning Committee**

### **MISSION STATEMENT**

"THE MISSION OF THE NATIONAL COUNCIL OF STATE BOARDS OF NURSING IS TO PROMOTE PUBLIC POLICY RELATED TO THE SAFE AND EFFECTIVE PRACTICE OF NURSING IN THE INTEREST OF PUBLIC WELFARE. IT STRIVES TO ACCOMPLISH THIS MISSION BY ACTING IN ACCORDANCE WITH THE DECISIONS OF ITS MEMBERS ON MATTERS OF COMMON INTEREST AND CONCERN AFFECTING PUBLIC HEALTH, SAFETY AND WELFARE.

TO ACCOMPLISH ITS AIMS, THE NATIONAL COUNCIL PROVIDES GUIDANCE AND SERVICES TO ITS MEMBERS IN PERFORMING THEIR FUNCTIONS WHICH REGULATE ENTRY TO NURSING PRACTICE, CONTINUING SAFE NURSING PRACTICE AND NURSING EDUCATION PROGRAMS."

### **GOALS**

1. Develop, promote, and provide relevant and innovative services.
2. Utilize human and fiscal resources through sound planning that allows for growth and creativity.
3. Expand collaborative relationships with relevant organizations to facilitate the development and promotion of health related public policy.
4. Implement a comprehensive automated information system for use by members, organizations and the public.
5. Advance research that contributes to the public health, safety and welfare.

### **FUTURE ACTIVITIES**

The Committee will present a forum at the Delegate Assembly meeting that will include an overview of the goals and objectives. Individuals also will have an opportunity to discuss the goals and objectives. Group sessions will provide an opportunity for Member Boards to identify possible strategies to implement the proposed goals and objectives. It is the intent of the Committee to maximize input from Member Boards in the future development of strategies. Strategies that were presented at Area meetings were examples of strategies that the Committee has identified. It is anticipated that proposed strategies will be presented at the spring Area meetings and the Delegate Assembly meeting in 1986.

### **COMMITTEE RECOMMENDATIONS TO THE DELEGATE ASSEMBLY**

The following recommendations are submitted to the 1985 Delegate Assembly for its consideration:

1. The Long Range Planning Committee recommends adoption of the goals and objectives for the National Council of State Boards of Nursing.
2. The Long Range Planning Committee recommends that the strategies and the accompanying financial plan be presented to the Delegate Assembly in 1986.

Respectfully submitted by

Jean Bruhn, Licensed Practical Nurse, Board Member, Pennsylvania, Area IV

Sylvia Edge, Registered Nurse, Board Member, New Jersey, Area IV

Ruth Elliott, Registered Nurse, Board Staff, Chairperson, Tennessee, Area III

Esther Hoffman, Public Representative, Board Member, New York, Area IV  
Lois Johnson, Registered Nurse, Board Member, Colorado, Area I

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## Attachment B

## Long Range Planning Committee Proposed Goals and Objectives

GOAL	OBJECTIVE	*COMMENT
I. Develop, promote and provide relevant and innovative services.	A. Develop licensure examinations that are based upon current accepted psychometric principles.	Inherent in the use of psychometric principles will be job relatedness, level of practice and legal considerations.
	B. Establish policies and procedures for the licensing <b>EXAMINATIONS FOR NURSING</b> .	Although policies and procedures presently exist for the licensure examinations, it will be essential to provide policies and procedures to remain current with the changing health care delivery system and advancing technology.
	C. Provide consultative services for council members, groups, agencies and individuals concerned with the <b>SAFE AND EFFECTIVE PRACTICE OF NURSING</b> .	Consultation may be provided by organizational staff or board members in the future.
	D. Maintain and enhance communication about NCSBN, its members and issues concerning safe and effective nursing practice.	
	E. Revise and promote guidelines to enhance the uniformity of the licensing process among the respective jurisdictions.	Member Boards have the authority relative to the use of guidelines.
	F. Analyze member and societal needs at least every two years.	Biennial analysis of member and societal needs serves as a point of reference for ongoing evaluation.
II. Utilize <b>HUMAN AND FISCAL RESOURCES THROUGH SOUND PLANNING</b> that allows for growth and creativity.	A. Implement a financial model to be used as a guide for the development of NCSBN.	Growth in this context indicates the ongoing state of financial development to maintain organizational viability.
	B. Strengthen the organizational structure in the complex environment of high technology, transforming health care delivery systems, global communication and international <b>INTERACTION</b> .	
III. Expand collaborative relationships with relevant organizations to facilitate the development and promotion of health related public policy.	A. Provide specific opportunity for direct dialogue, interaction and mutual decision-making among national health groups.	Public policy. That principle of the law which holds that no subject can lawfully do that which has a tendency to be injurious to the public or against the public good. The principle under which the freedom of contract or private dealings is restricted by law for the good of the community. The term "policy," as applied to a statute, regulation, rule or law, course of action or the like refers to its probable effect, tendency or object, considered with reference to the social or political well-being of the state. ( <i>Black's Law Dictionary</i> , pg. 1041).

\*Comments are provided to address specific questions that were raised at the regional Area meetings.



## Long Range Planning Committee Proposed Goals and Objectives—continued

GOAL	OBJECTIVE	*COMMENT
	<ul style="list-style-type: none"> <li>B. Promote and facilitate effective communications with related organizations, groups, and individuals.</li> <li>C. Increase consumer involvement with NCSBN.</li> </ul>	<p>Consumer involvement implies work with consumer groups such as hospitals, advocacy groups, patient representatives, and other established health consumer groups as well as ad hoc task forces.</p>
IV. Implement a comprehensive automated information system for use by members, organizations and the public.	<ul style="list-style-type: none"> <li>A. Develop a five year plan for an automated information system.</li> <li>B. Collect, analyze and disseminate data and statistics in such <b>AREAS</b> as licensure, <b>EDUCATIONAL PROGRAMS</b> and regulatory functions.</li> </ul>	
V. Advance research that contributes to the public health, safety and welfare.	<ul style="list-style-type: none"> <li>A. Conduct and disseminate research pertinent to the mission of NCSBN.</li> <li>B. Develop research proposals <b>ANNUALLY</b> which merit independent funding.</li> <li>C. Involve member boards in research at the jurisdictional level for use and distribution by NCSBN.</li> </ul>	<p>Annual development of research proposals serves as a point of reference for the ongoing evaluation of research needs.</p>

\*Comments are provided to address specific questions that were raised at the regional Area meetings.

## **CTB/McGraw-Hill Annual Report of the Test Service National Council Licensure Examination**

### **INTRODUCTION**

In comparing the functioning of the Test Service to the previous year, this past year has been an important year of implementing those services described in the new contract, providing new services and products, and planning the future use of measurement technology in examination services. The new Practical Nursing Test Plan has been implemented in developing the October 1985 examination, in designing a new Practical Nursing Diagnostic Profile report, and in planning to convene a panel of judges to establish the passing score standard for practical nurse examinations based on the new test plan. In addition, plans have been implemented for the new Panel of Content Experts. The Test Service has worked cooperatively with the National Council of State Boards of Nursing to develop the NCLEX Summary Profiles subscription service and the NCLEX-RN Diagnostic Assessment Test to provide useful information to nursing programs and nursing students in making educational decisions. Finally, the Test Service has functioned to examine with NCSBN the appropriate application of psychometric technology to nurse licensure examination needs. The following annual report provides an overview of these CTB/McGraw-Hill activities to date on the National Council Licensure Examination (NCLEX), including item and examination development and administration of the NCLEX-RN 784, NCLEX-PN 084, NCLEX-RN 285, and NCLEX-PN 485.

### **DEVELOPMENT OF THE ITEM POOLS**

CTB/McGraw-Hill staff has assisted the Council in selecting NCLEX item writers by identifying specific content needs of the item pools. Confidential directions have been presented to the Examination Committee for review and approval prior to each item-writing workshop. These directions served as the focus for specific item-writing assignments.

To further assist NCSBN in the item writer selection process, CTB staff has developed a screening test for potential item writers; this consists of a writing exercise designed to identify the writing strengths and skills necessary to create items that will meet NCLEX standards. This screening test will be used beginning with the selection process for those item writers participating in the July 1986 RN item-writing workshop.

An NCLEX-PN item-writing panel met during October, 1984, and an NCLEX-RN panel met during February, 1985. Approximately 675 items were written during the year.

Drafts of these newly written items were presented to State Boards for their review during February and May; the results of this review were tallied and summarized for Examination Committee action.

### **EXAMINATIONS**

Two Practical Nursing and two Registered Nursing examinations were prepared and administered during the year. NCLEX-RN 784 was administered to 80,318 candidates, NCLEX-PN 084 was administered to 33,873, and NCLEX-RN 285 was administered to 34,530. As of May 29th, the final number of candidates taking the NCLEX-PN 485 is not available.

## **PRACTICAL NURSING DIAGNOSTIC PROFILE**

A new Practical Nursing Diagnostic Profile has been developed to report information according to the new Practical Nursing Test Plan and will be implemented for the NCLEX-PN October, 1985 examination.

## **PANEL OF CONTENT EXPERTS**

The first Practical Nursing Panel of Content Experts (PCE) will meet at CTB July 8-12, 1985. Specific guidelines for reviewing newly written items are being prepared and will be sent to the PCE members. The Panel will be reviewing items written June 10-14, 1985. The first Registered Nursing Panel of Content Experts will meet on September 9-13, 1985 to review items written July 29-August 2, 1985.

## **DISASTER PLAN EXAMINATION**

The first phase of the NCLEX Disaster Plan has been implemented. Sufficient numbers of NCLEX-RN booklets have been printed and are available for an examination administration.

## **CTB/McGRAW-HILL INVITATIONAL CONFERENCE**

CTB/McGraw-Hill held an Invitational Conference at CTB/McGraw-Hill offices in Monterey, California, on October 11-12, 1984 for personnel and staff from all State Boards. Fifty-two individuals from 28 State Boards attended the conference. The objectives of the conference were to learn about the processes involved with the NCLEX examinations and applications; to answer questions typically encountered by State Boards about the development, shipping, scoring, application and examination processing; and to meet the NCLEX and NCSBN Data Center Staff. The evaluations from those attending were positive, and twenty-four State Boards requested transcripts of the various presentations.

## **RESEARCH AND TECHNICAL SUPPORT**

CTB/McGraw-Hill has provided NCSBN with research support and education services as required throughout the year. Among these have been reports and presentations to staff and the Examination Committee about the nature of item response theory and the Rasch model, revision of the Practical Nursing diagnostic profiles, a study to evaluate item selection guidelines, and a study concerning the reuse of test items that have been exposed.

## **APPLICATION OF TECHNOLOGY TO THE NCLEX PROGRAM**

CTB/McGraw-Hill continues to apply the most current measurement technology available in developing and administering the NCLEX program. Rasch statistics are gathered and stored in addition to traditional item analysis statistics in the computerized NCLEX item banks. These Rasch statistics are particularly useful in assembling examinations, because they provide an estimate of item difficulty that does not depend on the particular group of examinees on whom the items were initially tried out. Also, they make it possible to estimate measurement error around the most crucial point, the passing score. The distractor analysis from the traditional item statistics is useful in order to evaluate the technical quality of the questions.

Two Practical Nursing and two Registered Nursing examinations were developed and administered during the year. Each of these examinations was assembled carefully to meet the approved specifications.

A total of 65,633 first-time U.S. candidates took the NCLEX-RN 784 examination. The estimate of reliability for the total test was .89 and the standard error of measurement was 8.24, or approximately one third of a standard deviation. Although the statistics based on the total group of candidates who took the NCLEX-RN 285 examination were not available at the time this report was prepared on May 29th, statistics based on a representative sample of those examinees were used as a basis for comparison. The estimate of reliability for the total test was again .89, despite the reduced length of this examination. The standard error of measurement was 6.95 which was again approximately a third of a standard deviation. Based on these results, no apparent statistical problems arose from going to the shorter test. The overall passing rate for first-time U.S. candidates was 89.2% for the NCLEX-RN 784 and estimated to be 90.8% for the NCLEX-RN 285 examination.

A total of 29,677 first-time U.S. candidates took the NCLEX-PN 084 examination. The estimate of the reliability of the total test was .85 and the standard error of measurement was 5.52, a little more than a third of a standard deviation. Again, the total group statistics for the NCLEX-PN 485 examination were not available at the time this report was prepared so statistics based on a representative sample of first-time U.S. candidates were used as a basis for comparison. The estimate of the reliability for the test was .87. It was also .87 for the NCLEX-PN 484 test. The standard error of measurement was 5.62, or just a little over a third of a standard deviation. It had also been slightly more than a third of a standard deviation in the NCLEX-PN 484 examination. The passing rate for first-time U.S. candidates taking the NCLEX-PN 084 examination was 91.8% compared to an estimated passing rate of 92.5% for the NCLEX-PN 485 examination.

In addition, the new Test Plan for Practical Nurses will be implemented for the October, 1985 NCLEX-PN examination. A Panel of Judges will meet at CTB/McGraw-Hill on June 6-7 to complete the Modified Angoff Study, through which a criterion-referenced passing score will be established for examinations assembled according to the new test plan.

Finally, a three-month study was completed on behalf of the Council to prepare for research and development of a system for computerized administration of the NCLEX examinations. The objectives of the study were to develop an understanding of the degrees of computerization feasible for a licensure examination; to identify the critical psychometric, computer, and operational issues that must be resolved before implementing a computerized examination; and to plan and budget for the transition to a computerized examination.

In summary, even though great care is taken to ensure that the NCLEX program is technically sound and meets generally accepted standards for licensure examinations, it is extremely important to examine psychometric issues to maintain the quality of the NCLEX program and to keep this complex examination program current. Research issues involving psychometric models, scale stability, and factorial structure of the examinations will be examined over the ensuing years. These issues are particularly relevant to the computerized administration of NCLEX.

## **NCLEX SUMMARY PROFILES**

CTB/McGraw-Hill has provided the NCLEX Summary Profiles service to subscribing Registered Nursing and Practical Nursing programs during the year and has worked with the Council to provide information about the service, to obtain new subscriptions, and to obtain subscription renewals.

The profiles were sent to subscribing Registered Nursing programs following the release of NCLEX-RN 784 and NCLEX-RN 285 summary analyses to State Boards.

The profiles were sent to subscribing Practical Nursing programs following the release of NCLEX-PN 084 and NCLEX-PN 485 summary analyses to State Boards.

### **NCLEX-RN DIAGNOSTIC ASSESSMENT TEST**

Test development activities were initiated in the design and production of a diagnostic assessment test to be provided to candidates preparing to take or retake NCLEX. The test will contain entry-level job-related test items based on the NCLEX test plan. The test items were field tested in May and June, 1985, using a representative sample of nursing licensure candidates. Following field testing and completion of the statistical analyses, test items will be reviewed by the NCSBN-appointed Diagnostic Assessment Test Committee and selected for inclusion into the final test instrument. Summary information provided to the test taker will be designed to allow an assessment of strengths and weaknesses within a variety of content frameworks and will include study information and reference citations to facilitate effective study.

## **Annual Report of the NCSBN Data Center National Council Licensure Examination**

### **INTRODUCTION**

In comparing the functioning of the NCSBN Data Center to the previous year, this past year has been an active year of implementing those services described in the new contract, developing new application materials, and providing software development and reporting services to implement the new NCSBN program code system. The following annual report provides an overview of those CTB/McGraw-Hill activities to date in the NCSBN Data Center including application processing of the NCLEX-RN 784, NCLEX-PN 084, NCLEX-RN 285, and NCLEX-PN 485; application shipments; program code changes; and the new NCSBN program code system.

### **APPLICATION PROCESSING**

The NCSBN Data Center processed 81,974 candidates for the NCLEX-RN 784 examination; 34,892 candidates for the NCLEX-PN 084 examination; 35,566 candidates for the NCLEX-RN 285 examination; and, as of May 29th, 15,700 candidates for the NCLEX-PN 485 examination (this figure does not include one large state).

### **APPLICATION SHIPMENTS**

A total of 189,000 applications were shipped to 54 Registered Nursing and Practical Nursing state boards of nursing. Five state boards are now using tape to transmit their candidate information to the Data Center.

### **PROGRAM CODE CORRECTIONS**

The NCSBN Data Center Staff processed program code corrections for a total of 2358 candidates for the NCLEX-RN 784, NCLEX-PN 084, NCLEX-RN 285, and NCLEX-PN 485 examinations. These corrections included changes in program codes, educational background, and repeat status.

### **NEW APPLICATION MATERIALS**

NCSBN application packets for NCLEX were changed to include a postcard to allow applicants to obtain verification that the correct application form had been received with the correct type of payment made to the correct payee. The application was revised to include instructions on the use of the postcard and to inform candidates of the \$25 application fee beginning with the October 1985 practical nurse and the February 1986 registered nurse licensure examinations.

### **NEW PROGRAM CODE SYSTEM**

NCSBN Data Center staff, NCSBN staff, and CTB/McGraw-Hill programming staff worked on the development and implementation of a new NCSBN program code system. The new program code system began with the NCLEX-RN 285; all jurisdictions were assigned a new two-digit code that was incorporated into their testing location codes, candidate numbers, and program codes.

## **Report of the Steering Committee for Analysis of Membership Needs Project**

During the pre-convention Board of Directors' meeting in August 1984, the Board authorized negotiation of a contract with Touche-Ross Company to conduct a study analyzing potential areas for expanding or improving the Council's services to its membership. The study began in October 1984, and the final report was submitted to the Board of Directors in April 1985.

Included in the project design was the use of a Project Steering Committee, whose role was to provide direction to the project team, and to review and provide input on the survey questionnaire, results of the survey, suggestions for improved and/or expanded services, and implementation strategies for recommendations developed from the study.

The Steering Committee was comprised of three members of the Long Range Planning Committee (one of whom was also a member of the Board of Directors), three members of the Board of Directors, and one National Council of State Boards of Nursing staff member. The Committee was chaired by Phyllis Sheridan, Vice President of National Council of State Boards of Nursing.

The first meeting of the Steering Committee was held on November 17, 1984, in Chicago. During that meeting, the project staff presented a detailed overview of the project, including a timetable outlining the phases and steps to be completed. The majority of the Committee's meeting time was spent reviewing and offering suggestions regarding the proposed survey questionnaire.

The second meeting of the Committee was held in Chicago on March 12, at which time the final draft report, including key observations, conclusions and recommendations, and implementation strategies was reviewed. Between meetings, Steering Committee members had provided responses and feedback to the project team by mail and telephone at several stages of the project. Following the March 12 meeting, draft copies of the final report were sent to the Steering Committee for review and comment, prior to printing of the Report.

The considerable time and effort given by members of the Steering Committee to their task was greatly appreciated by the Committee Chair.

Respectfully submitted by  
Phyllis T. Sheridan, R.N., Idaho, Area I  
Chairperson

## **Report of NAPNES/NCSBN/NFLPN Liaison Committee**

The NAPNES/NCSBN/NFLPN Liaison Committee meeting was held on January 14, 1985, in St. Louis, Missouri.

The minutes of the January 23, 1985, meeting were approved with minor corrections.

The new NCLEX PN Test Plan was distributed by NCSBN. The policies and procedures for selection of item writers and panel of content experts were also shared with the group.

NFLPN and NAPNES expressed deep concern about the lack of LPN members of Boards of Nursing as representatives to the Delegate Assembly and to the Area meetings. NCSBN emphasized the rights of boards to select their own representatives but stated that NCSBN Board of Directors will make this concern known to its Member Boards.

NAPNES representatives conveyed a request from NAPNES Board of Directors to hold future Liaison Committee meetings in conjunction with the NCSBN convention. Representatives of NCSBN and NFLPN did not find this request feasible. After some discussion, it was suggested that NAPNES and NFLPN co-sponsor a meeting for LPN's/VN's attending future NCSBN conventions. NCSBN agreed to provide a meeting room at their annual convention for this purpose.

A number of surveys were discussed. It was agreed that NCSBN will share a copy of the results of the survey on continuing competence, analysis of membership needs, and licensure statistics when available. NAPNES will also share a copy of their survey of State Boards of Nursing.

General information from all groups was shared as follows:

NAPNES Annual Convention, May 13-15, St. Louis  
NFLPN Annual Convention, September 22-26, Atlanta  
NCSBN Area I April 11-12, Albuquerque, New Mexico  
Area II April 22-23, Milwaukee, Wisconsin  
Area III April 18-19, Oklahoma City, Oklahoma  
Area IV April 25-26, Albany, New York

NFLPN presented a resolution voted by their membership in August, 1984, which calls for an extension of PN programs to an eighteen (18) month endeavor and awarding an Associate Degree. NAPNES voiced their rejection of the NFLPN resolution and presented their position statement. NCSBN was asked to state their position regarding entry into practice, and Board representative Marilyn Meinert stated that NCSBN does not have a position statement on this issue.

NCSBN reported on A Study of Nursing Practice and a Job Analysis and Role Delineation of Entry Level Performance of Registered Nurses. ACT of Iowa was awarded the project. The advisory committee is concentrating on the master list of functions of different variables:

Is there a difference in activities?  
Is there a difference due to licensure?  
Is there a difference due to degree?  
Is there a difference due to practice setting?

NCSBN reported that a pilot questionnaire was currently being circulated. The study is scheduled for completion in June, 1986, with a report to the NCSBN Delegate Assembly in August, 1986.



The NCSBN also circulated a report of the NCSBN Long Range Planning Committee to each organization (NAPNES and NFLPN).

The next Liaison Committee meeting was scheduled to be hosted by NCSBN at Chicago in January, February or March of 1986. NCSBN will request and organize the agenda items.

Respectfully submitted by  
Marilyn Meinert, R.N., Missouri, Area II

**Committee Members**

Elizabeth Kinney (NCSBN)  
Marilyn Meinert (NCSBN)  
Louise Samuel (NFLPN)  
Eloise Sparkman (NAPNES)  
Patricia Williams (NCSBN)

**Staff Present**

Eileen Dvorak (NCSBN)  
Sammy Griffin (NFLPN)  
Helen Larson (NAPNES)  
Barbara Pieta (NCSBN)

## **Continuing Professional Education Development Project**

The 1984 progress report of the Continuing Professional Education Development Project (CPED) to the Delegate Assembly ended with the completion of phase five of the Practice Audit Model, the organizing framework for the activities of the project. In the intervening time frame, much has been accomplished to bring the model to closure at phase seven.

The Nursing Profession Team of the CPED Project held its seventh meeting, December 10-12, 1984, at University Park, Pennsylvania. The primary purpose of that meeting was to finalize the planning for two continuing education programs developed following analysis of the data from the practice audit sessions conducted in the previous year. The two programming areas selected by the team were gerontological nursing knowledge and the nursing process. Team members recognized that the two programs were significantly related and efforts were made to integrate concepts and content as much as possible. As logistics prohibited tandem programming, the gerontological knowledge offering was conducted first and was presented in a one-day conference format in Hershey, Pennsylvania on February 26, 1985. The behavioral objectives established for conference participants were:

1. Describe changes which occur in the aging process from social, psychological, and biological perspectives.
2. Examine selected societal attitudes and policy issues that affect the well being of older adults in American society.
3. Identify major courses of health problems in the older adult.
4. Relate ethical principles to the problems of older adults and the practice of gerontic nursing.
5. Describe implications of gerontological knowledge for the provision of health services and nursing practice.

The format selected for the nursing process program was a two-day interactive workshop using teaching materials previously developed by the team. The offering entitled "When Planning Really Counts — Nursing Care of the Older Adults" was held in Hershey on April 10-11, 1985, and addressed the following objectives:

1. Utilizing a bio-psycho-socio-physiological framework and the nursing process, develop a nursing care plan for the older adult.
2. Given a description of the professional standards of care and the realities of organizational contexts, describe the value of applying the nursing process to the care of the older adult in your practice setting.
3. Describe strategies for integrating the nursing process into the practice setting.

Content development, teaching responsibilities and program logistics were finalized during the December meeting of the team. Both of the continuing education offerings were designed for a target audience of registered nurses who had not received advanced training in gerontic nursing, but who worked with an elderly population in either the acute or extended care setting. An indepth evaluation will be conducted for both of the offerings and as the analysis is completed and project outcome materials are developed, follow-up reports will be submitted.

In addition to the work of the Nursing Profession Team, the overall continuing professional education project has proven to be of significant interest to educators and researchers not only in the United States, but other countries as well. Under the aegis of the Brazilian Ministry of Education and Culture, and its Coordination for the Improvement of Higher Education Personnel (CAPES) Project, two members of the CPED project staff and I were invited to

participate in an educational exchange with representatives of the Brazilian PAPPS project (Program of Pedagogic Support for Health Professionals) from January 27 through February 9, 1985. The travel itinerary for the delegation included workshops for multi-disciplinary audiences in Brazilia, Porto Alegre, Campinas, and Sao Paulo, Brazil. Although the focus of the two projects (PAPPS and CPED) proved to be significantly different, with the PAPPS project focusing on methodological teaching strategies and the CPED project focusing on assessment of learning needs, the exchange proved that in practice, the two projects were more similar than different. Several Brazilian PAPPS coordinators traveled with the team, and at the completion of the two-week visit indicated that various aspects of the CPED project model could in fact be modified for application in the Brazilian professional education system. Interestingly, the implementation framework currently being used by the PAPPS project is also a modification of another familiar education model, the Teacher Improvement Project (TIPs), developed by the University of Kentucky. Although the CPED project delegations members were familiar with the TIPs project, both from the literature and from informal communication with its director, this was our first opportunity to observe a project which was based on the TIPs model implementation. As an informational exchange then, this visit was certainly a success.

From a purely vested nursing perspective, the exchange was also a notable success. Although professional nursing education within the university structure is in its neophytic stages in Brazil, and nurses as professionals are far outnumbered by other health care providers throughout the country, nursing is beginning to take its place in the Brazilian health care system. Significantly, although the majority of professionals in the audiences for our presentations were physicians and dentists, they were highly interested in the work of the Nursing Profession Team. (Not surprisingly perhaps, there were many questions from the groups regarding the term "nursing diagnosis.")

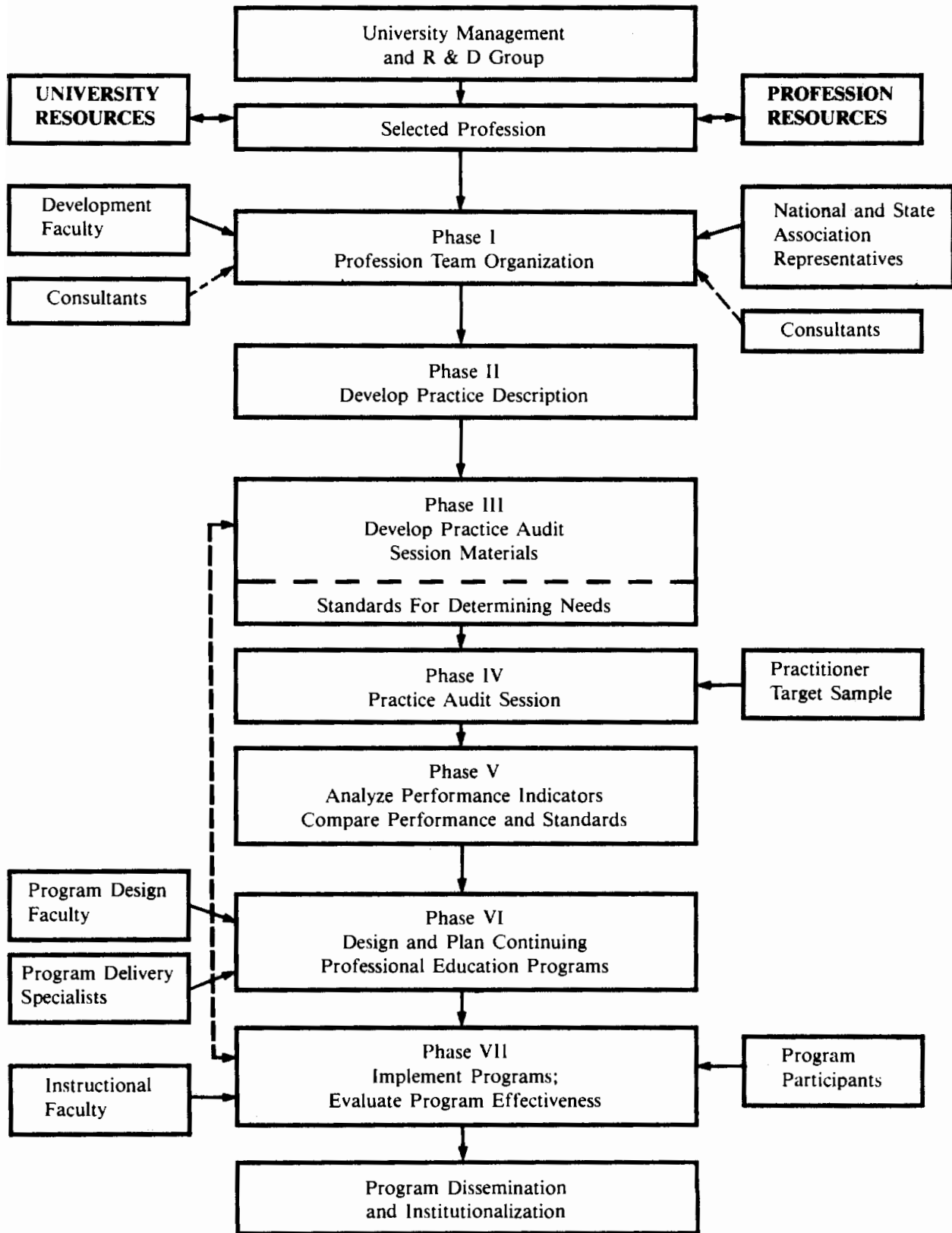
In summary, the Continuing Professional Education Development Project is coming to a close with the implementation of phase 7 of the Practice Audit Model. The last meeting of the project of the Nursing Profession Team originally scheduled for June 3-5, 1985, at University Park, has been rescheduled for a later date. Following that meeting, a full historical report of the Nursing Profession Team of the CPED project will be filed with the Board of Directors of the National Council of State Boards of Nursing.

A five-year perspective of the CPED Project has proven that the hallmark of the Practice Audit Model is its singular approach to identification of learning needs necessary for competent practice. The clear logic of the model is, at once, its most appealing and practical feature. As a result of this clarity of purpose, the end product of the model is continuing education programming expressly designed to address practice oriented deficiencies, be they in the cognitive, psychomotor or affective spheres. Given the charge of regulatory agencies — public protection — this model has definite application for both mandatory and non-mandatory continuing education jurisdictions.

In closing, I would be remiss were I not to clarify that it has indeed been a singular honor and a definite pleasure to have been the representative of the National Council of State Boards of Nursing to the Nursing Profession Team of the Continuing Professional Education Development Project from 1980-1985. I trust that through the venue of annual reports to the Delegate Assembly, some measure of the value, dynamism, and applicability of the work of the Continuing Professional Education Project has been depicted.

Respectfully submitted by  
Mary A. Romelfanger, Kentucky, Area III

# Practice Audit Model



## Report of Disciplinary Task Force

The second meeting of the Disciplinary Task Force was held at the National Council of State Boards of Nursing headquarters on March 13 and 14, 1985. Because a year had elapsed since the previous meeting and because the Chairperson and one member had been replaced, the Task Force members felt a need to approach their task anew. They began their second meeting by reviewing the Board of Directors' charge to the Task Force, the work completed at the first meeting, the Report that was submitted to the Board in April 1984, and the Board's comments and suggestions. Preliminary findings of the Analysis of Membership Needs Study related to disciplinary matters were also reviewed.

The Task Force also reviewed a summary of information received from 41 jurisdictions in response to a questionnaire that was circulated to Member Boards in May 1984. The survey results showed that 44 of the 45 responding Boards use the Disciplinary Data Bank information. Forty-two boards use the printouts to check for names of their own licensees against whom action has been taken in another state and then proceed to initiate disciplinary action. Eleven boards check the names against their own licensee roster but also check all endorsement applicants against the disciplinary data bank file. In answer to a question 'How can the Council help?', most respondents requested information about other Boards disciplinary procedures and standards.

The Task Force members decided they wished to continue working on a model disciplinary procedure with accompanying flow chart. Draft two of the model procedure was submitted to the Board of Directors at their April meeting for review and comment. When the model is completed, the Task Force recommends that it be published as an inexpensive tri-fold brochure and made available to Member Boards and to anyone else who might be interested.

During their next meeting in June, the Task Force members plan to complete their work on the Model Disciplinary Procedure and Flow Chart and to address other disciplinary areas identified by Member Boards.

Respectfully submitted by  
Phyllis T. Sheridan, R.N., Idaho, Area I  
Chairperson

### Task Force Members:

Jean Caron, Maine, Area IV  
Marjorie Doyle, New York, Area IV  
Linda Savannah, Texas VN, Area III  
Lois Scibetta, Kansas, Area II

## **Report of the Executive Director**

The responsibility of reporting to the membership of an organization gives staff the opportunity to share ideas and achievements, to applaud the work and accomplishments of those who volunteer time, effort and dreams and to reflect upon the future of an entity that binds disparate but congruent figures together.

Diversity and continuity are keys to an open and progressive organization. Abilities differ; process modes differ. What is similar is the concern that staff members share with colleagues on the Board of Directors and on committees to effect a healthy, growth-oriented National Council of State Boards of Nursing.

Another key is the focus of all upon accomplishments of specific objectives vis-a-vis activities for their own sake.

George Odiorne in a production on management by objectives tells a humorous but significant story. The aim of the story was to emphasize the difference between accomplishing objectives and performing activities. The story is that a county supervisor visits a high school to evaluate its program. In his observation of students, he notes one young man who appears very industrious and purposeful using a table saw in the woodworking class. He observes how rapidly he moves and saws wood. Finally, he approaches this student and asks what he is trying to produce. The young man stops, smiles, and says "sawdust."

The purpose of this report is to share a summary of staff accomplishments and not staff "sawdust." The activities performed relate to objectives. The objectives are reported according to the major program services of testing, information and consultation, research and studies, publications, and public relations. Major operational changes are reported briefly in the final section.

### **TESTING**

The ongoing objective in relation to testing services is to provide examinations for registered nurse and licensed practical/vocational nurse candidates that differentiate between the competent and those who are not competent to practice nursing. Various actions supported this objective. These actions included support of the Examination Committee's activities, implementation of the new test service schedule according to contract provisions, and administration of the test application and handscoring processes.

In addition to soliciting and reviewing nominees for item writing as done in the past, staff were involved in implementing new plans. Of special note, during this past year, was the initiation of the panel of content experts process. Staff solicited nominees and worked with the Board of Directors to select this new group. The panel of content experts for the practical nurse examination was selected first and it will meet July 1985.

Because the new test plan for the practical nurse licensure examination is implemented with the October 1985 administration, a panel to establish the passing score needed to be convened again. Member Boards again responded to a request for nominees and staff reviewed the responses and prepared recommendation for action by the Board of Directors' committee. This panel met June 1985.

1984-1985 was also the year to initiate the National Council program code system. Staff continue to coordinate this activity with Member Boards and with CTB/McGraw-Hill. Codes have

been assigned and used since the February and April 1985 examinations. Corrections have been made to the system since the initiation and testing of its application during the fall of 1984.

Concomitant with test development is the continued concern for security and for provision of a disaster plan. Staff in cooperation with the Administration of Examination Committee monitored the maintenance of security of the licensing examinations.

The preparedness phase of the disaster plan was implemented during the year. The objective is to have a system available that responds to a variety of emergencies concerning the administration of secure examinations at any point in the examination process.

In keeping with the intent for a secure examination, there were efforts to design a system that met requirements of both United States Customs and the National Council. The Administration of Examination Committee, CTB/McGraw-Hill staff, National Council staff, and U.S. Customs officials were all involved in devising alternative methods to have examinations returned safely from territories that require materials to be subject to Customs intervention.

Staff continued to work with CTB/McGraw-Hill test service staff in coordinating test development and test application activities. Daily contacts on operational questions and on problem resolution continued throughout the year. Maintenance of the systems established for applying for the examination, for scoring, and for reporting results of the examination occupied staff time.

To assure the same quality of technical expertise as had been the pattern during the initial years with CTB/McGraw-Hill (CTB) as the National Council test service, staff were involved in the long review by CTB management for the replacement for Susan Holmes as Technical Coordinator. Larry Klein assumed the position April 1985.

Staff assisted test service staff in planning the invitational conference on testing which was held October 1984. This conference was very well received by Member Board participants.

## INFORMATION AND CONSULTATION

The National Council objective of providing consultative services to Member Boards is considered of high value by staff. Thus, requests by or on behalf of Member Boards receive the same focus as they have in the past, even though the number and variety of requests have increased exponentially. Telephone and written consultation by staff is considered a high priority. Where and when possible, conferences with members and staff of boards of nursing are viewed as having even greater merit. The opportunity to share information was provided during this past year, when the Executive Director participated in a program on test development sponsored by the Louisiana State Board of Nursing.

One major objective is to provide information that is of central concern to Member Boards' functions in an expeditious manner. Disciplinary responsibility of boards of nursing is one of their major functions. Therefore, it has been an exciting development to be able to respond to requests for data within shorter time frames. During this past year, staff were able to complete the entry of back disciplinary data onto computer and to begin to generate monthly and annual frequency data on disciplinary actions taken by Member Boards. Summary annual data for the number of cases, actions taken, case descriptions and age categories have been completed for the time period of September 1980 through December 1984. Monthly summaries provide the same data except age categories. This represents the first compilation of data on disciplinary actions for registered nurses and licensed practical/vocational nurses ever performed nationally. Comparative analyses can now be made and searches have been made to respond to specific inquiries of concern to Member Boards.

In concert with members of the Disciplinary Task Force, staff have assisted in the development of a preliminary draft of a narrative model on disciplinary process.

The information on licensure statistics gathered during Spring 1985 will be used to update data compiled from the annual report of 1983. Staff, with the assistance of a consulting statistician and the results of a survey conducted by one Member Board, will be completing another effort to update information on licensure requirements prior to the Delegate Assembly convention in August 1985.

One of the major activities performed by Touche-Ross consultants, under the direction of the Board of Directors, during this past year was the conduct of a study to analyze membership needs. The Executive Director was a member of the Steering Committee and other staff participated in the sharing of available information as requested and in reviewing draft documents. The results of the membership study support the concept that members generally have placed a high value on information services. To comply with the need for more information assistance as perceived by members, staff have begun preliminary explorations of ways to provide such services.

The Executive Director attended the four Area meetings of the National Council during Spring 1985 to share developments and to relay information about specific projects of interest to Member Boards. Again, the exchange contributed to understanding of specific concerns of members. The opportunity to share openly, and to work together to accomplish the goals of the organization are the outcomes of Member Board representatives and staff meeting in Area sessions.

Staff are aware that the major purpose of the annual convention of the Delegate Assembly is to provide a forum for the policy making body of the National Council to consider issues of concern to its members and to decide the appropriate resolution of issues. To this end, staff participate in the preparation for the business of the Delegate Assembly. Staff also participate in preparing for convention programs on areas of interest to Member Boards.

## RESEARCH AND STUDIES

Research on questions that relate to the purposes of the National Council is a major organizational objective. The Study of Nursing Practice and Job Analysis and Role Delineation of Entry Level Performance of Registered Nurses (Study) represents the major research project of the National Council. It was initiated during the 1983-1984 year and it will continue until June 1986. Staff have worked with the project director from American College Testing Program in the early phases of beginning the project and have monitored the conduct of the Study since its inception. To facilitate conduct of the Study, staff communicated with each Member Board to gain permission to use specific examination data for study purposes only. The Executive Director and other staff attended the Advisory Committee meetings and reviewed materials prior to dissemination at each step of the project. Ongoing project supervision will continue during 1985-1986.

Other surveys were prepared and disseminated on behalf of National Council committees. These surveys included: collection of statistical data on candidates for licensure on behalf of the Finance Committee; information on appeal processes and opinion on timing of examination administration on behalf of the Administration of Examination Committee; and data on continuing competence for the Nursing Practice and Standards Committee. Staff also participated in the research and development of position papers on impaired nurse and on continuing competence. An example of an interorganizational collaborative effort was the study conducted by committee members and staff of the American Nurses' Association and National Council for the production of the joint statement on regulation of "advanced practice."



Testimony presented by organizations at the Long Range Planning Committee invitational conference was reviewed in conjunction with the data received in response to the trend analysis survey conducted by that committee. Staff participated in that review with committee members.

Staff continue to investigate the possibility of a funding grant to support the research needed to respond to the question of feasibility of computer-adaptive testing. It is believed by staff that computer adaptive testing will service the Member Boards and the public by providing rapid, accessible, and more accurate evaluation of the candidate for licensure. Meetings were held with staff of both CTB/McGraw-Hill and the National Board of Medical Examiners to explore concepts and issues involved in computer testing.

To assist the Board of Directors in review of its structure to meet the needs of the organization, the Executive Director worked with consultants from Hay Group Consultants and from Vedder, Price, Kaufman and Kammholz to plan a portion of the Board retreat. In addition, the Executive Director prepared documents on Board committee structure and function for review and use by the Board of Directors and Coordinating Committee.

## PUBLICATIONS

Publications are produced generally to share views and concerns of Member Boards and the developments within Member Boards and the National Council that might affect resolution of the identified problems.

For that purpose, the quarterly publication, *Issues* covered topics on licensure in the future, highlights of the 1984 convention of the Delegate Assembly, the Study of Nursing Practice and Job Analysis and Role Delineation of Entry Level Performance of Registered Nurses, and comparable and current actions on nurse licensure in the Canadian provinces and other countries.

A centralized resource document, the National Council Manual, was prepared and disseminated by staff. It offers a repository for all documents relating to the National Council that Member Boards use on a frequent basis.

The book for the registered nurse candidate was revised. This new edition of *NCLEX-RN* was distributed April 1985. In this edition, a rationale statement for each answer is introduced. This was the first time that a team of clinical specialists was used to write a rationale for the questions published in the book since the time the questions were produced by specialists, prior to being used in the licensure examination. Selected staff devoted hours of time in preparing this new edition. Underway, at the time of writing this report, is the revision of the book for practical/vocational nurse candidates, *NCLEX-PN*. This revision will also provide a rationale for each question and will have questions according to the new test plan for practical nurse licensure examination.

Other publications prepared by National Council staff have been maintained. Biweekly newsletters to Member Boards and fact sheets on position statements approved by the Delegate Assembly and on membership benefits have been produced during this year.

To help nursing programs analyze the performance of their graduates, the National Council Licensure Examinations Summary Profiles, *NCLEX-SP*, were produced during 1984. National Council staff have cooperated with CTB/McGraw-Hill staff in the production of these profiles and have reported responses on the production and distribution to the test service.

During 1984-1985, the decision to change the Diagnostic Assessment Test (DX) from Assessment Systems Inc. to CTB/McGraw-Hill was made. Staff have met with CTB staff to negotiate a new agreement and to assist where appropriate in the production of the new assessment instrument.

A new edition of *Current Issues in Nursing* was published in June 1985. In it is a chapter on the National Council as a consumer protection organization co-authored by the immediate past President of the National Council and the Executive Director. Participating in this venture was considered to be positive in that it afforded an opportunity to share National Council perspectives with another readership.

## **PUBLIC RELATIONS**

The objective of public relations is to promote the purposes of the National Council through interrelationships with individuals and organizations that are not members of the National Council.

The Executive Director assisted members of the Board in liaison activities with the American Nurses' Association, the National League for Nursing, the National Association for Practical Nurse Education and Service, and the National Federation of Licensed Practical Nurses.

Staff maintained contacts with the American Hospital Association Council on Nursing, the Interagency Conference on Nursing Statistics, the American Medical Association's Informal Steering Committee on Prescription Drug Abuse, and the American Organization of Nurse Executives.

In one specific example of cooperative relations, staff participated as a resource for the American Hospital Association's Working Council Group on Rewriting Nurse Practitioners Guidelines for agencies that use the nurse practitioner in the hospital setting. Another example of cooperation was the sharing of 1983 survey data with the American Association of Colleges of Nursing, which assisted that organization in submitting a grant application. The Executive Director also served as a resource on the National Council to an author writing a book on policy analysis to be published by Health Administration Press of the University of Michigan.

In her role as a member of the National Commission on Health Certifying Agencies' Advisory Council on Assuring Continuing Competence Project, the Executive Director presented a paper on gaining acceptance of continuing competence assurance at the Commission's national conference. In addition, the Executive Director has worked with staff of that organization in developing a written report on continuing competence and continuing research needed on competence assurance.

The Executive Director prepared and gave a presentation on the new test plan for the practical nurse examination to the New York Council of Practical Nurse Educators. Also, she delivered a presentation on the National Council and the practical nurse test plan to the California Board of Vocational Nurse and Psychiatric Technician Examiners to assist that Board in its deliberations on reentry into the National Council.

As the newly elected President of the Federation of Associations of Regulatory Boards (FARB), the Executive Director prepared and edited the *FARB Wire* which was distributed to Member Boards in March. The FARB Board, is planning a forum to be held in Dallas, Texas, in February 1986.

The Executive Director and/or staff attended meetings to represent the National Council throughout the year. The Executive Director attended the National Association of Practical Nurse Education and Service Invitational Conference and the National League for Nursing Convention. At the latter, she participated with the President, Examination Committee Chairperson and other staff in a forum on National Council benefits and services.

During the past year, staff received visitors from the Ontario College of Nurses in Canada, from the Royal College of Nurses in Great Britain, and from the Federal Ministry of Health

in Nigeria. The purpose of these meetings was to share common concerns and issues, and to explore methods of cooperation.

### **NATIONAL COUNCIL OFFICE OPERATIONS**

Operations constitute the mechanism staff have to implement the policies or directives of the Delegate Assembly, Board of Directors and committees. The new positions of Assistant Director of Testing Services and Financial Director were approved by the Board of Directors to facilitate meeting the needs of Member Boards.

The purpose of organizational committees is to maintain a working basis through which policy program decisions can be achieved. Providing assistance to the three organizational committees of Bylaws, Finance and Nominating and to the six committees of the Board of Directors continue to require major commitment of staff time.

During this past year, the reincorporation plans for the National Council, the move to increase office space, and the negotiation of new contracts with Member Boards were accomplished.

### **CONCLUSION**

In the democratic process, all individuals are accorded the opportunity to participate in communicating ideas, suggestions and opinions.

The opportunity for staff to communicate to Member Boards and to the Delegate Assembly is realized in part through the production of this report. Staff join with all participants in the National Council in working toward achieving the mission of promoting public policy related to the safe and effective practice of nursing.

Respectfully submitted by  
Eileen McQuaid Dvorak  
Executive Director

## **Report of the Finance Committee**

The Finance Committee met twice during fiscal year 1985, on December 17-18, 1984, and on April 1-2, 1985.

Progress toward goals established for fiscal year 1985 is as follows:

**Goal #1** Monitor fiscal year 1985 budget implementation.

**Activity:** budget implementation was monitored through review of quarterly accountant compilations of income and expenditures.

**Goal #2** Monitor investments and cash assets for 1985 through investment counselor.

**Activity:** Cash assets and statement of return on investments was reviewed at each meeting of the Finance Committee.

**Goal #3** Develop fiscal year 1986 Budget.

**Activity:** The proposed budget for fiscal year 1986 was developed and verified based on programs as presented with appropriate policy decisions regarding program implementation referred for action by the Board of Directors.

**Goal #4** Consider financial impact of Long Range Planning Committee proposals.

**Activity:** Goals and objectives with specific strategies from the Long Range Planning Committee were reviewed as requested. The marketing study which incorporated strategies under long range goals was followed. Feasibility testing for implementation of suggested strategies carried forward to fiscal year 1986.

**Goal #5** Develop long range fiscal plans of 5 to 10 years.

**Activity:** Comparative statements on historical financial data and the draft of foundations for long range fiscal planning were developed. These statements included general consideration of needs, overall policies relating to internal financial planning, and assumptions for development of a model for financial forecasting. Recommendations for financial planning and forecasting data will be prepared in fiscal year 1986.

**Goal #6** Develop realistic budget calendar and fiscal planning policies.

**Activity:** Budget calendar and budget preparation assumptions were developed and approved prior to fiscal year 1986 budget preparation.

**Goal #7** Investigate replacement of current computer system.

**Activity:** Goals for data management and fiscal implications of additions in hardware and software were reviewed and consultant recommendations were forwarded to the Board of Directors.

Based on Finance Committee purposes and future needs of the Council, the following goals were established for fiscal year 1986:

1. To supervise financial status of Council to enable achievement of mission.
  1. Monitor fiscal year 1986 budget implementation.
  2. Monitor investments and cash assets for 1986 through investment counselor and quarterly reports.
  3. Prepare budget calendars and assumptions for fiscal year 1987 budget.
  4. Develop fiscal year 1987 budget.

**II. Develop policies contributing to the long term fiscal viability of the National Council.**

1. Develop long range fiscal plans giving consideration to the impact of the long range planning strategies.
2. Develop long range financial planning policies.
3. Develop financial policies to monitor existing services.
4. Investigate alternatives in budget preparation, for example, program versus line item budgeting.

Respectfully submitted by

Nancy R. Wilson, Treasurer & Chairperson, West Virginia-PN, Area II

**Committee Members**

Janette Packer, Pennsylvania, Area IV

Shirley Rennie, Arizona, Area I

Leota Rolls, Nebraska, Area II

Nancy R. Wilson, West Virginia-PN, Area II

## **Report of the Bylaws Committee**

The NCSBN's Bylaws Committee met May 13-14, 1985, at the National Council's Headquarters in Chicago, and subsequently by Conference Call on May 30, 1985. The activities of the Committee focused on the following:

- a review of the Bylaws and Standing Rules of the National Council;
- consideration of proposed amendments submitted by Member Boards, the NCSBN Board of Directors, and NCSBN Committees;
- preparation of proposed amendments identified by the Bylaws Committee; and
- preparation of recommendations to be presented to the 1985 Delegate Assembly.

Objectives for 1985-1986 are as follows:

1. Review of all proposed changes in Bylaws and Standing Rules of the National Council submitted by Member Boards, the NCSBN Board of Directors or NCSBN Committees; and
2. Continue with a comprehensive review of Bylaws and Standing Rules in preparation for a potential major revision following the completion of the Long Range Planning Committee's work in 1986.

Based on the activities for the year, the Bylaws Committee recommends for consideration, by the 1985 Delegate Assembly, the 18 proposed Bylaws changes and the four proposed Standing Rule changes, as presented in this report.

Respectfully submitted by  
Corinne Dorsey, Virginia, Area III  
Chairperson

**Committee Members:**

Corinne Dorsey, Virginia, Area III  
Donna Dorsey, Maryland, Area IV  
Elizabeth Kinney, Iowa, Area II  
Nancy Twigg, New Mexico, Area I

Attachment A: Report of the Bylaws Committee

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article II – Objectives</p> <p>The Council's objectives shall include but not be limited to the following:</p> <p>3. Assess trends and issues affecting nursing education and nursing practice as they affect the licensure of nurses;</p>	<p>Article II – Objectives</p> <p>The Council's objectives shall include but not be limited to the following:</p> <p>3. Assess and <b>TAKE A POSITION ON</b> trends and issues affecting nursing education and nursing practice as they affect the licensure of nurses;</p> <p>Submitted by Idaho Board of Nursing</p>	<p>"Identify, explore, take a position on" was deleted by the 1984 Delegate Assembly and replaced by the word 'assess' which means "to evaluate the quality or worth of."</p> <p>It is both appropriate and advisable for the Council to take positions on nursing education and nursing practice issues that affect the licensure of nurses.</p> <p>Submitted by Idaho Board of Nursing</p>	<p>The Bylaws Committee does not recommend this proposed change be adopted. As the #3 Objective is presently written, it does not preclude the Council from taking positions. The proposed amendment could be interpreted to mean the positions have to be taken on all trends and issues assessed.</p>

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article V – Officers</p> <p>Section 2. Qualifications</p> <p>Only members of a Member Board and nurses employed by or for Member Boards shall be eligible to serve as officers and shall have had at least one year of experience as a member or as an employee of a Member Board.</p>	<p>Article V – Officers</p> <p>Section 2. Qualifications</p> <p>Only members of a Member Board and <b>STAFF</b> employed by or for Member Boards shall be eligible to serve as officers and shall have had at least one year of experience as a member or as an employee of a Member Board.</p> <p>Submitted by Wisconsin Board of Nursing</p>	<p>The National Council would benefit by having a Board of Directors that reflects more than a unidimensional perspective. Bylaws allowing for a more balanced perspective would fortify the Council and Board's accountability and mission to "public health, safety and welfare." The majority on the Board of Directors will always be nurses, but the bylaws should allow representation by non-nurse Board staff with specialized expertise such as law, testing or administration.</p> <p>Submitted by Wisconsin Board of Nursing</p>	<p>The Bylaws Committee does not recommend this proposed change. The proposed change is too broad potentially allowing for clerical or other types of staff to be eligible for elected officer positions. The Committee does not believe this to be within the intent of the Council. The present bylaws do not preclude appointment of non-nurse staff to committees of the Council where their expertise can be used.</p>

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article V – Officers</p> <p>Section 2. Qualifications</p> <p>Only members of a Member Board and nurses employed by or for Member Boards shall be eligible to serve as officers and shall have had at least one year of experience as a member or as an employee of a Member Board.</p> <p>No more than three officers shall be from the same area.</p> <p>No person may hold more than one elected office at the same time.</p> <p>The president shall have been on the Board of Directors at least one year before being elected to office.</p> <p>No officer shall hold elected or appointed office in a state, regional or national association or body if such an office might result in potential, actual or appearance of conflict of interest to the Council as determined by the Board of Directors of the Council in accordance with standing rules.</p>	<p>Article V – Officers</p> <p>Section 2. Qualifications</p> <p>Only members of a Member Board and nurses employed by or for Member Boards shall be eligible to serve as officers and shall have had at least one year of experience as a member or as an employee of a Member Board.</p> <p><b>FOUR OFFICERS SHALL BE MEMBERS OF MEMBER BOARDS.</b></p> <p>No more than three officers shall be from the same area.</p> <p>No person may hold more than one elected office at the same time.</p> <p>The president shall have been on the Board of Directors at least one year before being elected to office.</p> <p>No officer shall hold elected or appointed office in a state, regional or national association or body if such an office might result in potential, actual or appearance of conflict of interest to the Council as determined by the Board of Directors of the Council in accordance with standing rules.</p> <p>Submitted by Iowa Board of Nursing</p>	<p>This change is recommended to assure representation on the National Council's Board of Directors. Due to the more consecutive visibility of staff members at the Council and Board members' inability to attend Council activities for a continual period of time, Board members are losing their voice on the Executive Board. This change would assure member representation.</p> <p>Submitted by Iowa Board of Nursing</p>	<p>The Bylaws Committee does not recommend this proposed change be adopted.</p> <p>The Bylaws Committee does support the concept of increasing participation by members of Member Boards and encourages the Nominations Committee to continue to solicit such involvement. Because of the potential problems and restrictions inherent in the implementation of this proposed change, however, the Bylaws Committee cannot support it.</p>



Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article V – Officers</p> <p>Section 2. Qualifications</p> <p>Only members of a Member Board and nurses employed by or for Member Boards shall be eligible to serve as officers and shall have had at least one year of experience as a member or as an employee of a Member Board.</p> <p>No more than three officers shall be from the same area.</p> <p>No person may hold more than one elected office at the same time.</p> <p>The president shall have been on the Board of Directors at least one year before being elected to office.</p> <p>No officer shall hold elected or appointed office in a state, regional or national association or body if such an office might result in potential, actual or appearance of conflict of interest to the Council as determined by the Board of Directors of the Council in accordance with standing rules.</p>	<p>Article V – Officers</p> <p>Section 2. Qualifications</p> <p>Only members of a Member Board and nurses employed by or for Member Boards shall be eligible to serve as officers and shall have had at least one year of experience as a member or as an employee of a Member Board.</p> <p>No more than three officers shall be from the same area.</p> <p><b>ANY CANDIDATE FOR DIRECTOR AT LARGE SHALL BE A LICENSED PRACTICAL/ VOCATIONAL NURSE.</b></p> <p>No person may hold more than one elected office at the same time.</p> <p>The president shall have been on the Board of Directors at least one year before being elected to office.</p> <p>No officer shall hold elected or appointed office in a state, regional or national association or body if such an office might result in potential, actual or appearance of conflict of interest to the Council as determined by the Board of Directors of the Council in accordance with standing rules.</p>	<p>This change is recommended to assure Licensed Practical Nurse representation on the Board of Directors of the Council. There are approximately 600,000 practicing Licensed Practical Nurses and approximately 120 LPN's serving as members on Member Boards. These nurses should have at least one voice on the Board.</p> <p>Submitted by Iowa Board of Nursing</p>	<p>The Bylaws Committee recommends this proposed change be adopted. If adopted, the Committee would recommend that the proviso, "this change would not take place until the 1986 elections" be added.</p>
	<p>Submitted by Iowa Board of Nursing</p>		

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article V – Officers</p> <p>Section 2. Qualifications</p> <p>The president shall have been on the Board of Directors at least one year before being elected to office.</p>	<p>Article V – Officers</p> <p>Section 2. Qualifications</p> <p>The president <b>SHALL HAVE SERVED AT LEAST ONE YEAR ON THE BOARD OF DIRECTORS PRIOR TO</b> being elected to office.</p> <p>Submitted by</p> <p>Iowa Board of Nursing</p>	<p>This change is being offered for clarity. It does not change intent.</p> <p>Submitted by</p> <p>Iowa Board of Nursing</p>	<p>The Bylaws Committee recommends this proposed change be adopted.</p>

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article V – Officers</p> <p>Section 2. Qualifications</p> <p>No more than three officers shall be from the same area.</p>	<p>Article V – Officers</p> <p>Section 2. Qualifications</p> <p><b>DELETE THIS STATEMENT.</b></p> <p>Submitted by</p> <p>Minnesota Board of Nursing</p>	<p>The directors each represent an area. Past experience shows that repeated balloting is necessary merely to meet this bylaw requirement. The officers other than the area directors should be selected according to merit rather than geography.</p> <p>Submitted by</p> <p>Minnesota Board of Nursing</p>	<p>The Bylaws Committee recommends this proposed change be adopted.</p>

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article V – Officers</p> <p>Section 2. Qualifications</p> <p>Only members of a Member Board and nurses employed by or for Member Boards shall be eligible to serve as officers and shall have had at least one year of experience as a member or as an employee of a Member Board.</p> <p>No more than three officers shall be from the same area.</p> <p>No person may hold more than one elected office at the same time.</p> <p>The president shall have been on the Board of Directors at least one year before being elected to office.</p> <p>No officer shall hold elected or appointed office in a state, regional or national association or body if such an office might result in potential, actual or appearance of conflict of interest to the Council as determined by the Board of Directors of the Council in accordance with standing rules.</p>	<p>Article V – Officers</p> <p>Section 2. Qualifications</p> <p>Only members of a Member Board and nurses employed by or for Member Boards shall be eligible to serve as officers and shall have had at least one year of experience as a member or as an employee of a Member Board.</p> <p>No more than three officers shall be from the same area.</p> <p>No person may hold more than one elected office at the same time.</p> <p>The president shall have been on the Board of Directors at least one year before being elected to office.</p> <p><b>AT LEAST ONE MEMBER OF THE BOARD OF DIRECTORS SHALL BE A PUBLIC MEMBER OF A MEMBER BOARD.</b></p> <p>No officer shall hold elected or appointed office in a state, regional or national association or body if such an office might result in potential, actual or appearance of conflict of interest to the Council as determined by the Board of Directors of the Council in accordance with standing rules.</p>	<p>The Wisconsin Board of Nursing has a long and strong tradition of valuable service from its public members. It believes the NCSBN Board of Directors would also benefit from the consumer perspective contributions a public member could make. This representation is essential for a better balanced Board of Directors and for a Board that can better carry out the Council's purpose of acting and counseling together "on matters of common interest and concern affecting the public health, safety, and welfare . . ."</p>	<p>The Bylaws Committee does not recommend this proposed change.</p> <p>The Bylaws Committee does support the concept of increased participation by public members and encourages the Nominations Committee to continue to solicit such involvement. Public members as "members of Member Boards" are eligible under current NCSBN bylaws to run for any elected office of the Council. To designate a position or a slot would be restrictive for the present nominations process.</p>
	<p>Submitted by</p> <p>Wisconsin Board of Nursing</p>	<p>Submitted by</p> <p>Wisconsin Board of Nursing</p>	

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article V – Officers Section 3. Term of Office No officer shall serve more than two consecutive terms in the same office nor more than six consecutive years on the Board of Directors.</p>	<p>Article V – Officers Section 3. Term of Office <b>NO OFFICER SHALL SERVE MORE THAN SIX CONSECUTIVE YEARS ON THE BOARD OF DIRECTORS.</b>  Submitted by  National Council's Board of Directors</p>	<p>Rationale for this change is that there is value in having someone serve more than two terms in a complex position. There is a check in the total length of time one individual can serve on the Board of Directors and, in addition, there is a check in that an individual has to be elected for each two year term.  Submitted by  National Council's Board of Directors</p>	<p>The Bylaws Committee does not recommend this proposed change be adopted. The adoption of this proposal would potentially restrict individual participation and individual leadership development for the Council in the elected officers positions.</p>

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article VIII – Delegate Assembly Section 1. Composition, Term and Voting a. Composition The Delegate Assembly, the voting body of the Council, shall be composed of delegates designated by Member Boards. Each Member Board may designate two delegates. An alternate duly appointed by a Member Board may replace a delegate and assume all privileges of a Delegate.</p>	<p>Article VIII – Delegate Assembly Section 1. Composition, Term and Voting a. Composition The Delegate Assembly, the voting body of the Council, shall be composed of delegates designated by Member Boards <b>AND THE ELECTED OFFICERS PRESENT AT A SESSION OF THE DELEGATE ASSEMBLY.</b> Each Member Board may designate two delegates. An alternate duly appointed by a Member Board may replace a delegate and assume all privileges of a Delegate.  Submitted by  Bylaws Committee</p>	<p>The Board of Directors should have the right to vote on matters coming before the Delegate Assembly as the result of the trust inherent in their election to carry out National Council business between sessions of the Delegate Assembly.  Submitted by  Bylaws Committee</p>	<p>The Bylaws Committee recommends this proposed change be adopted.</p>

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article VIII – Delegate Assembly</p> <p>Section 1. Composition, Term and Voting</p> <p>c. Voting</p> <p>Each Member Board shall be entitled to two votes. The votes may be cast by either one or two delegates.</p> <p>There shall be no proxy or absentee voting at a session of the Delegate Assembly.</p>	<p>Article VIII – Delegate Assembly</p> <p>Section 1. Composition, Term and Voting</p> <p>c. Voting</p> <p>Each Member Board shall be entitled to two votes. The votes may be cast by either one or two delegates.</p> <p><b>EACH ELECTED OFFICER SHALL BE ENTITLED TO ONE VOTE.</b></p> <p>There shall be no proxy or absentee voting at a session of the Delegate Assembly.</p> <p>Submitted by Bylaws Committee</p>	<p>The vote of an elected officer of any organization should reflect the broad view of that organization. The officer should not vote as an officer of the National Council and also have the vote of a specified Member Board Delegate.</p> <p>Submitted by Bylaws Committee</p>	<p>The Bylaws Committee recommends this proposed change be adopted.</p>

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article VIII – Delegate Assembly</p> <p>Section 1. Composition, Term and Voting</p> <p>c. Voting</p> <p>There shall be no proxy or absentee voting at a session of the Delegate Assembly.</p>	<p>Article VIII – Delegate Assembly</p> <p>Section 1. Composition, Term and Voting</p> <p>c. Voting</p> <p><b>DELETE THIS STATEMENT.</b></p> <p>Submitted by Bylaws Committee</p>	<p>Since two delegate votes can be cast by one person, a type of proxy voting has existed in the National Council's voting history. This suggestion to delete would just clarify the present voting privileges of the Council.</p> <p>Submitted by Bylaws Committee</p>	<p>The Bylaws Committee recommends this proposed change be adopted.</p>

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article V – Officers Section 5. Duties of Officers a. President (cont'd)</p> <p>(5) retain the right to vote on all matters before the Delegate Assembly, if a delegate, or on all matters before the Board of Directors, casting that vote at the same time all voters cast their votes;</p> <p>(6) serve or delegate a qualified representative of a Member Board or staff of the Council to serve as the official representative of the Council in its contacts with governmental, civic, business and other organizations.</p>	<p>Article V – Officers Section 5. Duties of Officers a. President (cont'd)</p> <p><b>DELETE SECTION 5 AND RENUMBER REMAINING SECTION AS FOLLOWS:</b></p> <p>(5) <del>(6)</del> serve or delegate a qualified representative of a Member Board or staff of the Council to serve as the official representative of the Council in its contacts with governmental, civic, business and other organizations.</p> <p>Submitted by Bylaws Committee</p>	<p>This bylaw provision will not be necessary if the proposed bylaw changes to Article VIII, Section 1. a. and c. are adopted.</p> <p>Submitted by Bylaws Committee</p>	<p>If proposed bylaw changes on Article VIII, Section 1. a. and c. pass, the Bylaws Committee recommends this proposed change be adopted.</p>

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article V – Officers</p> <p>Section 5. Duties of Officers</p> <p>e. Directors</p> <p>The directors, except the director-at-large, shall call at least one meeting per year of the Member Boards of their respective areas.</p>	<p>Article V – Officers</p> <p>Section 5. Duties of Officers</p> <p><b>DELETE CURRENT “E” AND SUBSTITUTE THE FOLLOWING:</b></p> <p><b>E. DIRECTORS</b></p> <p><b>1. THE DIRECTORS SHALL ASSUME SUCH RESPONSIBILITIES AS MAY BE DELEGATED BY THE BOARD OF DIRECTORS.</b></p> <p><b>2. THE AREA DIRECTORS SHALL:</b></p> <p><b>A. CALL AT LEAST ONE MEETING A YEAR OF THE MEMBER BOARDS IN THEIR RESPECTIVE AREAS.</b></p> <p><b>B. SERVE AS A LIAISON AND RESOURCE PERSON TO STAFF AND MEMBERS OF MEMBER BOARDS IN THEIR RESPECTIVE AREAS.</b></p>	<p>This change further defines the specific duties of the Directors.</p> <p>Submitted by</p> <p>Idaho Board of Nursing and the National Council's Board of Directors</p>	<p>The Bylaws Committee recommends this proposed change be adopted.</p>
		<p>Submitted by</p> <p>Idaho Board of Nursing and the National Council's Board of Directors.</p>	

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article IX – Board of Directors</p> <p>Section 2. Duties of the Board of Directors</p> <p>f. present an evaluation of the test service to Member Boards annually;</p>	<p>Article IX – Board of Directors</p> <p>Section 2. Duties of the Board of Directors</p> <p>f. present an evaluation of the test service to Member Boards <b>PRIOR TO CONSIDERATION OF CONTRACT EXTENSION OR TERMINATION.</b></p> <p>Submitted by</p> <p>Minnesota Board of Nursing</p>	<p>There is no need for an annual evaluation; however, Member Boards do need an evaluation prior to making a decision about retaining or replacing the test service.</p> <p>Submitted by</p> <p>Minnesota Board of Nursing</p>	<p>The Bylaws Committee recommends this proposed change be adopted since the change does not preclude annual reports or evaluation of the testing service if problems are identified.</p>

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article IX – Board of Directors</p> <p>Section 2. Duties of the Board of Directors</p> <p>m. appoint persons to write test items for the licensing examinations;</p>	<p>Article IX – Board of Directors</p> <p>Section 2. Duties of Board of Directors</p> <p><b>DELETE CURRENT "M" AND SUBSTITUTE THE FOLLOWING:</b></p> <p><b>M. APPROVE STUDIES AND RESEARCH PERTINENT TO THE PURPOSES OF THE COUNCIL;</b></p> <p>Submitted by</p> <p>National Council's Board of Directors</p>	<p>Rationale for this recommended addition is that Objective 6 of the National Council Bylaws is "to conduct studies and research pertinent to the purposes of the National Council." There is no designation in Bylaws or Rules that indicates who approves studies and research as proposed by various groups. This suggested language provides the Board as the responsible group to perform this duty. Some limitation is inherent in the language in that the study and research are pertinent to the purposes of the Council.</p> <p>Submitted by</p> <p>National Council's Board of Directors</p>	<p>The Bylaws Committee recommends this proposed change be adopted. Further rationale is that this duty being delineated does not preclude the Board of Directors from bringing forth proposals to the Delegate Assembly for approval as they deem necessary. With the change of the incorporation status from Wisconsin to Pennsylvania comes a stricter interpretation of the role of the Board of Directors. If a duty of the Board is not spelled out, it could conceivably be illegal under Pennsylvania corporate law. Since the Board has been able to approve research studies in the past, this should continue for the future.</p> <p>The Bylaws Committee would also call the Delegates' attention to a proposed change in the National Council's Standing Rule VII. Duties of the Board, that would set a fiscal limit on approval of studies/research.</p>



Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article IX – Board of Directors</p> <p>Section 2. Duties of the Board of Directors</p> <p>The Board of Directors shall be the administrative body of the Council and shall:</p> <p>No current r.</p>	<p>Article IX – Board of Directors</p> <p>Section 2. Duties of the Board of Directors</p> <p>The Board of Directors shall be the administrative body of the Council and shall:</p> <p><b>ADD A NEW “R” AS FOLLOWS:</b></p> <p><b>R. PUBLISH AN ANNUAL REPORT OF THE COUNCIL.</b></p> <p>Submitted by</p> <p>Minnesota Board of Nursing</p>	<p>Member Boards should have a concise report of the organization that brings together information now available in brochures, minutes, financial reports and convention materials. The report’s primary use would be to compare the National Council’s progress from year to year.</p> <p>Submitted by</p> <p>Minnesota Board of Nursing</p>	<p>The Bylaws Committee does not recommend this proposed change be adopted.</p> <p>The Book of Reports presently serves as an annual report on the Board of Directors, all standing committees and ad hoc committees, and staff activities. If further data are needed or desired by Member Boards, that information could be easily attained from the National Council’s office.</p>

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article IX – Board of Directors</p> <p>Section 2. Duties of the Board of Directors</p> <p>m. appoint persons to write test items for the licensing examinations.</p>	<p>Article X – Committees (cont'd)</p> <p>Section 7. Examination Committee</p> <p><b>DELETE "M" FROM ARTICLE IX, SECTION 2, AND ADD TO ARTICLE X, SECTION 7.B.6 AND RENUMBER REMAINING SECTION AS FOLLOWS:</b></p> <p><b>B. DUTIES</b></p> <p><b>THE COMMITTEE SHALL:</b></p> <p><b>(6) SELECT APPROPRIATE PERSONS TO WRITE TEST ITEMS FOR THE LICENSING EXAMINATIONS;</b></p> <p><b>(7) <del>(6)</del> recommend to the delegate assembly test plans to be used for the development of licensing examinations in nursing;</b></p> <p><b>(8) <del>(7)</del> prepare written information about the licensing examinations for dissemination to Member Boards and other interested parties;</b></p> <p><b>(9) <del>(8)</del> conduct educational conferences as authorized by the Board of Directors or Delegate Assembly.</b></p>	<p>Rationale for this recommended change is that selection of item writers is a program function. It belongs under the supervision of the Examination Committee which gives direction to item writers for submission of items to the item pool. The Examination Committee has intimate knowledge of the needs for types of items and should be responsible for selecting the best writers to meet these needs. The word "select" is more consistent with a committee's authority when the process for selecting participants is based on predetermined criteria.</p>	<p>The Bylaws Committee recommends this proposed change be adopted.</p>
	<p>Submitted by</p> <p>National Council's Board of Directors</p>	<p>Submitted by</p> <p>National Council's Board of Directors</p>	

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article X – Committees (cont'd)</p> <p>Section 9. Nursing Practice Standards Committee</p> <p>b. Duties</p> <p>No current 5.</p>	<p>Article X – Committees (cont'd)</p> <p>Section 9. Nursing Practice and Standards Committee</p> <p><b>ADD A NEW B.5. AS FOLLOWS:</b></p> <p><b>B. DUTIES</b></p> <p><b>THE COMMITTEE SHALL:</b></p> <p><b>(5) PROPOSE POSITION STATEMENTS ON CURRENT NURSING EDUCATION AND NURSING PRACTICE ISSUES, AS THEY AFFECT THE LICENSURE OF NURSES.</b></p> <p>Submitted by</p> <p>Idaho Board of Nursing</p>	<p>The Nursing Practice and Standards Committee has already proposed position statements on rewriting the NCLEX. The Committee is currently looking into several other issues on which a Council position may be appropriate. Current committee functions 1-4 do not clearly include developing proposed position statements.</p> <p>Submitted by</p> <p>Idaho Board of Nursing</p>	<p>The Bylaws Committee does not recommend this proposed change be adopted.</p> <p>The language in the present Duty #3 "prepare written information," provides a basis for the Nursing Practice and Standards Committee to develop position papers or any other type of "written information" relative to nursing education and nursing practice.</p>

Current Bylaws	Proposed Bylaws Change	Rationale	Bylaws Committee's Recommendation
<p>Article X – Committees</p> <p>Section 2. Membership (cont'd)</p> <p>c. Vacancy</p> <p>Absence from two consecutive sessions shall be considered to constitute a resignation and the vacancy thus created may be filled by the Board of Directors.</p>	<p>Article X – Committees</p> <p>Section 2. Membership (cont'd)</p> <p><b>DELETE OLD "C" AND SUBSTITUTE THE FOLLOWING:</b></p> <p><b>C. VACANCY</b></p> <p><b>A COMMITTEE CHAIRPERSON MAY DETERMINE WHETHER THE ABSENCE OF A MEMBER FROM TWO CONSECUTIVE COMMITTEE MEETINGS SHOULD CONSTITUTE A RESIGNATION FROM THE COMMITTEE, AND RECOMMEND TO THE BOARD OF DIRECTORS APPOINTMENT OF A REPLACEMENT. THE VACANCY MAY BE FILLED BY THE BOARD OF DIRECTORS.</b></p> <p>Submitted by</p> <p>Idaho Board of Nursing</p>	<p>The proposed revision is consistent with a 1984 change in the Bylaws' provision for handling absences from meetings of the Board of Directors.</p> <p>Submitted by</p> <p>Idaho Board of Nursing</p>	<p>The Bylaws Committee recommends this proposed change be adopted. As further rationale, this change would provide for chairpersons, who are in the best position to judge the contributions of individual committee members, to determine when resignation is appropriate.</p>

Current Standing Rule	Proposed Standing Rule Change	Rationale	Bylaws Committee's Recommendation
<p>Section VI – Annual Conference and Delegate Assembly</p> <p>E. An officer may vote if the officer is a delegate representing a Member Board.</p>	<p>Section VI – Annual Conference and Delegate Assembly</p> <p><b>DELETE THIS STATEMENT.</b></p> <p>Submitted by Bylaws Committee</p>	<p>If the proposed Bylaw changes to Article VIII, Section 1, a. and c. are adopted, this would not be necessary in the Rules.</p> <p>Submitted by Bylaws Committee</p>	<p>The Bylaws Committee recommends this proposed change be adopted.</p>

Current Standing Rule	Proposed Standing Rule Change	Rationale	Bylaws Committee's Recommendation
<p>Section VI – Annual Convention and Delegate Assembly</p> <p>No current f.</p>	<p>Section VI – Annual Convention and Delegate Assembly</p> <p><b>ADD NEW "F" AS FOLLOWS:</b></p> <p><b>F. THE MINUTES OF EACH SESSION OF THE DELEGATE ASSEMBLY SHALL ADDRESS AND STATE THE DISPOSITION OF EACH MAIN MOTION BROUGHT BEFORE IT.</b></p> <p>Submitted by Minnesota Board of Nursing</p>	<p>The Minutes are the most accessible record of deliberations and actions of the National Council's highest body. Member Boards and other interested parties have the right and in many cases the need to know whether or not the Delegate Assembly has ever considered a particular issue and what action, if any, was taken. This proposed change is consistent with the Council's parliamentary authority.</p> <p>Submitted by Minnesota Board of Nursing</p>	<p>The Bylaws Committee recommends this proposed change be adopted.</p>

Current Standing Rule	Proposed Standing Rule Change	Rationale	Bylaws Committee's Recommendation
<p>Article VII – Board of Directors</p> <p>Section A. Duties</p> <p>No current 8.</p>	<p>Article VII – Board of Directors</p> <p>Section A. Duties</p> <p><b>ADD NEW "8" AS FOLLOWS:</b></p> <p><b>8. SUBMIT TO THE DELEGATE ASSEMBLY FOR APPROVAL ANY STUDY/RESEARCH THAT REQUIRES THE EXPENDITURE OF MORE THAN \$500,000 IN ANY GIVEN YEAR.</b></p> <p>Submitted by Bylaws Committee</p>	<p>This is added here to correspond with the proposed Bylaws change to Article IX, Section 2. m. It clearly delineates the fiscal range the Board of Directors has in approving studies/research.</p> <p>Submitted by Bylaws Committee</p>	<p>The Bylaws Committee recommends this proposed change be adopted.</p>

Current Standing Rule	Proposed Standing Rule Change	Rationale	Bylaws Committee's Recommendation
<p>Section VII – Board of Directors</p> <p>No current B. Annual Report</p>	<p>Section VII – Board of Directors</p> <p><b>ADD A NEW "B" AS FOLLOWS:</b></p> <p><b>B. ANNUAL REPORT</b></p> <p><b>THE ANNUAL REPORT SHALL CONTAIN AT LEAST THE FOLLOWING INFORMATION:</b></p> <ol style="list-style-type: none"> <li><b>1. THE FINANCIAL CONDITION OF THE COUNCIL INCLUDING A LIST OF COUNCIL AND EXAMINATION FEES;</b></li> <li><b>2. MAJOR ACTIVITIES OF THE COUNCIL, THE BOARD AND COMMITTEES; AND</b></li> <li><b>3. A LISTING OF:</b> <ol style="list-style-type: none"> <li><b>A. MEMBER BOARDS</b></li> <li><b>B. BOARD OF DIRECTORS AND COMMITTEE MEMBERS</b></li> <li><b>C. STAFF – REGULAR AND CONSULTANT</b></li> <li><b>D. PUBLICATIONS</b></li> </ol> </li> </ol>	<p>An annual report would provide a concise reference for Member Boards. The above topics are those necessary to describe the organization and are needed if comparisons are to be made at a later date.</p> <p>Submitted by Minnesota Board of Nursing</p>	<p>The Bylaws Committee does not recommend this proposed change be adopted. Each item listed is available in the Book of Reports or readily accessible from the Council office. The cost to reproduce a duplicate document with each of these items included each year would be unnecessary use of Council funds.</p>
	<p>Submitted by Minnesota Board of Nursing</p>		

## Report of Examination Committee

### MEETING DATES

During Fiscal Year 1984-1985, the Examination Committee met at CTB/McGraw-Hill in Monterey, California, a total of four times: August 6-10, 1984; October 15-19, 1984; January 28-February 1, 1985; and May 20-24, 1985. The Chairperson met with the Panel of Judges to set the passing score for NCLEX-PN 085 on June 6-7, 1985.

### TEST DEVELOPMENT ACTIVITIES

The following test development activities were completed:

1. Adopted NCLEX-PN, Form 485, and approved 180 items to be administered as tryout items with Form 485.
2. Adopted NCLEX-RN, Series 785 and approved 360 items to be administered as tryout items with Series 785.
3. Adopted NCLEX-PN, Form 085 and approved 180 items to be administered as tryout items with Form 085.
4. Adopted NCLEX-RN, Series 286 and approved 360 items to be administered as tryout items with Series 286.
5. Adopted Confidential Directions for:
  - a. Practical Nursing item writing sessions – October 1984 and June 1985
  - b. Registered Nursing item writing sessions – February 1984 and July 1985
  - c. NCLEX-PN, Form 085 – October 1985  
Form 486 – April 1986
  - d. NCLEX-RN, Series 785 – July 1985  
Series 286 – February 1986
6. Evaluated and took action on Review Draft items as follows:

#### Registered Nursing Review Draft Items

Written	Reviewed by Member Boards	Number Evaluated by Exam. Comm.	Approved for tryout	Omitted	Referred to
February 1984	Spring 1984	502	474	28	—
Recycled items from previous tryouts & pool	—	160	150	—	10 RN-PCE
Total RN Items		662	624	28	10

## Practical Nursing Review Draft Items

Written	Reviewed by Member Boards	Number Evaluated by Exam. Comm.	Approved for tryout	Omitted	Referred to
October 1983	Spring 1984	74	67	7	—
Specialty Category VIII	Summer 1984	8	6	2	—
October 1984	Spring 1985	348	300	14	28 PN-PCE 4 RN-PCE 2 PN Item Writers
Recycled items from previous tryouts & pool	—	137	128	9	—
Total PN Items		567	501	32	34

7. Evaluated licensing examinations following administration; this included a review of item performance, passing score, mean score, standard deviation, reliability, difficulty level, passing score ability estimate, and mean ability estimate. The following Series and Forms were evaluated:
  - a. NCLEX-PN, Form 484 and 084
  - b. NCLEX-RN, Series 784
  - c. The Examination Committee received a preliminary evaluative report of NCLEX-RN Series 285 which was based upon sample statistics. This report indicates that shortening the examination has *not* adversely affected the reliability of the examination.
8. Evaluative reports regarding the Registered Nursing and Practical Nursing item writing sessions were received and appropriate action taken.

## RELATED ACTIVITIES

1. Presented a forum on the new NCLEX-PN test plan at the 1984 Delegate Assembly.
2. Revised the Practical Nursing Diagnostic Profile to conform with the revised NCLEX-PN test plan. The revised Diagnostic Profile will be implemented with the new test plan in October 1985.
3. Developed a policy on the prudent use of compromised test items.
4. Implemented a policy to release summary of codings to individual jurisdictions upon request.
5. Made recommendations to Item Writer Selection Committee for revisions in the item writer biography form to encourage greater participation by clinical practitioners and to include areas of the test plan.
6. Expanded and refined the Knowledge, Skills, and Abilities statements for the new Practical Nursing test plan.

## **Report of Administration of Examination Committee**

### **RECOMMENDATIONS**

1. The Committee recommends the following dates for the 1995 administration of the NCLEX examinations: RN, February 8-9, (W-Th) and July 12-13- (W-Th); PN, April 12 (W) and October 18 (W).
2. The Committee recommends as alternate dates for the 1995 administration of the NCLEX examinations, in case of disaster, the following: RN, March 7-8 (T-W) and September 12-13 (T-W); PN, May 9 (T) and November 14 (T).
3. The Committee recommends a change in the 1994 Alternate Dates for NCLEX-PN from November 8, 1994 (T) to November 15, 1994 (T) because November 8, 1994 is Election Day.
4. The Committee recommends that the changes in the Security Measures attached to this report be approved. (These changes have been identified in bold print within Attachment A.)

### **MEETING DATES**

The Committee met three times: November 12-14, 1984, February 27-March 1, 1985, and May 15-17, 1985. No specific activities were assigned to the Committee by the 1984 Delegate Assembly.

### **ACTIVITIES**

The 1983 Delegate Assembly assigned the Committee the responsibility to study procedures for candidate review and appeal of examination questions and to make recommendations to the Delegate Assembly by 1986. In the Committee's study of procedures for candidate review and appeal of the licensure examination, a literature search regarding testing disclosure and appeal mechanisms was conducted; a questionnaire was sent to Member Boards; the terms, review and appeal, were defined and the pros and cons of the examination review and appeal were identified. The Committee determined that their primary concerns relate to security of the examination questions and respect for the rights of candidates. Therefore, the Committee plans to identify and discuss all issues related to examination review and appeal at their next meeting and to begin drafting a recommendation for the 1986 Delegate Assembly.

The Committee received one assignment from the Board of Directors: to develop guidelines for the redistribution of test booklets when an emergency during an examination requires the collection of test booklets. The Committee has studied and discussed this matter and has prepared a draft statement for consideration by the Board of Directors.

In carrying out the duties of the Committee as specified in the Bylaws, the following activities occurred:

1. The Committee reviewed the Security Measures and determined that revisions were necessary in order to address non-compliance with the standard that requires each proctor to have an individual table which was separate from the candidates; to address the security of examination booklets in an emergency by preventing candidates from exiting an examination room with booklets in their possession; and to address the need to identify the registered nurse designee who has responsibility on behalf of a Board for contract compliance when a test administration agency is used.
2. The Committee established criteria and procedures to measure proposed and actual compliance for maintaining examination security by finalizing the security standards for the Test



Service and by revising and clarifying the guidelines for submitting procedures for review upon request. The Committee plans to develop model guidelines to assist Member Boards in writing procedures to implement the Security Measures. Additionally, the Committee reviewed and approved revised Security Measures for ten (10) jurisdictions and requested and reviewed the procedures to implement the Security Measures from ten (10) jurisdictions.

3. The Committee investigated each alleged failure to maintain security and made one site visit during an examination administration. Each of the four (4) jurisdictions involved were requested to take corrective action and to amend procedures to implement the Security Measures, if necessary. The Committee recommended that the Board of Directors issue one letter of concern and one letter of reprimand as a result of the investigations.
4. The Committee changed the NCLEX-PN Alternate examination date for 1994 and selected examination administration dates for 1995 to recommend to the Delegate Assembly.
5. The Committee did not conduct nor request to conduct any educational conference.

Additionally, the Committee accomplished the following activities:

1. Evaluated and revised the Manual for Administration of the Examination to provide for consistency and clarification, to include information for the scoring of test booklets for candidates who do not write all test booklets, to specify that calculators are not to be used during examination administration and to allow jurisdictions to provide pertinent information regarding policies and procedures during the general announcements.
2. Reviewed and approved NCSBN staff authorizations for twelve (12) handicapped candidates and referred one request for an extension of examination time for a candidate with cultural and language deficiencies to the Board of Directors. (Authorizations were for: additional time — 12, reader — 6, equipment — 5, recorder — 0.) The Committee plans to adopt a definition of handicap for inclusion in the procedures.
3. Identified a list of information and documents and a procedure for the orientation of new Member Board staff who have the responsibility for examination administration and security. This action was prompted by the concern that some of the problems that have been investigated occurred because proper procedures were not followed.
4. Reviewed reports from the Test Service following each examination administration. Jurisdictions were notified when procedures and deadlines were not followed. Reports received from Member Boards were also reviewed and appropriate action was initiated.
5. Recommend that a signed statement regarding maintenance of confidentiality be obtained by NCSBN from persons who have access to secure examination materials.
6. Reviewed and revised all Committee documents and procedures.
7. Established goals and objectives for 1985-86. (Refer to attachment B.)
8. Conducted a survey of Member Boards to determine the extent of support for a revision in the examination schedule for NCLEX-RN, due to the reduction of examination time *from* 120 minutes *to* 90 minutes per book. Two options had been suggested to the Committee: scheduling three books on the first day and one book the morning of the second day; and scheduling books one and two the afternoon of the first day and books three and four the morning of the second day. An addendum report of the survey will be prepared and a recommendation will be submitted to the Delegate Assembly if there is support for a revision of the current schedule of two books on the first day and two books on the second day.
9. Authorized the elimination of shrink wrap around the containers for *air* shipments of four boxes or less, effective with shipments for NCLEX-RN 785.
10. Authorized revision in the procedure for transporting test booklets which must be processed through U.S. Customs.

A budget was proposed by the Committee for 1985-1986 which would provide for three meetings, a conference call and the travel expenses for the Chairperson to attend the Delegate Assembly.

#### **MOTION**

The Committee moves adoption of the recommendations stated at the beginning of the report.

Respectfully submitted by

Leola Daniels, Chairperson, Idaho, Area I

#### **Committee Members**

Virginia Allen, New York, Area IV

Delores Brown, Indiana, Area II

Leola Daniels, Idaho, Area I

Ann McAfferty, Washington, Area I

Gail McGill, Arkansas, Area I

Cynthia Purvis, South Carolina, Area III

Attachment A: Report of Administration of Examination Committee

Jurisdiction \_\_\_\_\_ Page 6

Standards	Board of Nursing Information
<p>m. Stationary theater seats with tablet arms – every other seat (limited to every other row)</p> <p>n. Moveable classroom chairs with tablet arms – 18" apart.</p> <p>2. Sufficient floor space that allows a minimum of 2½ feet for aisles so that examination team can move freely for observation of candidates.</p> <p>3. Restroom facilities within the examination center.</p> <p>4. Access to and exit from the examination rooms shall be controlled.</p> <p>B. There shall be provisions for a hard smooth writing surface for each candidate.</p> <p>C. Each proctor shall have a table which is separate from the candidates for the use of the proctor.</p> <p>D. If test booklets are kept at the examination center at times other than during the examination, there shall be secure storage with access limited to three persons.</p> <p>E. Undistributed test booklets shall be maintained in a secure area during the examination with access limited to members of the examination team.</p>	<p>III B.</p> <p><input type="checkbox"/> A hard smooth writing surface is provided.</p> <p>III C.</p> <p><input type="checkbox"/> <b>Table(s) physically separate from the candidates' tables are provided for proctors who distribute and collect test booklets.</b></p> <p>III D.</p> <p><input type="checkbox"/> There is secure storage with access limited to three persons.</p> <p><input type="checkbox"/> Test booklets are not kept at the examination center at times other than during the examination.</p> <p>III E.</p> <p><input type="checkbox"/> Undistributed test booklets are maintained in a secure area during the examination with access limited to members of the examination team.</p>

Standards	Board of Nursing Information
<p>VI. EMERGENCY SITUATIONS DURING EXAMINATION ADMINISTRATION</p> <p>There shall be a written procedure for handling emergencies that provides for:</p> <p>A. Safety of the candidates.</p> <p>B. <b>Security of the test booklets. Candidates shall not be allowed to leave the examination room with test booklets in their possession.</b></p> <p>C. Safety of the examination team.</p>	<p>VI.</p> <p><input type="checkbox"/> There is a written procedure for handling emergencies that provides for:</p> <p><input type="checkbox"/> safety of the candidates.</p> <p><input type="checkbox"/> security of the test booklets. Candidates do not leave the examination room with test booklets.</p> <p><input type="checkbox"/> safety of the examination team.</p>
<p>VII. VERIFICATION OF SECURITY COMPLIANCE</p> <p>Following the administration of each examination the person responsible shall provide a written compliance report to the Council.</p>	<p>VII.</p> <p><input type="checkbox"/> A written compliance report is sent to the Council by the person responsible for implementing the security measures.</p>
<p>VIII. REVIEW OF POTENTIAL TEST ITEMS</p> <p>A. There shall be no more than three persons who are authorized to receive the shipment of "review drafts" from the carrier.</p> <p>B. There shall be at least two persons who shall conduct an inventory of the number of review drafts received.</p> <p>C. A written record of this inventory shall be made and maintained for 6 months.</p>	<p>VIII A.</p> <p><input type="checkbox"/> There are no more than three persons who are authorized to receive the shipment.</p> <p>Job title(s) and agency:</p> <p>VIII B.</p> <p><input type="checkbox"/> There are at least two persons who conduct the inventory.</p> <p>Job title(s) and agency:</p> <p>VIII C.</p> <p><input type="checkbox"/> A written record of the inventory is made and maintained for 6 months.</p>

Standards	Board of Nursing Information
<p>Addendum:</p> <p><b>STANDARDS FOR A TEST ADMINISTRATION AGENCY (TAA) TO ADMINISTER THE EXAMINATION FOR A MEMBER BOARD</b></p> <p>A. The Test Administration Agency (TAA) utilized shall be approved by the Council.</p> <p>B. The registered nurse designated by the Board shall have administrative responsibility on behalf of the Board for contract compliance.</p> <p>C. The Board or another appropriate state agency shall determine the eligibility of persons to write the licensure examination for registered nurses or for practical nurses.</p> <p>D. The TAA shall allow the Board the privilege of observing the administration of the examination at any time.</p> <p>E. The TAA shall be familiar with the contents of the following and must adhere explicitly to the requirements specified in the:</p>	<p>A.</p> <p><input type="checkbox"/> The TAA has been approved by the Council.</p> <p>Name of TAA _____</p> <p>_____</p> <p>Address _____</p> <p>_____</p> <p>B.</p> <p><input type="checkbox"/> The <b>following</b> registered nurse designee has administrative responsibility on behalf of the Board for contract compliance.</p> <p>_____ <b>Name</b></p> <p>_____ <b>Title</b></p> <p>C.</p> <p><input type="checkbox"/> The Board or another appropriate state agency determines eligibility for writing the licensure examinations.</p> <p>D.</p> <p><input type="checkbox"/> The Board has the privilege of observing the administration of the examination at any time.</p> <p>E.</p> <p><input type="checkbox"/> There is a system of orienting and familiarizing the TAA with the contents of the contract, the security measures and the manual for administration of the examination.</p>

Attachment B: Report of Administration of Examination Committee

## Administration of Examination Committee Goals and Objectives for 1985-1986

Goals	Objectives	Suggested Strategies
<p>I. To safeguard the security of the licensure examination.</p>	<p>A. To recommend to the Delegate Assembly changes or modifications in the criteria and procedures for maintaining security of the licensing examination.</p> <p>B. To evaluate the Manual for Administration of the Examination prior to each printing.</p> <p>C. To evaluate the compliance of Member Boards and the Test Service with established criteria and procedures for maintaining the security of the licensing examination.</p>	<ol style="list-style-type: none"> <li>1. Review the Security Measures and suggested procedures to implement the Security Measures at least annually.</li> <li>2. Develop proposed changes in the Security Measures for presentation to the Delegate Assembly as the need arises.</li> <li>3. Develop a proposal of policies and procedures for candidate review and appeal of examination questions for presentation to the Delegate Assembly in 1986.</li> <li>4. Initiate research into the development of security measures for computer-adaptive testing.</li> </ol> <ol style="list-style-type: none"> <li>1. Consider recommendations for revisions in the manual from Member Boards and Test Service.</li> <li>2. Revise the manual as necessary for clarification and to address problems identified relative to examination administration.</li> </ol> <ol style="list-style-type: none"> <li>1. Randomly select at least one Member Board from each area annually for review of procedures to implement the Security Measures.</li> <li>2. Review Member Board's procedures to implement the Security Measures if there is a report of a break in security or of inadequate security.</li> <li>3. Evaluate Committee policies and procedures annually and revise as necessary.</li> <li>4. Define further the Committee guidelines for review of jurisdiction procedures for implementing the Security Measures.</li> <li>5. Further develop and initiate the use of an orientation tool for individuals who have responsibility for implementing the Security Measures.</li> <li>6. Evaluate the effectiveness of an orientation process and revise accordingly.</li> </ol>

**ADMINISTRATION OF EXAMINATION COMMITTEE  
GOALS AND OBJECTIVES, 1985-1986 (cont'd)**

Goals	Objectives	Suggested Strategies
<p>II. To investigate alleged failure to maintain the security of the licensing examination.</p>	<p>D. To recommend dates for administration of the Examination.</p>	<ol style="list-style-type: none"> <li>1. Select dates for examination administration at the fall meeting.</li> <li>2. Have dates reviewed for conflicts with religious holidays and other dates that might cause conflicts for candidates.</li> <li>3. Present dates to the Delegate Assembly for adoption.</li> </ol>
	<p>E. To evaluate procedures for responding to the needs of handicapped candidates.</p>	<ol style="list-style-type: none"> <li>1. Evaluate criteria and approval procedures at least annually and modify or recommend modification as necessary.</li> <li>2. Review and accept NCSBN staff approvals.</li> <li>3. Refer requests for modification in test materials to the Test Service.</li> <li>4. Prepare a summary report for the Board of Directors and the Delegate Assembly of the number and types of approvals granted.</li> </ol>
	<p>F. To evaluate other related examination administration materials (Candidate Brochure, Score Reports, etc.)</p> <p>A. To investigate all matters relating to aberrant behavior in examination administration, loss of a test booklet, failure to follow the Contract and/or Security Measures, shipping/transportation problems, and storage problems.</p>	<ol style="list-style-type: none"> <li>1. Review the materials at least annually.</li> <li>2. Recommend changes and revise as necessary.</li> <li>1. Review Compliance Report Forms, Damage/Tampering Report Forms, and other reports to determine deviations that warrant further investigation.</li> <li>2. Review written information and materials and evaluate compliance with the Contract, Security Measures, the Manual for Administration of the Examination and other defined criteria.</li> <li>3. Request approval to conduct (and make) site visits as deemed necessary.</li> <li>4. Submit a written report of each investigation to the President and the Executive Director.</li> <li>5. Recommend to the Board of Directors that letters of concern or letters of reprimand be sent to Member Boards as appropriate.</li> <li>6. Evaluate reporting forms annually and revise as necessary.</li> <li>7. Evaluate policies and procedures for investigation of violations of the Contract and/or Security Measures annually and revise as necessary.</li> </ol>
<p>III. To conduct educational conference.</p>	<p>A. To identify needs for educational conferences and to request authorization from the Board of Directors or Delegate Assembly as the need arises.</p>	<ol style="list-style-type: none"> <li>1. Request budget as necessary</li> </ol>

## **Report of Nursing Practice and Standards Committee**

### **RECOMMENDATION**

The following recommendation is submitted to the 1985 Delegate Assembly for its consideration:

1. The Nursing Practice and Standards Committee recommends the adoption of the Position Paper on Continued Competence (Attachment A).

### **ACTIVITIES**

The Nursing Practice and Standards Committee met three times during the past year. The three meetings of the Committee have been devoted to the completion of a position paper on continued competence and to the beginning study on the role of boards of nursing in their responsibilities to the public's health, safety, and welfare in relation to the impaired nurse and entry into practice. Due to the lack of substantive data to support a statement of recommendation at this time, work on position papers for these two issues will continue.

In addition, two members of the Nursing Practice and Standards Committee, Kathleen Dirschel and Therese Sullivan, served on an ANA/NCSBN Ad Hoc Committee on Advanced Practice. The two representatives from the ANA Cabinet on Nursing Practice were Jean Steel and Cynthia Scalzi. The Ad Hoc committee met twice and began work on an ANA/NCSBN Joint Statement on Advanced Practice.

Committee objectives for 1985-1986 are as follows:

1. To continue work on studying the role of boards of nursing in their responsibility to the public's health, safety, and welfare in relation to the impaired nurse;
2. To continue work on studying the role of boards of nursing in their responsibility to the public's health, safety, and welfare relative to entry into nursing practice; and
3. To continue work with ANA on a Joint Statement on Advanced Practice.

Respectfully submitted by  
Therese Sullivan, Montana, Area I  
Chairperson

#### **Committee Members**

Carolyn Chester, Idaho, Area I  
Kathleen Dirschel, New Jersey, Area IV  
Marilyn Graham, Florida, Area III  
Sr. Lucie Leonard, Louisiana RN, Area III  
Ann Mowery, Iowa, Area II



Attachment A: Report of Nursing Practice and Standards Committee

## **Position Paper on Continued Competence**

### **PURPOSE**

The purpose of the National Council of State Boards of Nursing in formulating a position paper regarding continued competence for license renewal, reinstatement, or endorsement by boards of nursing is to provide guidance to jurisdictions considering such legal requirements.

### **INTRODUCTION**

Continued competence of nurses throughout their licensed careers is an issue receiving increasing attention. In most jurisdictions, licensure to practice merely assures that, at the time of initial licensure, the nurse is able to pass a state-approved examination, affirming the attainment of the minimal degree of entry level competence necessary to ensure that the public health, safety and welfare will be reasonably protected. Once licensed in those jurisdictions, a nurse has only to pay a fee to renew the license. Evidence of competency for current practice is not required.

As of 1984, 30 states require some proof of continued competence for RN or PN license renewal. Twelve of these states mandate some form of continuing education. Two states use peer review, fourteen states require refresher courses for re-entry into nursing practice, three require a competency exam, and ten have a minimal practice requirement.

Although the intent of licensure laws has been to assure the public of the competence of nurses throughout their careers, Boards of Nursing have thus far focused on the minimum knowledge and skills required to ensure competence of entry-level nurses. The rapid and striking advances in scientific knowledge and technology are changing, developing, and expanding the scope of nursing practice, requiring the continuous updating of nursing practice. In recent years, Boards of Nursing have begun to focus on consideration of the development of mechanisms to assure nurses remain competent by updating their knowledge and skills throughout their careers.

### **DEFINITION**

Continued competence for nurses encompasses the ongoing ability to render safe direct nursing care or the ongoing ability to make sound judgment upon which that nursing care is based. Competent behavior rests on the use of the scientific method from which the nursing process emanates.

### **PREMISES**

1. The public has a right to expect boards of nursing to monitor the competence of nurses throughout their careers.
2. Continued competence is definable, measurable, and can be evaluated.
3. A regulatory mechanism requiring the continued competence of every licensee serves to assure the public health, safety and welfare.
4. The nurse is responsible for maintaining competence in nursing practice through the process of life-long learning.
5. The nurse is expected to participate judiciously in activities which maintain competence in nursing practice.

6. Disciplinary action is indicated when a nurse fails to demonstrate continued competence.
7. Continued competence requirements apply to renewal, reinstatement, and endorsement of a license.
8. Re-entry into nursing practice following a significant period of absence from practice, requires evidence of current knowledge, skills, and abilities.
9. Continued competence for the licensed practical nurse is inherently different from continued competence for the registered nurse.

## CONSIDERATIONS

1. The regulations for continued competence must bear a rational relationship to the legitimate state goal of assuring the public health, safety and welfare.<sup>2</sup>
2. Although the intent of regulations to assure continued competence is not to restrict competition, any regulation that controls access to a profession may have an anticompetitive effect.<sup>1</sup>
3. Any continued competence regulation will be costly to the Board of Nursing, the employer, the individual licensee and the public.<sup>1</sup>
4. The mechanisms for ensuring continued competence should be evaluated in light of available resources, accessibility, validity, and reliability.<sup>1</sup>
5. Mobility of licensees from jurisdiction to jurisdiction will be affected by continued competence regulations.<sup>2</sup>
6. Continued competence mechanisms should be linked to the disciplinary process.<sup>3</sup>
7. Requirements for evidence of continued competence should be a collaborative effort of the regulatory and professional communities.<sup>3</sup>

## CONCLUSION

Boards of Nursing have the responsibility to assure the health, safety, and welfare of the public by verifying that nurses practice competently. Although current research does not support any single method of ensuring continued competence, the Council recommends that individual Boards continue efforts to establish mechanisms that validate continued competence.

In so doing, each board of nursing should provide regulations that are based on the following principles:

- that the mechanism be reasonable, applied in a non-discriminatory manner, and include procedural safeguards for the licensee;
- that the mechanism provide for the inherent difference between the RN's and PN's legal scope of practice;
- that evidence of current knowledge, skills, and abilities be required after a significant period of absence from nursing practice; and
- that the mechanism be tied to the board's disciplinary process.

## NOTES

1. Massaro, Toni M., Legal Opinion on Continued Competence. March 27, 1984
2. Massaro, Toni M. and O'Brien, Thomas L. "Constitutional Limitations on State-Imposed Continuing Competence Requirements for Licensed Professionals." *William and Mary Law Review*. Vol. 25, (2), 256, Winter 1983
3. Loveland, Darcy A., *Continuing Competence: An Overview*. National Commission for Health Certifying Agencies and the Bureau of Health Professions of the U.S. Health Resources and Services Administration, September, 1984.

## **New Business**

The following resolution is presented as a new business agenda item.

### **RESOLUTION ON ENTRY INTO PRACTICE**

**WHEREAS** an objective of the National Council of State Boards of Nursing is to promote desirable and reasonable uniformity in standards and expected outcomes of nursing education and practice and

**WHEREAS** individual state boards of nursing are developing position statements and implementation processes relative to upgrading of nursing education requirements to reflect current trends and

**WHEREAS** individual state boards of nursing facing legislative or judicial challenges to strategies developed to implement position statements on entry into practice need up-to-date and concise information relative to other state's involvements, therefore be it

**RESOLVED** that the National Council State Boards of Nursing provide a clearinghouse of information relative to individual state board positions and activities regarding upgrading of nursing education requirements, and be it further

**RESOLVED** that NCSBN periodically survey all states for information necessary to keep the clearinghouse of information as up to date as possible, and be it further

**RESOLVED** that NCSBN direct committee of state board representatives to develop a position statement on entry into practice qualifications to be presented to the Delegate Assembly in 1986.

Approved by the North Dakota Board of Nursing, March 29, 1985

Submitted for co-sponsorship to the Boards of Nursing in the states of Montana, South Dakota, Minnesota, Idaho, and Wyoming. (April 10, 1985)

Co-sponsored by Idaho Board of Nursing and by South Dakota Board of Nursing