

# Delegate Assembly

**Book**

**of Reports**

Tenth Annual Convention

August 16-20, 1988

Des Moines Marriott Des Moines, Iowa

NATIONAL  
COUNCIL

**Delegate Assembly**

**Tenth Annual  
Convention**

**August 16-20  
1988**

**Marriott Hotel  
Des Moines, Iowa**

# **Book of Reports**

The National Council's Convention Planning Committee is responsible for planning the Convention.

## **Convention Planning Committee**

Nan Twigg, New Mexico, I, Chairperson  
H. Jean Bruhn, Pennsylvania, IV  
Leota Rolls, Nebraska, Area II

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National Council of State Boards of Nursing, Inc.  
625 North Michigan Avenue / Suite 1544  
Chicago, Illinois 60611

**NATIONAL  
COUNCIL**

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

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# 1988 Convention Schedule

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## Tuesday, August 16

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10:00 a.m. - 5:00 p.m. Registration Area 3rd Floor	<b>Registration</b>
1:00 - 2:00 p.m. Salons A-D, 2nd Floor	<b>Parliamentary Orientation</b> Ardith Inman will review the parliamentary procedures used during Delegate Assembly
2:00 - 3:00 p.m. Salons A-D, 2nd Floor	<b>First Meeting - Delegate Assembly,</b> Business Agenda set by the Board of Directors
3:00 - 3:15 p.m.	<b>Break</b>
3:15 - 5:00 3rd Floor	<b>Group Rap Sessions</b> Executive Directors, Board members, and Board staff each have their own moderated session to attend. (Davenport - Executive Directors, Council Bluffs - Board members, Cedar Rapids - Board staff)
5:00 - 7:00 p.m.	<b>Dinner Break</b>
7:00 - 9:00 p.m. Salons A-D, 2nd Floor	<b>Candidates Forum</b> An opportunity to hear and see the candidates for election
Following the Candidates' Forum Outside Salons A-D, 2nd Floor	<b>CTB/McGraw-Hill Reception</b> An opportunity to meet the test service staff

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## Wednesday, August 17

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7:30 - 8:30 a.m. Registration Area, 3rd Floor	<b>Registration</b>
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8:30 - 11:30 a.m. Salons A-D, 2nd Floor	<b>Second Meeting, Delegate Assembly,</b> Business Agenda set by the Board of Directors
11:30 - 2:00 p.m. Salons E-H, 2nd floor	<b>10th Anniversary Luncheon</b> Elaine Ellibee looks back at the changes and accomplishments of the first ten years of National Council
2:00 - 3:00 p.m. Salons A-D, 2nd Floor	<b>Computerized Adaptive Testing Forum</b> The Computerized Adaptive Testing Project will be addressed in detail
3:00 - 3:15	<b>Break</b>
3:15 - 4:30 Salons A-D, 2nd Floor	<b>Ad Hoc Committee Chairs Forum</b> The chairpersons of the ad hoc committees will report on their projects
5:00 Buses leave from Hotel	<b>Terrace Hill Reception</b> The Iowa State Board of Nursing and the Governor of Iowa are hosting this reception in honor of the 80th anniversary of the Iowa Nurse Practice Act
<b>Thursday, August 18</b>	
8:00 - 9:00 a.m. Registration Area, 3rd Floor	<b>Registration</b>
9:00 - 10:30 a.m. Salons A-D, 2nd Floor	<b>Standing Committee Chairs Forum</b> The chairpersons of the standing committees will report on their projects
10:30 - 11:30 a.m. Davenport and Dubuque, 3rd Floor	<b>Election of Officers</b>

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11:30 - 1:00 p.m. 2nd Floor	<b>Area Meetings</b> Agendas set by Area Directors  Area I - Salon E Area II - Salon F Area III - Salon G Area IV - Salon H
1:00 p.m.	<b>Attendee Organized Activities</b> An opportunity for individuals and/or groups of attendees to fulfill special meeting needs
<b>Friday, August 19</b>	
8:30 - 9:30 a.m. Registration Area, 3rd Floor	<b>Registration</b>
8:30 - 9:30 a.m. Dubuque, 3rd Floor	<b>Research Forum Breakfast</b> An opportunity for Member Boards to exchange information on research needs, interests and current projects
9:30 - 10:45  Salons A-D, 2nd Floor	<b>Final Report of RN and PN/VN Job Analysis Studies</b> Representatives of American College Testing, the Examination Committee, and National Council staff will present results of the job analysis and their impact on current test plans. Then NCSBN will look at its effect on the RN and PN test plans.
10:45 - 11:00 a.m.	<b>Break</b>
11:00 - 12:30 p.m. Salons A-D, 2nd Floor	<b>Bylaws Presentation</b> The Bylaws Committee will describe the proposed Bylaw changes

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12:30 - 2:00	<b>Lunch Break</b>
2:00 - 5:30 Salons A-D, 2nd Floor	<b>Third Meeting, Delegate Assembly</b> Business Agenda set by the Board of Directors
7:00 Salons E-H, 2nd Floor	<b>Taste of Iowa Theme Party</b> Enjoy the local culture at a party highlighting the food and entertainment that is unique to Iowa
<b>Saturday, August 20</b>	
9:00 - 1:00 p.m. Salons A-D, 2nd floor	<b>Fourth Meeting, Delegate Assembly</b> Business Agenda set by the Board of Directors
1:00 p.m.	<b>Convention adjourns</b>

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# Business Agenda of the 1988 Delegate Assembly

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- I. Call to Order
- II. Report of Registration Committee
- III. Report of Rules Committee
- IV. Adoption of Agenda
- V. Announcement of Appointments
  - Election Committee
  - Registration Committee
  - Timekeepers
  - Pages
- VI. Appointment of Committee to Approve Minutes - 1988 Annual Delegate Assembly Convention
- VII. Report of Committee to Approve Minutes - 1987 Annual Delegate Assembly Convention
- VIII. Nominations
  - Committee on Nominations
  - Nominations from Floor for Officers and Committee on Nominations

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- IX. Report of Officers *W.S.J.*
  - President
  - Vice-President
  - Secretary
  - Treasurer - with audit —
  - Area Directors
  - Director at Large
- X. Report of Board of Directors
  - Operational Plan and Budget FY 1989
  - Test Service
  - Data Center
  - National Nursing Licensee Data Base Committee
  - Committee on Special Projects —



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**Computerized Clinical Simulation Testing Project  
Task Force on Evaluation of Nursing Assistants**

- XI. Report of Executive Director
- XII. Reports of Standing Committees
  - Finance Committee
  - Bylaws Committee
  - Examination Committee
  - Administration of Examination Committee
  - Nursing Practice and Standards Committee
- XIII. Report of Task Force on Examinations for the Future
- XIV. Election of Officers and Committee on Nominations (Thursday, August 18, 10:30 - 11:30 a.m.)
- XV. Report of Election Committee
- XVI. New Business
- XVII. Report of Resolutions Committee
- XVIII. Adjournment

# Rules for Conduct of Delegate Assembly

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## 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. The order of business may be changed by a majority vote.
4. Smoking shall not be permitted in meeting rooms.

## Resolutions

1. All new business shall be introduced through resolutions that have been reviewed by the Resolutions Committee prior to presentation to the Delegate Assembly.
2. The deadline for presenting resolutions is 2:00 p.m. on the day before a business session where new business is scheduled.
3. Resolutions must be accompanied by a fiscal impact statement.
4. New business, of an emergency nature, may be introduced if permission is granted by a majority vote of the Delegate Assembly.

## Motions

1. All main motions and amendments shall be written, signed by the maker, and presented to the Chair immediately after proposal.
2. Motions use the terms "receive" and "adopt". Any motion using the word "accept" will be interpreted to mean "receive" when used by the National Council in the Delegate Assembly.
3. Motions originating from the Board of Directors or committee reports shall be considered appropriately presented to the Assembly.
4. On a counted vote, the white voting card receives one vote, the pink voting card receives two votes.

## Debate

1. To be entitled to the floor, a delegate, alternate, or other person in attendance must go to the microphone, address the Chair, and give name and jurisdiction.
2. A delegate shall speak no more than three minutes to a motion without consent of the Delegate Assembly, granted by a majority vote.
3. A nondelegate may speak once to an issue for three minutes after all interested delegates have spoken. Such nondelegate may speak again, only at the Chair's invitation.

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4. A delegate may speak more than once to the same question only after all who wish to speak have done so.
  5. Members of the Board of Directors retain the same rights to speak on issues as the delegates.
  6. A red card raised at the microphone interrupts business for the purpose of a point of order, a question of privilege, orders of the day, a parliamentary inquiry or an appeal.
  7. A time-keeper will signal when allotted time has expired.

### **Elections**

1. Election for officers and members of the Committee on Nominations shall be held Thursday, August 18, 10:30 a.m.
2. If nominations are made from the floor, there shall be no seconding speeches.
3. Electioneering rules, recommended by the Committee on Nominations, shall be adopted by the Delegate Assembly and shall remain in effect until amended or rescinded.
4. Electioneering for candidates is prohibited in the vicinity of the polling place.

# Report of Committee on Nominations

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## Committee Membership

The Committee on Nominations membership changed twice since the 1987 Delegate Assembly. Two members, Ann Petersen (Area I) and Rosalee Seymour (Area IV) withdrew from the Committee in order to be considered for the 1988 slate. The Committee met four times: during the October Orientation/Planning Session; in Chicago on 26 February 1988; and by conference calls on 26 April 1988 and 8 July 1988. The names of the members and their areas of representation are:

Area I, Gwen Hinchey  
Area II, Laura Trimbo  
Area III, Patricia Calico, Chairperson  
Area IV, Mary Snodgrass

## Committee Meetings

At the October Meeting, the Committee reviewed the Bylaws and Standing Rules. The Campaign Guidelines were also revised (Attachment A). The Committee decided to require all potential nominees to submit Candidate Information, Consent to Serve, and signed Campaign Guidelines Forms. The forms were sent to Member Boards along with the Call to Nomination that appeared in the 13 November 1987 Newsletter.

The Committee asked that Member Boards submit the names of qualified individuals to the Committee Chairperson by 14 February 1988. The Committee received nominations or endorsements of 25 candidates from 23 jurisdictions. The nominees represented by each area of the National Council are as follows:

Area I - 6  
Area II - 6  
Area III - 6  
Area IV - 7

Owing to an insufficient number of nominations for the offices of President and Area II Director, it was necessary to issue a second Call for Nominations for those positions. Because one of the Area II nominees for the Committee on Nominations withdrew her name from the ballot, it was necessary to request additional nominees for the Committee on Nominations Representative from Area II. When the current Secretary agreed to run for President, the Committee found it necessary to issue to a Call to Nominations for the position of secretary for a one (1) year term.

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## Ballot

The following ballot was developed and unanimously adopted by the Committee on Nominations on 26 April 1988. The information about each candidate is organized as follows:

1. Name, Jurisdiction, Area
2. Present Board Position
3. Present Employment
4. National Council Offices or Committees
5. Educational Preparation (degrees/diplomas earned)
6. Statement of Interest

## President

1. Renatta Loquist, South Carolina, Area III
2. Executive Director
3. South Carolina Board of Nursing
4. Secretary, 1987-1988  
Director-at-Large, 1984-1986  
Examination Committee, 1983-1984  
Item Writer Consultant, 1982-1983  
Examination Committee, 1979-1981
5. University of South Carolina, Nursing Administration, M.N., 1982  
University of South Carolina, Nursing, B.S.N., 1967

6. To be nominated for the Presidency of the National Council is the most significant professional event of my nursing career. I have been a staff member of the South Carolina Board of Nursing for ten years, four years as the Executive Director. For the past nine years I have served the organization on the Examination Committee, as Director-at-Large, and as Secretary of the Board of Directors. A unique feature of our organization is the changing composition as new Board members and staff join our ranks bringing new ideas and talents with them. We must capitalize on these strengths as we preserve the organization's mission. I see the top priorities for the organization to be maintaining open, clear communication with members; keeping pace with technological advancements; and maintaining fiscal stability. We must remain on the cutting edge of excellence in the field of regulation and licensure. I value openness, honesty and unity, and promise to do my best to bring these qualities to the office of President.

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1. Ann Petersen, Utah, Area I
  2. Licensing Coordinator/Executive Secretary/Nurse Consultant
  3. Utah Board of Nursing
  4. Committee on Nominations, Area I, 1987-1988; 1986-1987  
Test Service Evaluation Committee, 1985-1986  
Director-at-Large, 1982; Vice-President, 1982-1984  
Area I Director, 1979-1981  
Liaison Committee with ANA, 1979-1981; 1982-1983
  5. University of Utah, Nursing, M.S., C.N.M., 1967  
University of Utah, Nursing, B.S., C.N.M., 1962  
Holy Cross Hospital School of Nursing, Diploma, 1960

6. I have agreed to submit my name for nomination as President of the National Council of State Boards of Nursing. I believe the office of President requires a major commitment of time and energy. It demands an individual with the ability to critically evaluate complex and difficult issues. Decisions that are made now and in the immediate future will determine the future viability of the National Council as a leader in the regulatory arena of health care professionals. While the commitment is daunting I am willing to commit the time and energy required.

Critical issues facing the Council and Member Boards in the immediate future include the continuation of valid, reliable licensing examinations that are reasonable in cost and reflect the rapidly changing arena of nursing practice; the development of mechanisms to evaluate continuing competency; and the management of disciplinary problems. Many states are experiencing serious fiscal crises. The National Council must be cognizant of fiscal concerns and critically evaluate existing and proposed programs to determine whether they are essential to our primary mission and are as cost effective as possible.

In addition to ten years experience as the executive officer of the Utah Board of Nursing I have had twenty years experience in nursing education and nursing service administration. These experiences have provided me with a broad understanding of the serious issues related to the regulation of nursing practice. My previous participation in National Council activities as a member of the Board of Directors and on several committees has given me the background ("entry level") knowledge and skills required for the President of the National Council. I am committed to develop the expertise gained through experience and ask for your vote in the August election.

It would be an honor and privilege to serve as President of the National Council of State Boards of Nursing.

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### **Vice President**

1. **Joan Bouchard, Oregon, Area I**
2. **Educational Program Consultant**
3. **Oregon State Board of Nursing**
4. **Vice-President, 1986-1988**  
Chairperson, Task Force on Examinations For The Future, 1986-1988  
Examination Committee, 1983-1986  
Committee on Nominations, 1981-1983
5. **University of Washington, Maternal-Child Nursing, M.N., 1966**  
**University of Oregon, Nursing, B.S., 1964**
6. **As the Council approaches its tenth anniversary I believe we need to reflect on the wisdom of the past, be prepared to capitalize on the opportunities of today, and move into the 1990's with courage and conviction.**

At this time I believe our major priorities should be to:

- reevaluate the internal organizational structure and to clarify the responsibilities and relationships between the various components of the Council
- have the Delegate Assembly review the Council's Operational Plan yearly and set clear directions and priorities for Council programs and activities
- sustain the commitment to a high quality examination program and to decide on future directions regarding computer testing and development of future examinations
- strengthen our financial stability to ensure vitality of Council programs in light of the decline in the number of examination candidates.

The above priorities need to be addressed through cooperation and consensus building; with respect to the diverse needs of our membership and with planned fiduciary responsibility.

I seek the Vice Presidency for a second term because I believe strongly in this organization and its mission. I would welcome the opportunity to continue to provide leadership to the Council in the achievement of our collective goals.

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1. Corinne Dorsey, Virginia, Area III
  2. Executive Director
  3. Virginia State Board of Nursing
  4. Chairperson, Bylaws Committee, 1984-present  
Member, Bylaws Committee, 1982-1984
  5. Old Dominion University, Education, M.S., 1973  
Richmond Professional Institute, Nursing, B.S., 1965  
Medical College of Virginia School of Nursing, Diploma, 1954
  6. It is an honor to be nominated for the office of Vice President of the National Council. My service as both a member and staff of the Virginia Board of Nursing provides a unique background for candidacy.

I have served in a variety of positions in professional and community organizations. My experience with the National Council Bylaws Committee has given me the opportunity to acquire an in-depth knowledge of the organization as well as its goals and objectives. I believe I can use this knowledge as a member of the team that is the Board of Directors.

The National Council's first ten years have been dynamic and exciting for those of us who served on boards of nursing at its beginning. I want to be actively involved as the organization enters its second decade and continues to meet the needs of its member boards in established ways and through expansion of services consistent with its mission. I want to assist in the implementation of the plans developed in the past several years and to help to establish the plans for the future.



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**Secretary** (Additional information will be provided at Convention.)

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## **Area II Director**

1. **Judy Otto, Illinois**
  2. **Nursing Coordinator**
  3. **Illinois Department of Professional Regulation**
  4. **Nursing Practice and Standards Committee, 1987-present**
  5. **Northern Illinois University, Community Health Nursing, M.S., 1979**  
**University of Iowa, Nursing, B.S., 1962**
  6. **In six years as nursing staff for the Illinois Board I have frequently addressed issues which relate to the mission and objectives espoused by the Council. My educational and experiential background in research, evaluation, education and public policy has provided me abilities to contribute to the Council's objectives related to the following priorities:**
    - **Development and implementation of a licensure examination which measures competence of individuals to enter nursing;**
    - **Facilitate uniformity in nursing licensure; and**
    - **Promote understanding and development of public policy which will safeguard consumers.**
1. **Carol Stuart, South Dakota**
  2. **Executive Secretary**
  3. **South Dakota Board of Nursing**
  4. **Task Force on Examinations For The Future, 1987 - present**
  5. **University of Colorado, Nursing, M.S., 1966**  
**Hamline University, Nursing, B.S., 1961**
  6. **The National Council of State Boards of Nursing faces unprecedented challenges as nursing charts its course within the rapidly changing health care environment. It will continue to be important to focus National Council activities on examinations for licensure, nursing practice issues, continuing competency and on a system to facilitate communication among its members. I believe my interests and experience would enable me to provide leadership to the Area II Member Boards and strengthen the network which currently exists to obtain support and assistance when similar issues are confronted. I would welcome the opportunity to serve the Council in this capacity.**

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## Area IV Director

1. **Ann Bissonette, New York**
2. **Public Member and Vice-Chair**
3. **New York State Board for Nursing**
4. **Bylaws Committee, 1986 - present**
5. **State University of New York-Empire State, Community and Human Svcs, B.S., 1978  
Marymount College, Retailing, A.A.S., 1963**
6. **For the past seven years I have been an active member of the New York Board for Nursing and functioned nationally on the Bylaws Committee of the National Council. On the State Board I am currently serving my second year as Vice-Chair. Additionally, I served two years as chair of the Licensing and Exam Committee, five years as a member of the Professional Discipline Committee and two years on the Long Range Planning Committee.**

Relevant community experience includes six years on the Board of the Buffalo Junior League, including chairing a major community fund raising project. As a member of the President's Council of the American Lung Association of Western New York I occupied a key leadership role in another highly successful capital fund drive. This past year I completed a two year term as PTA President of the Amherst Central School District.

My experience in organizing complex tasks has been extensive and successful. I consider my ability to mobilize people and resources toward a defined objective as my principal generic qualification for this role in the National Council.

My knowledge of the purpose and functions of the national and state organizations combined with proven ability will equip me to accomplish the Council's objectives.

Priority issues are the integrity of credentialing and testing along with interstate licensing.

1. **Jean Caron, Maine**
2. **Executive Director**
3. **Maine State Board of Nursing**
4. **Area IV Director, 1985-present  
Disciplinary Task Force, 1984-1985  
Examination Committee, 1979-1982**
5. **Boston University, Nursing, M.S.N., 1973  
Boston College, Nursing, B.S.N., 1962  
Mercy Hospital School of Nursing, Diploma, 1953**

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6. I am honored to be nominated for a second term for the office of Area IV Director. During my first term, I strove diligently to build a bridge between Area IV and the Board of Directors by sharing pertinent information with Area IV Member Boards while communicating regional issues and concerns to the Board. If elected, I will continue to make every effort to maintain open and on-going communications by being readily accessible to discuss issues with Area IV Member Boards and to provide further information, as needed. Thank you for your consideration.

1. Rosalee Seymour, Delaware
2. Executive Director
3. Delaware Board of Nursing
4. Committee on Nominations, 1987-1988  
Delegate Registration Committee, 1987  
Chairperson, Election Committee, 1986
5. University of Delaware, Nursing, M.S., 1980  
West Chester University, Education, Nursing, 1971  
Hahnemann Hospital School of Nursing, Diploma, 1964
6. Psychiatric nurse, educator and administrator have prepared me to serve as an Area IV Director.

My record, as appointed Chairperson of the Election Committee, member of Delegate Registration and elected member of the Nominating Committee, demonstrates that I am resilient in the face of conflict, capable of sustained vision and collaborative and creative at problem solving. I bring these abilities along with my sense of humor.

I believe we should move deliberately but carefully to build an international network, examine opportunities for profit making, provide a clearinghouse function for testing and licensure and tackle national licensure and truth in testing on all fronts.

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### **Director-at-Large**

1. Yolanda "Lonna" Burress, Nevada
2. Executive Director
3. Nevada State Board of Nursing
4. None
5. Orvis School of Nursing, B.S., 1976
6. Preparation for functioning in this position has been provided by quality learning experiences in clinical practice, management, and as an executive director. I would bring to the position strong analytical, organizational and communication skills. Through consistent preparation, and input from member boards, achievement of the Council's goals and objectives would be facilitated.

I believe the council's primary priorities should be:

- clear communication regarding decisions and fiscal considerations
- continuing provision of psychometrically and legally sound licensing examinations
- ongoing emphasis of member boards needs
- implementation of proactive long range plan providing for financial stability and clear organization operation.

1. Bertha Mugurdichian, Rhode Island
2. Executive Secretary
3. Rhode Island Board of Nurse Registration and Nursing Education
4. National Nursing Licensee Data Base Committee, 1986-present  
Administration of Examination Committee, 1981-1983
5. Boston College, Public Health Nursing Education, M.S., 1968  
Simmons College, Nursing, B.S., 1959  
Roger William General Hospital School of Nursing, Diploma, 1949
6. It is an honor and privilege to be considered for nomination as Director-At-Large of the National Council of State Boards of Nursing.

I have a firm belief in the mission and goals of the Council and have wholeheartedly subscribed to its purposes since its inception.

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My ten years of experience as the Executive Secretary of the Rhode Island Board of Nurse Registration and Nursing Education have enabled me to become knowledgeable of the nursing practice and licensure issues.

I appreciate having had the opportunity to serve on the Administration of Examination Committee and to presently serve on the Licensee Data Base Committee.

The present health care system presents challenges not only for the state boards of nursing, but to the Council as well and I would like to be a part of the organization as it meets the challenges.

### **Committee on Nominations:**

#### **Area I**

1. Diane Bernheine, Washington
2. Board Member, Washington State Board of Practical Nursing
3. Not Employed At Present
4. None
5. Spokane Community College, P.N., 1973
6. As a member of a state board I have had the opportunity to participate in discussions and decisions regarding Council activities and was privileged to serve as a Delegate at the 1987 Convention.

Prior participation in various appointed and elected positions in regional and state nurses associations has enhanced my leadership and organizational skills.

Knowledge and personal experience in my profession will permit me to represent practical nursing in issues before the Council.

While licensing examinations must remain the top priority of the Council, I would hope to see the development of educational programs, for use by Member Boards, regarding discipline, continued competence, education and drug impairment.

1. Phyllis Sheridan, Idaho
2. Executive Director
3. Idaho Board of Nursing

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4. Vice-President, 1984-1987  
Area I Director, 1981-1984  
Member, Test Service Evaluation Committee, 1983  
Chairperson, Examination Committee, 1979-1981  
Vice-Chairperson, Examination Committee, 1976-1978
  5. University of Colorado, M.S., Nursing Education Adm., 1956  
University of Nebraska, B.S., Nursing, 1947
  6. The role of the Nominating Committee in screening nominees for the Board of Directors and preparing a slate reflecting those persons best qualified to provide leadership for the Council is a crucial one. I believe that my 11 years of active involvement in Council activities, six years on the Examination Committee and five years on the Board of Directors, have enabled me to develop a comprehensive understanding of the Council's role, mission, and functions. As a member of the Committee, I would be committed to the selection of nominees who would be capable of sound decision-making for the issues of today within the context of the Council's long-range goals.

## **Area II**

1. Pat Broten, North Dakota
2. Board Member, North Dakota Board of Nursing
3. Griggs County Hospital
4. None
5. North Dakota State University, Liberal Arts, 1971  
North Dakota State School of Science, P.N., 1966
6. I submit my name for consideration for the position of Committee on Nominations, Area II Representative. As a Committee member, I would actively seek individuals who are professionally current and knowledgeable leaders in nursing and education to implement the action of the Council and promote the public welfare through the legal regulation of nursing. I would be pleased to serve the National Council of State Boards of Nursing, Inc. as a member of the Committee on Nominations.

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1. (Additional information will be provided at Convention.)

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### **Area III**

1. **Patricia Calico, Kentucky**

2. **Board Member, Financial Officer, Kentucky Board of Nursing**

3. **University of Cincinnati College of Nursing and Health**

4. **Chairperson, Committee on Nominations, 1987-1988**  
**Member, Convention Planning Committee, 1986-1988**  
**Delegate, 1988, 1987, 1983**  
**Alternate Delegate, 1986, 1985**

5. **Indiana University, D.N.S., Nursing Administration, 1986**  
**Wright State University, M.A., Counseling, 1979**  
**Boston University, Rehabilitation Nursing, C.A.G.C., 1970**  
**University of Maryland, M.S., Medical-Surgical Nursing, 1968**  
**University of Kentucky, B.S.N., Nursing, 1965**

6. My experience last year as Chairperson, Committee on Nominations, enables me to reaffirm the essential role of this committee in promoting the purposes of the National Council. By developing an excellent candidate slate, the Committee promotes leadership to accomplish the National Council mission. My involvement with the National Council of State Boards of Nursing since 1981 as a Board Member, Delegate, committee member, and committee chairperson provides a perspective of the National Council necessary for the candidate selection role. I would be honored to continue to serve as a member of the Committee on Nominations.



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1. **Betty Hunt, North Carolina**
  2. **Board Member, North Carolina Board of Nursing**
  3. **Randolph Hospital**
  4. **None**
  5. **Randolph Community College, P.N., 1967**
  6. **The Nominating Committee has an important responsibility in the continued well-being of the Council through selection of a qualified, committed slate of candidates for leadership positions.**

A Board Member of the North Carolina Board of Nursing since 1984, I am aware of the vital role and commitment of Member Boards and the National Council of State Boards of Nursing in the regulatory process of nursing education, licensure and practice.

Over a period of twenty years I have been an active participating member of the North Carolina Licensed Practical Nurses' Association and the National Federation of Licensed Practical Nurses, and have been elected to leadership positions in both organizations. Serving on the Nominating Committee of NFLPN, NCFNO and NCCWO has provided me with the experience and skills necessary to facilitate selection of qualified candidates for the Council.

Having attended Area III meeting - 1986, and the 1985, 1986 and 1987 National Council Delegate Assembly, I am aware of the Council's functions, goals, and objectives.

I would welcome the opportunity to serve on the National Council Nominating Committee.

#### **Area IV**

1. **Milene Megel, New York**
2. **Executive Secretary**
3. **New York State Board of Nursing**
4. **None**
5. **University of Iowa, Ph.D., Education, 1980**  
**University of Iowa, M.A., Medical-Surgical Nursing, 1972**  
**College of Saint Scholastica, Duluth, B.S.N., 1961**
6. **I am well organized, a competent speaker and writer, have 18 years of administration**

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in Nursing Education and am very interested in the National Council and its activities. I have enthusiasm for challenge and humor for reality. My experience and knowledge of nursing will be beneficial to meeting the objectives of the Council. I am able to prioritize my responsibilities so that I would have the necessary time for National Council duties.

I believe the following issues should have top priority with the Council:

1. Testing
  - Implementing computerized testing
  - Planning for truth-in-testing
2. Quality assurance in the regulation of nursing licenses. States must be able to insure the continued competency of licensees.
3. Safeguarding the legitimate practice of nursing.

1. Mary Snodgrass, Massachusetts
2. Executive Secretary
3. Board of Registration in Nursing, Massachusetts
4. Committee on Nominations, 1987-1988  
Delegate, 1987, 1986, 1985  
Examination Committee, Alternate, 1986-1987
5. Boston University, M.S., Nursing, 1968  
Indiana University, B.S., Nursing, 1966  
Methodist Hospital School of Nursing, Indianapolis, Diploma, 1957

6. I have viewed extraordinary talent in the National Council while attending Area Meetings and while serving as a delegate in three Delegate Assemblies. Years of experience as a nursing educator and administrator have developed my ability to be sensitive to talent and appreciate that gift. I am committed to the National Council's goal to assist Boards of Nursing to act and counsel together on items of common interest and concern. To achieve this goal, I believe the leaders in the National Council must maintain lines of communication; have attitudes which are creative and futuristic; have the ability and willingness to communicate effectively with members; be officers who are eager to be supportive of Member Boards during usual activities as well as in time of crisis; must demonstrate patience in exploring new ideas; and be willing to encourage sharing of priority issues of one Board with other members. I look forward to being part of the exciting process of selecting our highly qualified people to provide the stimulus of leadership for the National Council.

**Candidates for Nomination for National Council Offices and Committee on Nominations**

Candidates for officer or Committee on Nominations positions of the National Council of State Boards of Nursing, Inc. shall comply with the following guidelines when campaigning for election.

Once the slate has been officially published in the National Council *Newsletter*, the candidates for office or the Committee on Nominations may:

**1. Prior to Convention**

- a. Organize a campaign strategy/team
- b. Appoint a campaign manager who, in accordance with the campaign guidelines, will:
  - i. coordinate distribution or display of any campaign materials
  - ii. coordinate any campaign functions with the National Council's convention manager
  - iii. ensure the candidate's appearance at required candidate functions as delineated in the Convention Program.
  - iv. serve as a PR person in campaigning on the candidates behalf
- c. Submit the name, address and telephone number of the campaign manager to the Chairperson, Committee on Nominations, as soon as the appointment is confirmed
- d. Solicit support of delegates and member boards
- e. Prepare and circulate campaign materials\*
- f. Schedule any campaign functions not in time conflict with the schedule of the convention program. Cost of any such function will be the responsibility of the candidate(s) and will be dependent on availability of the convention hotel to comply with the function request. Campaign functions must be pre-arranged with the National Council convention manager at least 30 days prior to convention

**2. After the first business session of the Delegate Assembly, but at no time during a business session the Candidates for Office/campaign team or the Committee on Nominations/campaign team may:**

- a. Distribute campaign material
- b. Solicit votes
- c. Display no more than two campaign posters/banners in a designated area according to the rules of the convention center (this information will be provided candidates no later than 45 days prior to convention on a yearly basis).
- d. Display no campaign material within 50 feet of the voting area
- e. Solicit no votes within fifty feet of the voting area.

As a candidate for an officer or Committee on Nominations position my signature indicates that I have read, understand, and I agree to comply with the above Campaign Guidelines:

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(signature)

(date)

This form must be signed and returned with the consent to serve form.

\*Campaign materials are anything distributed by or displayed by the candidate/campaign team to publicize the candidate's bid for office or Committee on Nominations position. This may include but is not limited to, letters, fliers, badges, posters, banner, and pins.

## Report of the President

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It is my privilege to report on the myriad of organizational accomplishments that have taken place this year; a year in which we celebrate our tenth anniversary.

During the past year the development of the nurse licensing examinations continued to receive special attention. In this regard the Examination Committee focused its efforts on continuing to provide psychometrically sound and legally defensible examinations. In addition to approval of the regularly scheduled examinations, the Committee reviewed results of the Licensed Practical/Vocational and the Registered Nurse job analysis studies for use in evaluation of the validity of the current test plans.

Looking toward the future, the Committee for Special Projects continued work on the computerized adaptive testing feasibility study and its pursuit of external funding for the project. Phase I of the project was completed. Pilot testing of the computer software demonstrated positive results regarding its use for the administration of licensing examinations. Based on the positive results of the pilot test and the need to address legal, operational and fiscal issues, the Board approved funding to continue on into Phase II of this project until the end of August. A decision on further continuation of Phase II of the project will be made during the Delegate Assembly meeting.

Another major thrust in testing has been the work of the Task Force on Examinations for the Future. The Task Force explored competencies for evolving levels of nursing performance and the relationship of these competencies to future testing models. Following Member Board review of the competencies, they were revised by the Task Force. The validity of these competencies will be explored in a future job analysis study.

Consistent with the National Council's emphasis on safeguarding the licensing examination, the Administration of Examination Committee worked this year to revise the security measures and the disaster plan subsequent to the security break in the February 1988 National Council Licensure Examination for Registered Nurses. The Committee also worked very diligently these past several months with respect to the investigation of the security break.

This report would be remiss were it not to recognize the outstanding efforts of our Member Boards, Board members and staff for their swift and dedicated response to issues related to the security break and the disaster plan. An additional word of thanks is extended to our legal counsel and the test service for their assistance in responding to the security break in an expedient and effective manner.

Research activities, whether integral to testing or as an element of other National Council goals, are essential. Job analysis studies examining the nursing practice of entry level licensed practical and registered nurses were completed this year. Work on the development of an instrument to measure qualitative differences in entry level performance of various categories of nursing personnel is in progress. Additional activities include research related to person fit "anomaly" analysis for licensing examinations and ethnicity/gender differences in performance on the examination items. Final reports in these areas are projected for the Spring of 1989. The National Council continues to monitor legislation related to truth in testing and implications for the licensing examination. A review

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of the literature and survey of other testing organizations' test disclosure practices were also completed.

The receipt of funding from the W.K. Kellogg Foundation to explore the feasibility of using computerized clinical simulation testing for nurse licensure examinations offers additional opportunities to explore computer based testing. The Computer Simulation Testing Steering Committee has been appointed and will meet initially this summer to plan project timelines and activities.

The National Council's efforts regarding nursing practice maintained their momentum. The Nursing Practice and Standards Committee completed revisions of the Model Nurse Practice Act and the accompanying Model Administrative Rules and Regulations based on input from Member Boards. In addition, the Committee completed a study of endorsement requirements among the various jurisdictions for endorsement and a concept paper related to Public Law 100-203, Nursing Home Reform Act, for use by Member Boards in analyzing regulatory implications. The Committee continues to update jurisdictional information related to entry into nursing practice and continued competence. Publication of the *State Nursing Legislation Quarterly* also has provided a means to share information about legislative trends and issues and their implications for public policy.

The National Council has taken numerous steps with respect to its operational perspective. Last fall, the Board of Directors developed and organized an orientation/planning session for the organization which provided a significant opportunity for the Board, committees, task forces and staff to discuss proposed strategies and the operational plan for the next year. The organizational units reviewed the operational plan and updated the plan for proposed activities during the next three years. Further, the session provided an opportunity for the various committees to discuss issues of mutual concern and also enhanced coordination among committees with related responsibilities.

Two surveys were completed to identify membership needs and Member Board satisfaction with National Council services. These surveys provided a significant opportunity to collaborate to establish future directions of the organization. Additionally, the Finance Committee has developed financial planning policies and a policy on capital acquisitions. Based on the financial assumptions and projections the Committee recommended adoption of the budget for fiscal year 1989. The Committee also disseminated quarterly financial reports to the membership.

Planning continued as a function of the Board of Directors this year consistent with the operational plan and review of committee structure by the Bylaws Committee. The Bylaws/Special Committee completed its study of the National Council Standing Rules and proposed consolidation of the rules into the Bylaws. A proposed structure for organizational committees was presented at the regional area meetings in the Spring of 1988.

Information technology and effective communication continue to be of great importance for the organization. Because of this recognition, the National Nursing Licensee Data Base Committee continues to explore the feasibility of developing and maintaining a national bank of nursing licensee data for the purpose of analyzing the supply of licensed

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nursing personnel. An electronic mail system was instituted this year to enhance communication between the National Council, Member Boards and committees. The system includes a mail function and bulletin board function for use in increasing effective communications between various organizational structures. Plans are proceeding to enable verification of information within the disciplinary data bank by means of computer technology.

Communication has been further enhanced through the liaison role of the Area Directors who effectively coordinate and relate regional issues to the Board of Directors at regularly scheduled meetings. Regional area meetings provided an important forum for discussion of National Council issues and also specific issues within the regional areas. The Board of Directors also established a pilot liaison mechanism to increase communication with committees. The open forum between Member Boards and the Board of Directors continued this year and provided an opportunity for Member Boards to present issues of concern to the Board of Directors.

The National Council continues to strengthen its relationships with individuals and organizations that shape public policy related to the safe and effective practice of nursing. Attendance and presentations at national and regional meetings as well as health care conferences help to foster these critical relationships. The Council continues to enhance relationships by means of liaison meetings between presidents and executive directors of the American Nurses' Association and National League for Nursing in addition to liaison meetings with the National Association for Practical Nurse Education and Service and the National Federation of Licensed Practical Nurses. Additional opportunities for liaison relationships with the American Organization of Nurse Executives and the American Association of Colleges in Nursing have been initiated. The National Council continues to enhance communications between federal government agencies and other state organizations. The National Council also joined the Governing Board of the National Commission on Nursing Implementation Project this year to provide the regulatory perspective on issues related to nursing education and practice.

In summary, it is an honor to recognize every one who has made this year a successful one and contributed to our organizational accomplishments. Member Boards, members of the Board of Directors, committees, task forces, staff, test service, data center, legal counsel and the many individuals that have so generously contributed to our organizational accomplishments during this year deserve our thanks and our appreciation. It is with enthusiasm and excitement that I look forward to meeting with each of you at our tenth anniversary celebration. We will not only maintain but also promote standards in changing times in our efforts to promote public health, safety and welfare. As Peter Drucker once said, "The future will not just happen if one wishes hard enough. It requires decision -now, it requires work -now," in the interest of the health care consumer.

Ruth L. Elliott, President  
Area III, Oklahoma

## Report of the Vice President

During the past year, I have attended four meetings of the Board of Directors and the Orientation program for Board and committee members held last October. As Vice President, I have also served as a member of the Board Coordinating Committee and attended four meetings of this committee. I represented the Council at three meetings at the request of the President.

For the second year, I served as Chairperson of the Task Force on Examinations for the Future and presided at three meetings of this committee.

It has been a busy, difficult but productive year for the Board of Directors. As Vice President, I have endeavored to be informed, involved and committed to decision making which I felt was in the best interest of the Council and its member boards. I am grateful to the members of the Delegate Assembly for affording me the privilege of serving the National Council as Vice President during the past two years.

Joan Bouchard, Oregon  
Vice President

## Report of the Secretary

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As Secretary to the National Council of State Boards of Nursing, I have participated in all meetings of the Board of Directors and the Board and Committee Orientation and Retreat. I have participated in five Board of Directors' conference calls. I have reviewed all minutes of the Board of Directors' meetings prior to their public distribution, as well as review the Summary of Major Board Actions for publication in the National Council of State Boards of Nursing *Newsletter*.

I have served on the Communications Committee of the Board of Directors and attended two of three meetings. I have been the liaison of the Board to the Examination Committee and in this capacity I have communicated with the chairperson of the Examination Committee by phone prior to and after each committee meeting. I have received and reviewed Examination Committee meeting materials in preparation for the conference calls.

It has been a privilege and honor to serve the National Council of State Boards of Nursing in this capacity. Thanks to the delegates for allowing me the opportunity to represent you on the Board of Directors.

Renatta S. Loquist, South Carolina  
Secretary



## Report of the Treasurer

### Recommendation

The auditor's report for fiscal year 1987 be approved as presented.

### Activities

This past year has marked the second year of implementation of the program budget. The budget format has continued to be beneficial in planning for the fiscal needs and activities of the Council. A cost analysis by program is in progress and will be presented to the Board of Directors when completed. The ability to monitor the fiscal impact of each program has provided a better evaluation of Council resources as well as control of expenditures within each program. From the experience gained last year very little refinement of the format was required.

Quarterly financial reports and statements of investments have been presented to the Finance Committee and the Board of Directors. The quarterly financial reports were mailed to all Member Boards following approval by the Board of Directors. To date, there have been no questions from Member Boards regarding the reports.

The financial position of the Council remains positive. Revenues have been slightly higher than anticipated because of an increase in investment income and NCLEX income. Publication income was lower than projected due to incorrect estimates of revenue from the publishers. This has been adjusted in the FY89 budget. Expenditures have been maintained within budgetary allowances. Through the third quarter all expenses related to the security break were handled within the current budget. Funds approved by the Board of Directors for implementation of the Computer Adaptive Testing Project were taken from the fund balance and placed in a designated fund.

A financial forecast for the next 5 years was prepared. This projection has served as a valuable resource.

New revenue sources continue to be evaluated. In order to maximize our investment income, the Finance Committee has been investigating the concept of an investment manager. An interview guide was prepared for use by the Committee in the meeting with prospective managers. In addition, policies for the determining the cost of data, services, and administrative overhead have been developed.

The Finance Committee spent a great deal of time reviewing and developing financial policies which were presented to the Board of Directors.

The proposed budget for FY89 was prepared by the Finance Committee and presented to the Board of Directors. The budget reflects revenue adequate to support all expenditures. The budget also includes the increase in the NCLEX fee from \$25 to \$35 beginning with the October, 1988 examination.

The fiscal impact statement developed for use with resolutions presented at the Delegate Assembly has been used for all new requests throughout the year. The document has

proved to be a very useful tool in evaluating the fiscal impact of any request. The fiscal impact statement will be used again this year at the Delegate Assembly to allow delegates to evaluate the fiscal impact of any resolutions on the FY89 budget.

As Treasurer, I chaired all meetings of the Finance Committee. I have also attended all meetings of the Coordinating Committee and the Board of Directors with the exception of one conference call. It has been both a challenge and pleasure to work with the Council and Member Boards

I would like to take this opportunity to thank the Finance Committee for all their hard work and long hours they give to the Committee. I especially would like to thank Kathy Hayden, Accountant and staff support to the committee for her invaluable assistance. The support I have received has made my role as Treasurer a rewarding experience.

Donna Dorsey, Maryland  
Treasurer

# **Financial Statements and Auditors' Report**

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

**June 30, 1987 and 1986**

# Auditors' Report

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

We have examined the balance sheets of the National Council of State Boards of Nursing, Inc. (a not-for-profit Pennsylvania corporation) as of June 30, 1987 and 1986, and the related statements of revenues and expenses, changes in fund balance and changes in financial position for the years then ended. Our examinations were 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. as of June 30, 1987 and 1986, and the results of its operations, changes in fund balance and changes in its financial position for the years then ended, in conformity with generally accepted accounting principles applied on a consistent basis.

Grant Thornton Accountants and Management Consultants  
Chicago, Illinois  
August 10, 1987

## Balance Sheets

June 30, 1987

Assets	1987	1986
<b>Cash and cash equivalents</b>		
Bank checking accounts	\$ (56,717)	\$ 49,161
First Chicago Money Market	113,595	2,213,497
Continental Money Market	102,313	98,649
Crocker National Bank Money Market	<u>2,666</u>	<u>2,546</u>
	161,857	2,363,853
<b>Accounts receivable</b>		
Royalties	39,826	51,574
Interest and other	<u>34,697</u>	<u>61,909</u>
	74,523	113,483
<b>Publication inventories (note A3)</b>	39,236	21,579
<b>Prepaid disaster plan costs (note A4)</b>	153,670	191,008
<b>Other assets and prepaid expenses</b>	39,685	47,175
<b>Investments - at cost (market value \$3,829,000 in 1987 and \$1,512,000 in 1986)</b>		
U.S. government instruments	3,805,055	1,166,260
Certificates of deposit	—	<u>300,000</u>
	3,805,055	1,466,260
<b>Property and equipment - at cost (note A2)</b>		
Furniture, fixtures, and leasehold improvements	129,947	89,548
Equipment and computer software	<u>274,343</u>	<u>266,343</u>
	404,290	355,891
<b>Less accumulated depreciation</b>	<u>137,729</u>	<u>187,597</u>
	<u>266,561</u>	<u>168,294</u>
	<u>\$4,540,587</u>	<u>\$4,371,652</u>

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**Liabilities and Fund Balance**

	1987	1986
Accounts payable	378,548	225,534
Accrued expenses and withheld taxes	57,239	41,165
<b>Deferred Revenue</b>		
Examination fees collected in advance (net of prepaid processing fees of \$176,237 in 1987 and \$72,376 in 1986)	1,472,514	1,787,043
Contract and convention fees	100,010	121,430
	<u>1,572,524</u>	<u>1,908,473</u>
<b>Commitments (note C)</b>		
Fund balance	2,418,558	2,196,480
Unrestricted		
Board designated		
Computer Adaptive Testing	<u>113,718</u>	
	2,532,276	2,196,480
	<u>\$4,540,587</u>	<u>\$4,371,652</u>

The accompanying notes are an integral part of these statements.

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**Statements of Revenue and Express**
**Year ended June 30, 1987**

	1987	1986
<b>Revenue</b>		
Examination fees	\$3,977,959	\$3,512,236
Less cost of development, application and processing	<u>2,697,098</u>	<u>2,416,412</u>
Net examination fees	1,280,861	1,095,824
Contract fees (dues)	181,000	180,000
Publication income (includes royalties)	75,636	99,254
Investment income	195,423	232,965
Convention fees	51,093	35,904
Honorariums and other	2,704	3,371
Gain on sale of fixed asset	<u>1,350</u>	<u>          </u>
Total revenue	1,788,067	1,647,318
<b>Program expenses</b>		
Test security and administration	68,483	51,478
Nursing standards and practice	8,985	13,711
Convention costs	77,444	42,122
Publications	49,408	41,489
Research	68,163	15,844
Nursing study - A.C.T. project	94,227	324,413
Other	<u>46,726</u>	<u>45,100</u>
Total program expenses	413,436	534,157
<b>Organizational expenses</b>		
Salaries and benefits - staff	602,560	492,969
Travel and expenses (exclusive of Board)	43,731	31,764
Travel and expenses - Board	63,807	71,563
Insurance	35,783	5,266
Printing and supplies	26,715	22,135
Professional services	51,067	82,820
Library subscriptions and memberships	3,765	3,091
Bank service charges and sundry	<u>1,597</u>	<u>2,122</u>
Total organizational expenses	\$829,025	\$711,730

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<b>Occupancy expenses</b>		
Rent and utilities	123,114	116,491
Telephone	12,787	15,435
Postage	18,700	13,759
<b>Equipment costs</b>		
Lease and maintenance	22,878	24,670
Depreciation	<u>32,331</u>	<u>35,090</u>
Total occupancy expenses	209,810	205,445
<b>Total expenses</b>	<u>1,452,271</u>	<u>1,451,332</u>
<b>Excess of Revenue over expenses</b>	<u>\$335,796</u>	<u>\$195,986</u>

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The accompanying notes are an integral part of these statements.



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## Statement of Changes in Fund Balance

Years ended June 30, 1986 and 1987

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	Board designated for:			
	Unrestricted	Nursing study costs	Computer adaptive testing	Total
Fund balance at July 1, 1985	\$1,389,894	\$610,600		\$2,000,494
Excess of revenue over expenses for the year	520,399	(324,413)		195,986
Transfer from nursing study costs	<u>286,187</u>	<u>(286,187)</u>		
Fund balance at June 30, 1986	2,196,480			2,196,480
Transfer to Board designated fund for computer adaptive testing	(176,900)		176,900	
Excess of revenue over expenses for the year	<u>398,978</u>		<u>(63,182)</u>	<u>335,796</u>
Fund balance at June 30, 1987	<u>\$2,418,558</u>		<u>\$113,718</u>	<u>\$2,532,276</u>

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The accompanying notes are an integral part of this statement.

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## Statements of Change in Financial Position

Year ended June 30, 1987

	1987	1986
<b>Sources of cash</b>		
Excess of revenues over expenses	\$ 335,796	\$ 195,986
Add (deduct) items not using (providing) cash		
Depreciation of property and equipment	82,427	87,388
Amortization of prepaid disaster plan costs	37,338	33,241
Amortization of premium on treasury notes	7,378	
Gain on sale of property, plant and equipment	(1,350)	
Decrease in receivables	38,960	15,517
(Increase) in inventories and other assets	(10,167)	(95,503)
Increase (decrease) in deferred revenues	(335,949)	564,989
Increase in accounts payable and accrued expenses		
	<u>169,088</u>	<u>163,923</u>
Cash provided by operations	323,521	965,541
Proceeds from sale of property, plant and equipment	1,350	
	<u>324,871</u>	<u>965,541</u>
<b>Applications of cash</b>		
Increase in investments - net	2,346,173	66,411
Additions to property and equipment	180,694	76,181
	<u>2,526,867</u>	<u>142,592</u>
(Decrease) Increase in Cash and Equivalents	(2,201,996)	822,949
Cash and cash equivalents at beginning of the year	<u>2,363,853</u>	<u>1,540,904</u>
Cash and cash equivalents at end of the year	161,857	2,363,853

The accompanying notes are an integral part of these statements.

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## Notes to Financial Statements

June 30, 1986 and 1987

### 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. During 1986, the Council adjusted certain equipment lives to reflect updated estimates of service periods. This change had the effect of increasing depreciation by \$36,413.

#### 3. Inventories

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

#### 4. Prepaid Disaster Plan Costs

The Council incurred supplemental reprinting costs for examinations in 1986. The costs are being amortized over a six-year period on a straight-line basis.

#### 5. Services of Volunteers

Officers, committee members, the Board of Directors and various other nonstaff 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.

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## Note B - Purpose and Tax Status

The Council is a nonprofit corporation organized under the Statutes of the Commonwealth of Pennsylvania. Its purpose is to serve as a charitable and educational organization through which State Boards of Nursing act on matters common interest and concern affecting the public health, safety and welfare including the development of licensing examinations and standards in nursing. It is exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code as indicated in a letter dated June 8, 1987. Therefore, the accompanying financial statements reflect no provision for income taxes.

## Note C - Commitments

### Operating Lease

The Council's lease agreement for office facilities extends through August 31, 1989 and calls for monthly payments of \$11,577, which are adjusted annually based on the changes 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, 1988	\$138,924
June 30, 1989	\$138,924
July and August, 1989	\$ 23,154
 Total minimum lease payments	 \$301,002

### Data Center Contract

The Council has 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 \$343,000 through July 1988 and \$413,000 from August 1988 through July 1991.

### Nursing Study

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

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The Council designated \$1,000,000 to fund this contract and associated administrative costs through 1986. In the year ended June 30, 1986, the unexpended portion of this fund was transferred to unrestricted funds.

The Council entered into a contract with an outside research organization to conduct an ongoing job analyses of the practices of newly licensed registered nurses and practical nurses. The contract calls for aggregate payments of \$224,165 over the period from September 1986 through August 1988. Payments of \$93,265 were made during 1987.

#### **Computer Software Development**

In 1987, the Council entered into a contract with an outside research organization to develop a computer-adaptive testing software system. The Council designated \$176,900 to fund the computer adaptive testing project, of which \$125,000 relates to a contract with an outside research organization to develop computer software. During fiscal 1987, \$63,182 was expended, of which \$10,000 was on the contract.

## Report of the Area I Director

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As Area I Director of the National Council of State Boards of Nursing, I have participated in the regular meetings of the Board of Directors meeting, and conference calls, exception: two conference calls. In addition, I as the chairman of newly formed Convention Planning Committee of the Board of Directors.

Throughout the year I have attempted to maintain contact with the member boards in Area I through letters and telephone calls. I am happy to report that after many attempts to call the "far away islands" in Area I, I finally contacted the Guam Board of Nursing. At the time of the writing of this report, I have not yet been successful in reaching the member boards in the American Samoa or Northern Mariana Islands. But, I shall succeed.

The 1988 Area I meeting was held in San Diego, California o March 22-23, 1988. I wish to express my appreciation to Billie Haynes, California PN Board, Catherine Puri, California RN Board, and their staff for their assistance in planning the meeting. The California Boards are gracious hosts.

Major area concerns addressed at the Area I meeting were:

- P. L. 100-203, Nursing Home Reform Act and role of Boards of Nursing in establishing educational program and certifying nursing assistance
- the nursing shortage

Area I moved that the National Council investigate the feasibility of establishing a credential examination for nursing assistance and report to the 1988 Delegate Assembly.

Thank you for the privilege of serving you this past year.

Nancy Twigg, New Mexico  
Area I Director

## Report of the Area II Director

As Area II Director of the National Council of State Boards of Nursing, I have participated in all regular meetings of the Board of Directors and in the Orientation session of the Board and Committees.

In addition, I have served as a member of the convention planning committee and have participated in the meetings of that committee.

Area II members met April 15-16, 1988 in Bismark, North Dakota. I wish to express my appreciation to Karen Macdonald, Executive Director and the Board of North Dakota who planned and organized the arrangements for the meeting.

There were ten Boards represented at the Area II meeting. Also in attendance were Ruth Elliott, President; Eileen Dvorak, Executive Director; Jennifer Bosma, Director of Testing Services and Meredith Mullins, CTB/McGraw-Hill.

The major agenda items included the following topics:

1. Future exams
2. By-law revisions
3. Security Break
4. Computer Adapted Testing
5. Report of the survey of member satisfaction with Council Services
6. AMA Report of Nursing Education and the Supply of Nursing Personnel in the United States
7. Unlicensed personnel
8. Criteria to evaluate Good Moral Character
9. The meaning of the Council's position of neutrality
10. Responding to Scope of Practice Questions

The Area II representatives in attendance agreed to study the historical development of the Council's position of neutrality and evaluate the meaning of this position.

The North Dakota Board and staff were hospitable and gracious hosts and extended every effort to make our meeting enjoyable and productive.

Thank you for the privilege of serving as Area II Director.

Leota Rolls, Nebraska  
Area II Director

## Report of the Area III Director

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Area III representatives have contributed consistently to activities of the Council during the past year. Results of this involvement were demonstrated by the superb presentations by area committee members at the March 17-18, 1988 Area III meeting in Birmingham, Alabama. All jurisdictions in Area III were represented and participated in lively discussions about interests, issues and concerns.

One day before the area meeting, involved Boards of Nursing were notified about candidates flagged as a result of the anomaly analysis. Therefore many formal and informal discussions ensued about the impact of the security break. Another major concern was P.L. 100-203 and the role of member boards in implementing the law. Reports were presented from the Nursing Practice and Standards, Special Projects, Future Examinations, National Licensee Data Base and Bylaws Committees. State representatives discussed specific concerns and reported on legislative activity which could effect either board structure or their nurse practice act. Shirley Dykes and the Alabama board and staff were most gracious hosts and provided a lovely meeting location complete with an authentic southern buffet and a fashion show.

During my first year as Area III Director, I have participated in all Board meetings and conference calls as well as the Board/Committee Orientation at Nordic Hills. Additionally, I have served as Board liaison to the Special Projects Committee.

At times, I am overwhelmed at the complexity and ramifications of some decisions which face the organization. Input from Area II member boards has been especially helpful during this past year. I appreciate the opportunity to serve Area III as director and continue to solicit guidance in representing the interests and wishes of Area III.

Carolyn Hutcherson, Georgia-RN  
Area III Director



## Report of the Area IV Director

As Area IV Director, I have attached all scheduled meetings of the Board of Directors and participated in conference calls. Also, I have served as Chairperson of the Board of Directors' Communications Committee and Chair of the Rules Committee during the 1986 Delegate Assembly.

The Area IV Member Boards met on April 21 - 22, 1988 in Hartford, Connecticut. Eleven (11) jurisdictions were represented at the meeting by a total of forty-seven (47) attendees. Representing the Council were: Dr. Ruth Elliott, President, and Dr. Eileen Dvorak, Executive Director. Also in attendance was Bruce Kramer of CTB/McGraw Hill.

Paula Buffone, member of the Committee for Special Projects, and Anthony Zara, Director of Special Projects, gave an informative presentation on the CAT Feasibility study. Other major topics addressed by the group included:

1. Boards' specific concerns
2. 288 NCLEX-RN security breach
3. report of NCLEX-PN administered in Germany
4. results of Survey of Membership Needs
5. Task Force on Future Exams
6. proposed Bylaws revision

An excellent presentation on the impact of AIDS on nursing practice and policy development was given by Patrick Cote, R.N., Director, Office on AIDS, Maine Department of Human Services.

The following motions adopted by Area IV:

1. That the Council be requested to actively oppose the implementation of the American Medical Association's proposal regarding Registered Care Technologists
2. That a resolution be presented to the Delegate Assembly regarding the standardization of verification of licensure forms.

Appreciation is extended to the Connecticut Board for its gracious hospitality. The 1989 spring meeting of Area IV will be held in the Virgin Islands.

As I complete my first term on the Board of Directors, I gratefully acknowledge the support and encouragement afforded me by the Area IV Member Boards. Also, I wish to express my appreciation for the assistance provided me by current and prior Members of the Board of Directors and by Council Staff.

Jean C. Caron, Maine  
Area IV Director

## Report of the Director at Large

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As Director at Large of the National Council of State Boards of Nursing, Inc., I have participated in the regular meetings of the Board of Directors, the telephone conference calls, and other meetings of organizational committees of which I am a member.

As the term of office comes to a close, I need to offer thanks to many people. To the Delegate Assembly for offering me the opportunity to serve. To the very talented Board Members who shared their expertise. To the exceptional staff of the Council for the many hours of preparation for all Board and Committee activities. To my CEO, who believes in commitment to organization, and graciously afforded me the time to serve. And to all the friendship and fellowship that grew during these working relationships. I express a very sincere thank you.

H. Jean Bruhn, Pennsylvania  
Director-at-Large

# Report of the Board of Directors

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## Recommendations

The following recommendations are submitted to the 1988 Delegate Assembly for its consideration:

- That a request for proposals for a test service be distributed in Fall 1989 to appropriate testing agencies, for a test service contract period beginning 1991.
- That the National Council evaluate current and future publications related to the licensing process, legal responsibilities, and National Council services.
- That the National Council investigate implications of a service corporation.
- That the National Council maintain financial policies which provide guidelines for organizational development.
- That the National Council develop and market a nurse licensee data base if market assessment indicates such action.
- That the National Council create a research and development committee.

## Meetings

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

- August 29, 1987
- October 25-26, 1987
- \* November 10, 1987
- February 8-10, 1988
- \* February 17, 1988
- \* February 29, 1988
- \* March 4, 1988
- \* March 28, 1988
- April 27-29, 1988
- \* June 6, 1988

### \* Telephone Conference Calls

The preconvention meeting of the Board is scheduled for August 14-16, 1988 at the Marriott Hotel in Des Moines, Iowa.

## 1987-1988 Adopted Activities

In January 1987, the Board of Directors approved the new rank ordering of the National Council Goals and Objectives. Specific Board activities to support the Goals were detailed in the National Council Operational Plan distributed at the 1987 Delegate Assembly.

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## Committees

The following Board committees assisted with the work of the Board of Directors on behalf of the National Council:

Coordinating Committee  
Communications Committee  
Convention Planning Committee

The following standing and ad hoc committees and task forces assisted with the work of the Board and the National Council:

Administration of Examination Committee  
Bylaws/Special Committee  
Examination Committee  
Finance Committee  
National Nursing Licensee Data Base Committee  
Nursing Practice and Standards Committee  
Special Projects Committee  
Steering Committee, Computerized Clinical Simulation Project  
Task Force on Evaluation of Nurse Aides  
Task Force on Examinations for the Future

## Board Activities

- Reviewed reports at each meeting from officers, the Board and standing committees, ad hoc committees, task forces, staff, test service, and data center; and took action as appropriate.
- Updated the two-year Operational Plan to integrate directive from the Delegate Assembly.
- Approved a motion requiring Officers to provide written reports for each Board of Directors' meeting.
- Approved a recommendation for Officers to maintain manuals related to activities and responsibilities during their term in office.
- Approved membership of the President to serve as a representative on National Commission on Nursing Implementation Project's Governing Board.
- Directed that the balance of payment due to the Computer Adaptive Testing software developer in Phase II of the feasibility study, be paid to retain full ownership rights to the software.
- Directed staff to perform a policy analysis and psychometric literature search/survey in view of possible future enactment of "Truth-in-Testing" legislation.
- Approved Portland, Maine as the site of the 1990 Annual Convention.
- Adopted a recommendation to maintain the established policy of presenting the R. Louise McMannus Award on a three year cycle.

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- Approved the 1988 Annual Convention Theme of, "Maintaining Standards in Changing Times."
  - Approved as a one year pilot, a program to increase communications between the Board of Directors and committees by having officers maintain liaison with the committees.
  - Ratified criteria for selection of judges for establishing the passing score for NCLEX using the modified Angoff method.
  - Adopted a recommendation to identify the rationale for each major action taken for inclusion in the Summary of Major Actions published after each Board of Directors Meeting.
  - Approved guidelines and costs on the release of research data collected by the National Council.
  - Approved a capital acquisition for new computer hardware to complete the headquarters computerization program begun in 1986.
  - Adopted procedures to assure the National Council research involving the use of human subjects is in compliance with standards of ethical conduct.
  - Approved a series of actions in response to a security break of the NCLEX-RN that occurred on January 18, 1988:
    - Adopted a recommendation to provide Member Boards a draft letter that may be used to notify candidates that their NCLEX test result indicated an anomaly.
    - Directed the Administration of Examination Committee to review disaster procedures; the security break reporting procedures; and shipment security procedures.
    - Authorized treating flagged candidates as normal failing candidates, not identifying them individually in any manner.
    - Selected the one in one hundred (.01) level of significance for flagging of anomalous performance among passing candidates.
    - Directed the test service to rescore the flagged passing candidates on the basis of booklets one, three, and four, using established policy for scoring on the basis of three booklets.
    - Authorized the National Council to release the NCLEX-RN 288 indeterminate candidate scores to the states upon written demand.
    - Adopted a motion that the National Council provide to Member Boards a summary of actions taken by states with indeterminate candidates.
  - Directed staff to disseminate existing information on Public Law 100-203 and work with the Nursing Practice and Standards Committee to provide implications of the law for Member Boards.
  - Directed that the composite membership survey of National Council services be distributed via the *Newsletter*.

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- Directed sending a communication to the Bylaws/Special Committee on issues of structure and responsibility that required clarification.
  - Requested that legal staff provide a written opinion to the Board of Directors on the responsibilities of the Board to the Delegate Assembly, to the Delegate Assembly committees and to policy development.
  - Reaffirmed the existing policy of producing quality publications. The *Newsletter* will continue to be produced biweekly, *Issues* bimonthly and the *State Legislation* journal on a quarterly basis.
  - Directed staff to review methods of increasing publications revenue to offset existing costs as well as reducing costs without sacrificing quality.
  - Directed that recognition plaques be presented for the first time at the 10th National Council anniversary luncheon to past and current officers completing their terms.
  - Declined an invitation from the Iowa Association of Colleges of Nursing to attend a special meeting during the 1988 Annual Convention.
  - Approved a recommendation that the Rules of Convention define the terms "adopt" and "receive" and specify that when the term "accept" is used, it means "receive."
  - Approved a recommendation that the Board of Directors and committees of the National Council identify those strategies that are currently being implemented, which give direction to the National Council.
  - Approved a change in the National Council's long range planning mechanism:
    - The operational plan for the subsequent fiscal year will be published in the *Book of Reports* with the budget for that fiscal year.
    - A revised operational plan with associated budget adjustments incorporating Delegate Assembly actions for the fiscal year will be sent to Member Boards as soon as possible following convention.
    - Projected activities for the two fiscal years following the current one will be developed by the Board, committees and staff during the fall orientation/planning meeting.
    - The projected operational plan will be disseminated to Member Boards for review and comment following the orientation/planning meeting.
  - Authorized a media workshop for the Board of Directors and staff to be scheduled around the April Board meeting.
  - Adopted a capital acquisition policy.
  - Adopted an amended process for evaluation and selection of auditors.
  - Adopted criteria for evaluating legal services.
  - Adopted amended criteria for parliamentary evaluation.
  - Ratified the appointment of members and alternates to the Panel of Judges to establish the pass point for NCLEX-RN.

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- Authorized planning and scheduling of an orientation/planning meeting from October 30- November 3, 1988 at a site in the Chicago area.
  - Expanded the honorarium policy so that National Council representatives who prepare presentations for another agency will be expected to receive the same honorarium requested for the National Council staff. The honorarium will be paid directly to the National Council. Additionally, the President and Executive Director now have the same discretionary authority for the amount of the honorarium.
  - Approved the objectives for the Computer Adaptive Testing software marketing plan.
  - Adopted a motion that a designated fund of \$318,042 be created from the fund balance for Phase II of the Computer Adaptive Testing (CAT) feasibility study. The CAT feasibility study shall be presented to the Delegate Assembly for decision on continuation, in August 1988.
  - Approved a recommendation to authorize payment of lodging, per diem and travel to the 10th Anniversary celebration for all past presidents.
  - Approved directions for the Computerized Clinical Simulation Testing (CST) Project Steering Committee.
  - Authorized the Coordinating Committee to appoint individuals selected by the CST Steering Committee to serve as the initial group of CST case developers.
  - Authorized staff to work with the general testing community relative to the establishment of an independent audit commission to monitor the development of licensure examinations relative to "Truth-in-Testing" legislation.
  - Directed the Administration of Examination and Examination Committees as well as Testing Services staff to study issues related to the advisability of item development as a response to potential disclosure legislation.
  - Directed staff to proceed with planning of joint conference on regulatory issues with CTB/McGraw-Hill to be held 1989.
  - Retained the Richmond as the corporate hotel.
  - Requested the Nursing Practice and Standards Committee review the Practical Nurse job analysis from the perspective of general implications as well as specific nursing practice.
  - Approved a recommendation to increase the registration fee for the 1988 convention from \$250 to \$275.
  - Accepted an invitation from the Assistant Executive Vice President of the AMA to appoint a National Council Representative to its Nurse Advisory Panel.
  - Directed staff to look at rental options and length of lease with the present National Council headquarters building.
  - Authorized a meeting of the current and two immediate past Presidents to discuss organizational process from the perspective of a variety of visions about National Council's continuing development.

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- Selected recipients for the Meritorious Service Award and Member Board Award and directed that the announcement remain confidential until the 1988 Delegate Assembly presentation.
  - Authorized the routine implementation of statistical analyses to identify superior performance by significant numbers of candidates on subsets of examination items.
  - Authorized a feasibility study of methods of evaluation for nursing aides as approved by the Federal Nursing Home Reform Act (PL100-203).
  - Directed that letters of concern be sent to three Member Boards because of their failure to comply with reporting requirements and/or with requests for security measures.
  - Rejected a New Jersey proposal to use NCLEX RN and PN item pools for a pilot project to determine the continued competency of licensed nurses in that jurisdiction.
  - Authorized Member Boards to be able to use NCNET for verification of names existing in the Disciplinary Data Bank and for reporting on a computer version of the current report.
  - Took no action on a request by Nevada for readmission of passing NCLEX-RN DP288 candidates to NCLEX-RN 788.
  - Authorized staff to disseminate a revised Request for Proposals for test service for nursing aides evaluation.

### **Long Term Strategies**

Based upon parliamentary issues raised following the 1987 Delegate Assembly, the Board of Directors determined that the Rules of Convention would define the terms "adopt," "receive," and "accept." These terms and definitions are contained in the Rules of Convention (p. 7 ) and are intended to facilitate the parliamentary process.

The Board of Directors also decided that the Board and various Committees would recommend for adoption those strategies that give direction. Strategies that give directions were determined to be those that involve the long-term commitment of significant National Council resources. These will be presented to the Delegate Assembly as recommendations from the Board or from the appropriate Committee.

Attachment A describes the long-term strategies in terms of whether they:

- have been adopted by previous Delegate Assembly action
- give direction to the National Council, and,
- are being presented to the 1988 Delegate Assembly for adoption.



## Long Term Strategies

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*Goal I. Develop, promote and provide relevant and innovative services.*

*Objective A: Develop licensure examinations that are based upon current accepted psychometric principles and legal considerations.*

STRATEGY	1 Prior Action	2 Non Directional	3 Coming before 10th Delegate Assembly
Collect data from states relative to competencies for nursing practice.	X	X	
Establish the directions for the development of licensure examinations based on ongoing job analysis and role delineation studies.	X		
Evaluate the ACT* research report for implications in the initial licensing examinations and for competency examinations.	X		
Continue to conduct research on the job relatedness of the licensure examinations.	X		
Continue to develop test plans for licensure examinations that are based on current nursing practice.	X		
↓ Perform a feasibility study of the computer adaptive testing program.			CSP
Implement computer adaptive testing for the licensing examinations if feasibility study indicates such action.			CSP (Later DA)
↓ Investigate the feasibility of computer simulation testing for initial and continued licensure.			CST

STRATEGY	1 Prior Action	2 Non Directional	3 Coming before 10th Delegate Assembly
Explore producing licensure examinations through computer based technology			EC ✓
<i>Goal I: Develop, promote and provide relevant and innovative services.</i>			
<i>Objective B: Establish policies and procedures for the licensing examinations in nursing.</i>			
Develop policies and procedures for computer based testing.			AEC ✓
Evaluate policies and procedures for the licensing examinations.	X		
<i>Goal I: Develop, promote and provide relevant and innovative services.</i>			
<i>Objective C: Provide consultative services for Council members, groups, agencies, and individuals regarding the safe and effective practice of nursing.</i>			
Expand and promote orientation and educational programs for members.	X	X	
Develop an orientation section in the NCSBN Manual for New Board Staff and Board Members.		X	
Explore the consultation needs of Member Boards.		X	
Publish a list of consultants within the Council according to area of expertise with input from Member Boards.		X	
Monitor the health care delivery system to evaluate implications for safe and effective practice.			
Continue to disseminate NCSBN statements on trends and issues affecting nursing education and nursing practice.	X		

*Goal I: Develop, promote and provide relevant and innovative services.*

*Objective D: Maintain and enhance communication about NCSBN, its members, and issues concerning safe and effective nursing practice.*

<b>STRATEGY</b>	<b>1 Prior Action</b>	<b>2 Non Directional</b>	<b>3 Coming before 10th Delegate Assembly</b>
Continue investigation of electronic mail and electronic communications, including teleconferencing.		X	
Investigate mechanism for increased communications among Member Boards and Council.	X		
Provide Forums for Member Board exchange.		X	
Stimulate greater use of NCSBN resources by updating members on available services.		X	
Provide audio visual materials on the license examinations for nursing practice.		X	
Provide a publication about trends in regulation and activities of Member Boards.		X	
Maintain and update NCSBN Manual.		X	
Evaluate current and future publications related to the licensing process, legal responsibilities, and National Council services.			BOD ✓
Continue to publish the national disciplinary data bank reports and summaries.	X		
Publish NCSBN research on licensure examinations and nursing practice.		X	

*Delegate Assembly Book of Reports*

STRATEGY	1 Prior Action	2 Non Directional	3 Coming before 10th Delegate Assembly
Publish test plans for licensure examinations.		X	
Publish study guides on the licensure examinations.	X		
Publish the NCSBN long range plan.		X	
Provide Model Nursing Practice Act and Model Rules and Regulations.	X	X	
Publish ACT report	X	X	
<i>Goal I: Develop, promote and provide relevant and innovative services.</i>			
<i>Objective E: Promote consistency in the licensing process among the respective jurisdictions.</i>			
Evaluate the regulatory implications of entry into practice and its implications for Council services.	X		
Continue to investigate mechanisms for evaluating continued competence.	X		
Provide data to Member Boards on Licensure Requirements.		X	
<i>Goal II: Utilize human and fiscal resources efficiently to allow for growth and creativity.</i>			
<i>Objective A: Implement a planning model to be used as a guide for the development of NCSBN.</i>			
Provide for an organizational planning process and structure.			BL ✓
Develop an evaluation mechanism for the organization.	X		
Implement a program budgeting system for the National Council.		X	

STRATEGY	1 Prior Action	2 Non Directional	3 Coming before 10th Delegate Assembly
Investigate the feasibility of new revenue sources for the organization.		X	
Investigate implications of a service corporation.			BOD
Maintain financial policies which provide guidelines for organizational development.			BOD ✓
Review and revise forecast assumptions to maintain a current forecasting model.		X	
<i>Goal II: Utilize human and fiscal resources efficiently to allow for growth and creativity.</i>			
<i>Objective B: Strengthen the organizational structure in the complex environment of high technology; transforming health care delivery systems, global communication and international interaction.</i>			
Evaluate the current organizational structure relative to: 1) organization planning 2) committee structure 3) membership options 4) decision-making process 5) interrelationships 6) lines of communication and authority.	X		
<i>Goal III: Expand collaborative relationships with relevant organizations to facilitate the development of health related public policy.</i>			
<i>Objective A: Provide specific opportunity for direct dialogue, interaction and mutual decision-making among national health groups.</i>			
Develop a public relations program for NCSBN.	X		
Initiate a sponsorship of educational programs of regulatory significance.	X	X	
Expand dissemination of information about NCSBN and regulatory trends.	X	X	

STRATEGY	1 Prior Action	2 Non Directional	3 Coming before 10th Delegate Assembly
Promote the inclusion of a regulatory perspective in national and regional programs on health and related issues.	X	X	
Involve consumers in the development of clear position statements on health related public policies.	X	X	
Maintain effective working relationships with appropriate community agencies, business and industry.	X	X	
<i>Goal III: Expand collaborative relationships with relevant organizations to facilitate the development of health related public policy.</i>			
<i>Objective B: Promote and facilitate effective communications with related organizations, groups and individuals.</i>			
Sponsor an annual invitation forum in collaboration with health related organizations.	X	X	
Work with health related organizations in formalizing statements on trends and issues affecting nursing education and nursing practice.	X	X	
Identify and promote desirable and reasonable standards in nursing education and nursing practice.	X		
<i>Goal III: Expand collaborative relationships with relevant organizations to facilitate the development of health related public policy.</i>			
<i>Objective C: Increase consumer involvement with NCSBN.</i>			
Seek interorganizations sharing of information with consumer groups.		X	
Continue appointment of consumers to NCSBN committees.		X	

*Goal IV: Develop a comprehensive information system for use by members, organizations and the public.*

*Objective A: Implement a five-year plan for an information system.*

<b>STRATEGY</b>	<b>1 Prior Action</b>	<b>2 Non Directional</b>	<b>3 Coming before 10th Delegate Assembly</b>
Consolidate present information system.	X		
Assign a board-level committee to develop guidelines for data collection, data use, distribution and other functions related to information system.	X		

*Goal IV: Develop a comprehensive information system for use by members, organizations and the public.*

*Objective B: Collect, analyze, and disseminate data and statistics in such areas as licensure, educational programs, and regulatory functions.*

Assess the market for data distribution.		X	
Develop and market a nurse licensee data base if market assessment indicates such action.			BOD ✓
Establish a data clearinghouse.	X		

*Goal V: Advance research that contributes to the public health, safety and welfare.*

*Objective A: Conduct and disseminate research pertinent to the mission of NCSBN.*

Evaluate the use of the Model Nursing Practice Act and make appropriate revisions.	X	X	
Gather data regarding the regulatory issues of impaired nurses.	X	X	
Gather data concerning issues and trends regarding disciplinary actions.	X	X	
Monitor the major nursing research projects relative to implications on legal standards of nursing practice.		X	

STRATEGY	1 Prior Action	2 Non Directional	3 Coming before 10th Delegate Assembly
Investigate research needs regarding approval of nursing education programs.	X	X	
Gather data concerning advanced practice	X	X	
<i>Goal V: Advance research that contributes to the public health, safety and welfare.</i>			
<i>Objective B: Promote research proposals annually which merit funding.</i>			
Create a research and development committee.			BOD
Disseminate research findings at the annual convention.		X	
Maintain a data base of potential sources of government and private grant funding in areas of interest.		X	
<i>Goal V: Advance research that contributes to the public health, safety and welfare.</i>			
<i>Objective C: Involve member boards in research at the jurisdictional level for use and distribution by NCSBN.</i>			
Request and publicize abstracts of completed, ongoing and projected studies by Member Boards.		X	
Publish research findings in NCSBN publications.		X	

1. Strategy was adopted by previous Delegate Assembly Action.
2. Strategy reflects operational task and does not give direction to the National Council of State Boards of Nursing.
3. Strategy was never adopted by the Delegate Assembly. Because strategy gives direction to the National Council it is being presented by Board or relevant committee.

**KEY:** CSP = Committee on Special Projects  
 CST = Computer Simulated Testing Steering Committee  
 EC = Examination Committee  
 AEC = Administration of Examination Committee  
 BL = Bylaws  
 BOD = Board of Directors



# National Council Operational Plan

Strategies that give  
Direction to NCSBN

Strategies that do not  
give Direction to NCSBN

FY 89 Activity

*Goal I. Develop, promote, and provide relevant and innovative services.*

*Objective A: Develop licensure examinations that are based upon current accepted psychometric principles and legal considerations.*

- |                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Collect data from states relative to competencies for nursing practice.</p>                                                            | <p>Nursing Practice and Standards Committee monitors the entry into practice issue and presents an updated report to 1988 Delegate Assembly. Funded under Nursing Practice and Standards Committee.</p>                                                                                                                                                                                                                                                                                                                                                               |
| <p>2. Establish the directions for the development of licensure examinations based on ongoing job analysis and role delineation studies.</p> | <p>Examination Committee monitors development of licensure examinations and recommends modifications as necessary. Funded under Examination Committee.</p> <p>Board of Directors annually evaluates the need for additional item writers and panel of content sessions. Funder under Board of Directors.</p> <p>Task Force on Examinations for the Future reports to 1988 Delegate Assembly on progress made in implementing plan of action. Funded under Task Force on Examinations for the Future.</p> <p>Staff monitor compliance of contractors with contract</p> |

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**Strategies that give  
Direction to NCSBN**
**Strategies that do not  
give Direction to NCSBN**
**FY 89 Activity**

3. Evaluate the ACT research report for implications in the initial licensing examinations and for competency examinations.

provisions especially production of items. Funded under NCLEX Support Costs.

Examination Committee implements the decision of the 1988 Delegate Assembly and test plan revisions. Funded under Examination Committee.

4. Continue to conduct research on the job-relatedness of the licensure examinations.

Board reviews the update of the Study for implications and implements report findings. Funded under Board of Directors Expense.

Research staff conducts pilot test of newly designed job analysis instruments on job sites identified in FY 88. Monitored by Examination Committee. Funder under Research.

5. Continue to develop test plans for licensure examinations that are based on current nursing practice.

Board of Directors, Examination Committee and staff review the findings of the Study of current PN practice for implications on initial licensure of PNs. Funded under Examination Committee and Board of Directors Expense.

Examination Committee modifies test plan for PN/VN Examinations based on job analysis if necessary. Recommends modifications in RN test plan if indicated by update job analysis. Funded under Examination Committee.

\* Requires Delegate Assembly Action.

**Strategies that give Direction to NCSBN**

**Strategies that do not give Direction to NCSBN**

**FY 89 Activity**

6. Perform a feasibility study of the computer adaptive testing program.

Staff continue the conduct of the Computer Adaptive Study approved by Delegate Assembly 1988.\* Funded under CAT.

*also reviewed structure, and field test full committee only.*

Committee for Special Projects presents update report to Delegate Assembly in 1988.\* Funded under CAT.

7. Implement computer adaptive testing for the licensing examinations if feasibility study indicates such action.

Committee for Special Projects makes recommendation in May 1989 to Board regarding implementation of CAT. Funded under CAT.

8. Investigate the feasibility of computer simulation testing for initial and continued licensure.

Staff conduct computer simulated testing project as proposed. Funded under CST.

10. Explore producing licensure examinations through computer based technology.

Task Force on Examinations for the Future and staff study CAT if Phase II is approved by the Board and, if funded, CST for use in future examinations. Funded under NCLEX.

*Goal I. Develop, promote, and provide relevant and innovative services.*

*Objective B: Establish policies and procedures for the licensing examinations in nursing.*

1. Develop policies and procedures for computer based testing.

Administration of Examination Committee and staff continue the development of policies

**Strategies that give Direction to NCSBN**

2. Evaluate policies and procedures for the licensing examinations.

**Strategies that do not give Direction to NCSBN**

*related committee chair persons meet with related to coordination of activities*

**FY 89 Activity**

and procedures for computer testing. Funded under Administration of Examination Committee.

Administration of Examination Committee reviews existing policies for secure administration of examinations and recommends modifications. Funded under Administration of Examination Committee.

*purpose of the implementation of the Crisis Management plan.*

Examination Committee reviews existing policies and procedures for test development and recommends modifications. Funded under Examination Committee.

Staff publish yearly NCLEX dates/alternate dates.\* Funded under NCLEX Support Costs.

Administration of Examination Committee reviews report of Delaware Board regarding administration of examination in Germany for 1989-90. Funded under Administration of Examination Committee.

Administration of Examination sets NCLEX future dates/alternate dates and reports findings.\* Funded under Administration of Examination Committee.

Board appoints ad hoc testing committee to evaluate test service performance with input from appropriate committees

\* Requires Delegate Assembly Action.

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**Strategies that give  
Direction to NCSBN**

**Strategies that do not  
give Direction to NCSBN**

**FY 89 Activity**

and groups or develops request for proposal for test service depending on Delegate Assembly decision. Funded under NCLEX.

*Goal I. Develop, promote, and provide relevant and innovative services.*

*Objective C: Provide consultative services for Council members, groups, agencies, and individuals regarding the safe and effective practice of nursing.*

1. Expand and promote orientation and educational programs for members.

Convention Program Planning Committee plans orientation program at 1988 Delegate Assembly convention with presentations for targeted needs. Funded under Convention Program Planning Committee.

Coordinating Committee and staff prepare and present orientation/planning session for committees. Funded under Coordinating Committee.

Staff review and update orientation brochures. Funded under Publications.

Staff continue to respond to written or telephone inquiries for service or assistance. Funded under Public Relations.

2. Develop an orientation section in the NCSBN manual for new Board staff and Board members.

Communications Committee of the Board and staff review and update orientation sections as needed. Funded under Communications Committee.

**Strategies that give Direction to NCSBN**

**Strategies that do not give Direction to NCSBN**

**FY 89 Activity**

3. Explore the consultation needs of Member Boards.

Board of Directors meets with Delegates during convention to identify concerns. Funded under Board of Directors.

Staff implement consulting plan on regional and national bases. Funded under Communications Committee.

If evaluated positively staff continue to provide consultation visits to Member Boards.

Communications Committee and staff review and update publication of National Council consultants. Funded under Public Relations.

4. Publish a list of consultants within the Council according to area of expertise with input from Member Boards.

Communications Committee and staff review and update publication of National Council consultants. Funded under Public Relations.

5. Monitor the health care delivery system to evaluate implications for safe and effective practice.

Staff publishes health care references for regulatory impact. Funded under Publications.

*leg ad sheet*  
*Strategies*  
NPS C - develops list of -  
that M-D - can take to minimize the  
neg. effects of issue strategy.

6. Continue to disseminate NCSBN statements on trends and issues affecting nursing education and nursing practice.

Staff continue to publish and disseminate Issues on a bi-monthly basis. Funded under Publications.

7. *T. P. Ev. of N-Ads - Fact Sheet*  
*(geni to insert)*

**Strategies that give  
Direction to NCSBN**
**Strategies that do not  
give Direction to NCSBN**
**FY 89 Activity**

*Goal I. Develop, promote, and provide relevant and innovative services.*

*Objective D: Maintain and enhance communication about NCSBN, its members, and issues concerning safe and effective nursing practice.*

2. Investigate mechanism for increased communications among Member Boards and Council.	1. Continue investigation of electronic mail and electronic communications, including teleconferencing.	Board of Directors evaluates electronic mail system and makes recommendations as needed. Funded under Public Relations.
	<i>Staff compile and disseminate presentations made.</i>	Communications Committee of the Board and staff review effectiveness of system of communication. Funded under Communications Committee.
	3. Provide forums for Member Board exchange.	Board of Directors continues decision on ongoing open forums at Board meetings based on evaluation in FY 88. Funded under Board of Directors.
		Convention Program Planning Committee and staff plan forums on topics of Member Board interest during 1988 Delegate Assembly meetings. Funded under Delegate Assembly.
		Area Directors supported by staff plan agendas for Member Board Area meetings. Funded under Board of Directors.
	4. Stimulate greater use of NCSBN resources by updating members on available service.	Communications Committee of the Board and staff publicize through semimonthly newsletter, existing National Council resources and services.

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**Strategies that give  
Direction to NCSBN**

**Strategies that do not  
give Direction to NCSBN**

**FY 89 Activity**

Funded under Publications.

5 Provide audio visual materials on the license examinations for nursing practice.

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6. Provide a publication about trends in regulation and activities of Member Boards.

Staff continue to produce Issues as in FY 88 and revise future publication mode with Communications Committee, if indicated. Funded under Publications.

Staff continue comprehensive report of issues and trends to Member Boards. Funded under Standards and Practice, and Publications.

Staff publish State Nursing Legislative Quarterly. Funded under Publications.

7. Maintain and update NCSBN Manual.

Staff review changes made by 1988 Delegate Assembly, the Board of Directors and committees of policies and procedures and circulate revised or new forms and materials to Member Boards. Funded under Publications.

8. Evaluate current and future publications related to the licensing process, legal responsibilities, and National Council services.

Communications Committee of the Board decide upon continuation of current publications and initiation of new publications. Funded under Communications Committee.



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**Strategies that give  
Direction to NCSBN**

**Strategies that do not  
give Direction to NCSBN**

**FY 89 Activity**

9. Continue to publish the national disciplinary data bank reports and summaries.

Communications Committee of the Board and staff plan for the year. Funded under Communications Committee.

Staff disseminate annual report including examination data to Member Boards and other organizations. Funded under Publications.

Staff prepare Book of Reports which will include summary of prior Delegate Assembly actions. Funded under Delegate Assembly.

Staff collect, summarize, and disseminate data on disciplinary reports. Funded under Disciplinary System.

Revise reporting format and/or process. Funded under Disciplinary System.

Staff disseminate Longitudinal Study publication upon request. Funded under Disciplinary System.

10. Publish NCSBN research on licensure examinations and nursing practice.

Staff maintain the publication of research accomplished. Funded under Publications.

11. Publish test plans for licensure examinations.

Staff maintain the availability of test plan for both the RN and PN/VN licensure examinations. Funded under Examination Committee.

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**Strategies that give  
Direction to NCSBN**

12. Publish study guides on  
the licensure examina-  
tions.

**Strategies that do not  
give Direction to NCSBN**

13. Publish the NCSBN long  
range plan.

14. Provide Model Nursing  
Practice Act and Model  
Rules and Regulations.

15. Publish ACT report.

**FY 89 Activity**

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Nursing Practice and Standards  
Committee continues review and  
prepares any revisions  
including quality assurance  
provisions to the Model  
Nursing Practice Act and Model  
Rules and Regulations for  
reporting to the 1988 Delegate  
Assembly. Funded under  
Standards and Practice.

Nursing Practice and Standards  
Committee studies findings on  
incorporation of quality  
assurance mechanisms to 1988  
Delegate Assembly. Funded  
under Standards and Practice.

Staff publish results of study  
conducted by ACT for  
dissemination as requested.  
Funded under Publications.

*Goal I. Develop, promote, and provide relevant and innovative services.*

*Objective E: Promote consistency in the licensing process among the respective jurisdictions.*

1. Evaluate the regulatory  
implications of entry into  
practice and its  
implications for Council  
services.

Activity to be determined.

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**Strategies that give  
Direction to NCSBN**

2. Continue to investigate mechanisms for evaluating continued competence.

**Strategies that do not  
give Direction to NCSBN**

3. Provide data to Member Boards on licensure requirements.

**FY 89 Activity**

Nursing Practice and Standards Committee and staff continue to maintain a clearinghouse on regulatory and nursing trends for impact on continued competency of nursing practice. Funded under Standards and Practice Committee.

Nursing Practice and Standards Committee studies licensure of foreign educated nurses to recommend uniform requirements for licensure. Funded under Standards and Practice Committee.

Nursing Practice and Standards Committee reports findings and recommends standards for licensure by endorsement to 1988 Delegate Assembly. Funded under Standards and Practice Committee.

Nursing Practice and Standards Committee reports findings on problems with endorsement to 1988 Delegate Assembly. Monitors changes in Member Boards' responses to problem areas. Funded under Standards and Practice Committee.

Nursing Practice and Standards Committee reports findings of endorsement study to 1988 Delegate Assembly. Funded

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**Strategies that give  
Direction to NCSBN**

**Strategies that do not  
give Direction to NCSBN**

**FY 89 Activity**

under Standards and Practice  
Committee.

Examination Committee reports  
progress on exploration of  
different passing scores to  
1988 Delegate Assembly.  
Funded under Examination  
Committee.

*Goal II. Utilize human and fiscal resources efficiently to allow for growth and creativity.*

*Objective A: Implement a planning model to be used as a guide for the development of NCSBN.*

1. Provide for an  
organizational planning  
process and structure.
2. Develop an evaluation  
mechanism for the  
organization.

Activity to be determined.

Board implements the  
evaluation mechanism. Funded  
under Board of Directors.

3. Implement a program  
budgeting system for the  
National Council.

Board upon recommendation of  
the Finance Committee  
determines the price for the  
National Council portion of  
the examination fee. Funded  
under Board of Directors and  
Finance Committee.

Board implements the decisions  
of the Delegate Assembly on  
the National Council's portion  
of the examination fee. Funded  
under NCLEX.

4. Investigate the  
feasibility of new  
revenue sources for the  
organization.

Finance Committee continues to  
explore new revenue sources  
for the National Council.  
Funded under Finance

**Strategies that give  
Direction to NCSBN**

~~5. Investigate implications  
of a service corporation.~~

6. Maintain financial  
policies which provide  
guidelines for organiza-  
tional development

**Strategies that do not  
give Direction to NCSBN**

7. Review and revise  
forecast assumptions to  
maintain a current  
forecasting model.

**FY 89 Activity**

Committee.

Finance Committee will review costs by program for evaluation by the Board of Directors. Funded under Finance Committee and Board of Directors.

Board directs Finance Committee and staff to work with consultants in defining the implications of a for-profit corporation of the National Council. Funded under Finance Committee.

Finance Committee continues to recommend financial policies to the Board of Directors and evaluate the financial policies of the National Council. Funded under Finance Committee.

Finance Committee reports to Delegate Assembly its recommendation regarding designated funds. Funded under Finance Committee.

Finance Committee evaluates investment policies and staff monitors management of investment portfolio according to policies. Funded under Finance Committee.

Finance Committee and staff evaluate the forecasting model using the FY 88 data. Funded under Finance Committee.

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**Strategies that give  
Direction to NCSBN**

**Strategies that do not  
give Direction to NCSBN**

**FY 89 Activity**

*Goal II. Utilize human and fiscal resources efficiently to allow for growth and creativity.*

*Objective B: Strengthen the organizational structure in the complex environment of high technology, transforming health care delivery systems, global communication and international interaction.*

1. Evaluate the current organizational structure relative to:

- a. organizational planning;
- b. committee structure;
- c. membership options;
- d. decision-making process;
- e. interrelationships; and
- f. lines of communication and authority.

Bylaws Committee considers proposed amendments to Bylaws. Funded under Bylaws Committee.

Bylaws Committee reports to 1988 Delegate Assembly on any revisions or amendments. Funded under Bylaws Committee.

Committee on Nominations evaluates candidates and prepares slate. Funded under Nominations Committee.

Committee on Nominations evaluates campaign guidelines and revise if necessary. Funded under Nominations Committee.

Outgoing Committee on Nominations assists incoming Committee on Nominations in the evolution of the pre-screening process, e.g., meet at convention. Funded under Nominations Committee.

Committee on Nominations continues to develop pre-screening framework. Funded under Nominations Committee.

*BAD - transfer all S-R to appropriate documents.*

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**Strategies that give  
Direction to NCSBN**
**Strategies that do not  
give Direction to NCSBN**
**FY 89 Activity**

*Goal III. Expand collaborative relationships with relevant organizations to facilitate the development and promotion of health related public policy.*

*Objective A: Provide specific opportunity for direct dialogue, interaction and mutual decision making among national health groups.*

1. Develop a public relations program for NCSBN.

Staff implement the Public Relations Program for National Council. Funded under Public Relations.

Communications Committee of the Board, President and staff maintain ongoing liaison activities with ANA, CGFNS, FARB, ICONS, AONE, NAPNES, NFLPN, NLN, and AACN. Funded under Public Relations.

Communications Committee of the Board with the assistance of staff reviews and recommends nominees for the R. Louise McManus Award. Funded under Communications Committee.

2. Initiate a sponsorship of educational programs of regulatory significance.

Convention Program Planning Committee of the Board organizes educational programs on regulation for 1989 convention programs and begin planning for 1990 program. Funded under Convention Planning Committee.

3. Expand dissemination of information about NCSBN and regulatory trends.

Communications Committee of the Board and staff continue to implement identified ways of distributing information about the National Council and

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**Strategies that give  
Direction to NCSBN**
**Strategies that do not  
give Direction to NCSBN**
**FY 89 Activity**

regulatory trends.  
Funded under Communications  
Committee.

4. Promote the inclusion of  
a regulatory perspective  
in national and regional  
programs on health and  
related issues.

The Board and staff through  
interorganizational liaison  
activities promote the  
inclusion of the regulatory  
perspective in national and  
regional programs on health  
and related issues. Funded  
under Coordinating Committee.

5. Involve consumers in the  
development of clear  
position statements on  
health related public  
policies.

Board of Directors continues  
to appoint consumer members of  
Member Boards to National  
Council committees especially  
those committees that develop  
position statements on health  
related public policies.  
Funded under Board of  
Directors.

6. Maintain effective  
working relationships  
with appropriate community  
agencies, business and  
industry.

Board of Directors charges  
Communications Committee to  
sponsor a forum for  
interchange between the  
National Council and external  
agencies as appropriate.  
Funded under Board of  
Directors.

*Goal III. Expand collaborative relationships with relevant organizations to facilitate the development and promotion of health related public policy.*

*Objective B: Promote and facilitate effective communications with related organizations, groups, and individuals.*

1. Sponsor an annual  
invitational forum in  
collaboration with

Board of Directors charges  
Communications Committee of  
the Board as appropriate to



**Strategies that give Direction to NCSBN**

**Strategies that do not give Direction to NCSBN**

**FY 89 Activity**

related organizations.

sponsor a forum for interchange between the National Council and health related organizations. Funded under Communications Committee.

- 2. Work with health related organizations in formalizing statements on trends and issues affecting nursing education and nursing practice.

Board of Directors and staff through interorganizational liaison activities encourage the inclusion of statement of regulatory impact in any formal statement on issues in nursing and health care. Funded under Board of Directors.

Board of Directors participates in invitational conference and President participates as member of governing body of the National Commission on Nursing Implementation Project. Funded under Public Relations.

Nursing Practice and Standards Committee meet with selected committees of other interested organizations to identify continued competency mechanism. Funded under Nursing Practice and Standards Committee.

- 3. Identify and promote desirable and reasonable standards in nursing education and nursing practice.

*N-C- to President and E-D- sent letter to funding source in support of CESAC proposal on A- Practice database.*

Nursing Practice and Standards Committee reports to 1988 Delegate Assembly essential standards of education and practice as included in the revisions of the Models. Funded under Nursing Practice and Standards Committee.

*N-C- to send message of opposition to RCP and work competing with ANA nursing education; ANA BOD; ANA nurse panel; ANA support efforts of ANA and new committee of ANA; ANA president; ANA implementation*

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**Strategies that give  
Direction to NCSBN**
**Strategies that do not  
give Direction to NCSBN**
**FY 89 Activity**

*Goal III. Expand collaborative relationships with relevant organizations to facilitate the development and promotion of health related public policy.*

*Objective C: Increase consumer involvement with NCSBN.*

1. Seek interorganizational sharing of information with consumer groups.

Communications Committee of the Board identifies ways of sharing information with interested consumer groups. Funded under Communications Committee.

2. Continue appointment of consumers to NCSBN committees.

Board of Directors and the staff solicit consumer members of Member Boards for appointment to NCSBN committees and to the Board of Directors in the call for nominations. Encourage Member Boards to submit candidates for nominations to Board of Directors. Funded under Board of Directors.

*Goal IV. Develop a comprehensive information system for use by members, organizations and the public.*

*Objective A: Implement a five year plan for an information system.*

1. Consolidate present information system.

National Nursing Licensee Data Base Committee reports to 1988 Delegate Assembly on its recommendations for an information system. Funded under Licensee Data Base Committee.

2. Assign a Board level

National Nursing Licensee Data

**Strategies that give Direction to NCSBN**

**Strategies that do not give Direction to NCSBN**

**FY 89 Activity**

committee to develop guidelines for data collection, data use, distribution, and other functions related to information systems.

Base Committee recomment guidelines for data collection, use, and distribution for licensure data. Funded under Nursing Licensee Data Base Committee.

*Goal IV. Develop a comprehensive information system for use by members, organizations and the public.*

*Objective B: Collect, analyze and disseminate data and statistics in such areas as licensure, educational programs, and regulatory functions.*

- 1. Assess the market for data distribution.

National Nursing Licensee Data Base Committee ~~determine~~ *pursue* possible sources of revenue *side* for data and evaluate revenue *side* sharing alternatives. Funded under Nursing Licensee Data Base Committee. *fundings to Am is - MBS - in the established*

*NN LDSC - to continue to work with MBS to identify currently available data*

If approved by Delegate Assembly, implement national nurse licensee data base system. \* Funded under Nursing Licensee Data Base Committee. *of a system to collect licensure info -*

- 2. Develop and market a nurse licensee data base if market assessment indicates such action.

- 3. Establish a data clearing-house.

\* Requires Delegate Assembly Action.

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**Strategies that give  
Direction to NCSBN**
**Strategies that do not  
give Direction to NCSBN**
**FY 89 Activity**

*Goal V. Advance research that contributes to the public health, safety, and welfare.*

*Objective A: Conduct and disseminate research pertinent to the mission of NCSBN.*

1. Evaluate the use of the Model Nursing Practice Act and make appropriate revisions.

2. Gather data regarding the regulatory issues of chemically dependent nurses.

3. Gather data concerning issues and trends regarding disciplinary actions.

4. Monitor the major nursing research projects relative to implications on legal standards of nursing practice.

5. Investigate research needs regarding approval of nursing education programs.

Staff continue to publish Monograph on the Regulatory Management of the Chemically Dependent Nurse. Funded under Publications.

Staff publish addendum to Monograph on the Regulatory Management of the Chemically Dependent Nurse. Funded under Publications and Nursing Practice and Standards Committee.

National Council publishes yearly update on the data from the disciplinary data bank. Funded under Disciplinary System.

Staff conduct literature search to identify resources related to legal standards of nursing practice. Funded under Nursing Practice and Standards Committee.

Nursing Practice and Standards Committee conduct survey regarding needs related to approval of Nursing Education Programs. Funded under Nursing Practice and Standards Committee.

**Strategies that give  
Direction to NCSBN**

**Strategies that do not  
give Direction to NCSBN**

**FY 89 Activity**

*Goal V. Advance research that contributes to the public health, safety, and welfare.*

*Objective A: Conduct and disseminate research pertinent to the mission of NCSBN.*

6. Gather data concerning advanced practice.

Board of Directors appoints individuals to participate in conference on advanced practice as requested by external organizations. Funded under Public Relations.

*Goal V. Advance research that contributes to the public health, safety, and welfare.*

*Objective B: Promote research proposals annually which merit funding.*

1. Create a Research and Development Committee.

The Board of Directors implements the decision of the Delegate Assembly regarding a Research and Development Committee. Funded under Research.

2. Disseminate research at annual convention.

Convention and Program Planning Committee plans a forum for research sharing at the annual convention. Funded under Convention Planning Committee.

3. Maintain a data base of potential sources of government and private grant funding in areas of interest.

Staff maintain a list of potential sources of government and private grant funds. Funded under Research.

*NPSC - to develop a research proposal to study regulatory needs of interventional with chemistry research.*

Strategies that give Direction to NCSBN	Strategies that do not give Direction to NCSBN	FY 89 Activity
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*Goal V. Advance research that contributes to the public health, safety, and welfare.*

*Objective C: Involve Member Boards in research at the jurisdictional level for use and distribution by NCSBN.*

1. Request and publicize abstracts of completed, ongoing and projected studies by Member Boards.

Activity to be determined.  
Funded under Research.

2. Publish research findings in NCSBN publications.

Staff publish research findings as obtained through solicitation of Member Boards.  
Funded under Publications.

\* Requires Delegate Assembly Action.

# FY 89 Budget: By Program

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## NCLEX

NCLEX Exam Revenue	(\$4,280,639)	
NCLEX Processing Costs	2,790,773	
Handscoring Fees	(43,750)	
Handscoring Costs	38,500	
Other NCLEX Related Expense	43,084	
Examination Committee	46,836	
Administration of Examination Committee	22,167	
Task Force - Future Exams	850	
NCLEX Support Costs	27,233	
<b>NCLEX Income Subtotal</b>		<b>(\$1,354,946)</b>

## Investments

Investment Income	(174,074)	
Investment Manager	10,000	(164,074)

## Member Boards

Member Board Contract Income	(186,000)	
Associated Expense (Legal and Other)	5,000	
<b>Member Board Income Subtotal</b>		<b>(\$181,000)</b>

## Publications

Publications Revenue	(157,305)	
Publications Expense	85,605	
<b>Publications Income Subtotal</b>		<b>(71,700)</b>

## Delegate Assembly

Delegate Assembly Income	(54,455)	
Delegate Assembly Expense	74,501	
<b>Delegate Assembly Expense Subtotal</b>		<b>20,046</b>

*Note: Revenue is indicated by ( )*

*Program Totals are in bold*

**Area Meetings**

Area Meetings Board Travel	\$8,800	
Area Meetings Staff Travel	4,400	
Other meetings	14,713	
Area Meetings Expense Subtotal		<b>\$27,913</b>

**Public Relations**

Honoraria	(5,000)	
Public Relations Expense	71,250	
Communications Committee Expense	21,350	
Public Relations Expense Subtotal		<b>87,600</b>

**Research**

Research - ACT	59,000	
Research - National Council	16,700	
Research - Other	7,250	
Research Expense Subtotal		<b>82,950</b>

**Standards and Practice**

Standards and Practice Committee	21,258	
Disciplinary System	10,400	
Standards and Practice Expense Subtotal		<b>31,658</b>

**Organization**

Board of Directors Expense	51,612	
Licensee Data Base Expense	26,700	
Coordinating Committee Expense	8,795	
Nominating Committee Expense	8,192	
Finance Committee Expense	20,350	
ByLaws Committee Expense	9,309	
Organizational Expense Subtotal		<b>\$124,958</b>

Note: Revenue is indicated by ( )  
 Program Totals are in bold



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**Administration**

<b>Personnel Costs</b>	
Salary and Benefits	\$874,985
Staff Travel	2,000
<b>Professional Fees</b>	
Legal	10,144
Accounting	11,000
Other	20,725
Library Membership	4,000
Printing/Supplies	35,600
Insurance	40,170
Miscellaneous Expense	3,200
<b>Administration Expense Subtotal</b>	<b>1,001,824</b>

**Occupancy**

Rent/Utilities	174,718
Electronic Mail	7,770
Telephone	17,066
Postage	24,544
Equipment Maintenance/Rental	6,930
Computer Maintenance/Rental	12,000
Depreciation	92,055
<b>Occupancy Expense Subtotal</b>	<b>335,083</b>

*Note: Revenue is indicated by ( )  
Program Totals are in bold*

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**Summary**


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<b>Total Revenue</b>	<b>(\$4,912,195)</b>
<b>Total Expense</b>	<b>4,852,507</b>
<b>Revenue over Expense</b>	<b>(\$59,688)</b>

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# Annual Report of the Test Service

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## Introduction

This report provides a summary of CTB/McGraw-Hill's activities with the National Council Licensure Examinations during the past year. The NCLEX project staff members have focused on:

### Examination Development

- continuing to develop a valid and reliable test-item pool that accurately measures entry-level proficiency in the registered and practical (vocational) nursing professions
- refining item development techniques to continue to ensure that all test items measure the performance of nursing skills rather than the recall of knowledge
- ensuring a timely transition to the new RN Test Plan

### Examination Administration, Scoring, and Reporting

- continuing to focus on the timely reporting of scores
- working in cooperation with the Administration of Examination Committee to monitor and review all shipping and security procedures
- reprogramming the scoring system and modifying all score reports in response to the Delegate Assembly's direction to implement a PASS/FAIL reporting system

### Research and Technical Support

- providing technical support in all areas of research, including the monitoring of examination statistics, the establishment of passing standards, and the performance of special internal research studies
- responding to requests for analyses and information during each phase of the NCLEX-RN 288 and NCLEX Disaster Plan examination administrations

In addition to supporting these major phases of the NCLEX program, the CTB project staff members have also responded in a timely and effective way to all requests from the National Council and its Member Boards for additional services and information.

## Examination Development

### Transition to the New RN Test Plan

To accommodate the Council's request to implement the new RN test plan beginning with NCLEX-RN 788, the following work was initiated immediately after the 1987 Delegate Assembly:

- recoding the RN item bank to the new test plan
- reporting to the Council issues about the new test plan raised during the item recoding process

- 
- working with the Examination Committee to ensure an effective content framework and a consistent interpretation of task statements
  - assisting the Examination Committee in the development of knowledge, skills, and abilities statements
  - guiding item writers to develop test items in areas of the new test plan that are underrepresented

CTB nursing consultants reclassified the RN item bank to the new test plan during an intensive two-week session in late September. Over 4500 test items were coded to one of the four major categories of Client Needs. Each item was also coded to one of the seventeen subcategories designated in the Study of Nursing Practice. A summary of the reclassification was presented to the Examination Committee at its October 1987 meeting.

CTB staff supported the Examination Committee in establishing an accurate and consistent interpretation of the task statements and an effective content framework.

CTB also assisted the Examination Committee in the development of detailed test specifications – or knowledge, skills and abilities statements. These statements facilitate the work of the item writers in constructing test items that measure entry-level, job-related nursing practice and also help to ensure a consistent interpretation of each task statement.

### **Reference Materials**

During the past year, CTB nursing consultants have reviewed reference materials and made recommendations for additions to the CTB reference library. The selected textbooks address specific areas of the new test plan, such as ethics, management, nursing diagnoses and standards, transcultural issues, malpractice and liability, and client education. Several of the new books also supplement the current library in the areas of chronic disease, gerontology, diagnostic tests and procedures, and nutrition.

### **Item Writing**

One of the major activities of the CTB/McGraw-Hill test development staff is the coordination, training, and support of item writers in the development of NCLEX test items. A primary focus during this past year has been to provide item writers with guidance and materials to facilitate their work with the newly defined areas of the RN test plan and to continue to provide extensive interactive support to the writers during the writing conferences. Item development has been increased to address the needs identified with the transition to a new test plan and to address the need for items targeted to a particular difficulty level and to a particular content area to supplement the pool for computer adaptive testing.

The existing item development and review procedures for both the NCLEX-PN and the NCLEX-RN item pools continue to ensure the quality of all test items. The interactive process between nursing professionals and CTB's test development staff also ensures that each test item measures a knowledge, skill, or ability associated with current entry-level

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nursing practice. The knowledge, skills, and abilities statements written by the Examination Committee and CTB nursing consultant staff have been extremely helpful in guiding the writers in the appropriate content direction.

### **Item-Writing Conferences**

Six RN item-writing conferences were held during the past year. All participants were sent pre-conference exercises, provided as an introduction to CTB's item development process. CTB nursing consultants and editorial staff carefully reviewed the sample items written by each item writer and made suggestions regarding the content and structure of the case situations and test items.

The feedback given before the conference is intended to provide specific information about item construction, to introduce the writer to the interactive process with CTB's test development staff, and to help the writers feel comfortable with the writing process.

The first item-writing conference (July 27-31, 1987) included nine writers representing Idaho, Arkansas, Indiana, Georgia, Maine, the District of Columbia, California, New Jersey, and Arizona. The second conference (August 3-7, 1987) included eight writers representing Nebraska, West Virginia, New York, Florida, Alaska, Wyoming, Illinois, and Hawaii. Over 400 new RN items were written at the two sessions.

The third item-writing conference, held January 11-15, 1988, included 14 writers identified by the National Council to participate in RN item development. These writers represented Ohio, Massachusetts, California, Alabama, Colorado, New York, Oklahoma, Virginia, Delaware, Washington, Missouri, Wisconsin, and Texas. These writers were provided with the new test plan; the newly drafted knowledge, skills, and abilities statements; and directions for writing items according to the new content framework. The 14 writers created over 300 items.

The fourth item-writing conference (May 23-27, 1988) included 16 writers representing Indiana, Idaho, Kentucky, Ohio, Maryland, Louisiana, South Dakota, Virginia, North Dakota, and Massachusetts. These writers focused on the production of test items for the 1989 Computer Adaptive Testing field test study.

The fifth and sixth RN item-writing conferences were held July 18-22, 1988, and July 25-29, 1988. The participants had not been selected as of the writing of this report.

A PN item-writing conference was held June 27-July 1, 1988. The 13 writers identified by National Council to participate represented New York, Idaho, Maryland, North Carolina, North Dakota, Michigan, Kentucky, Louisiana, and California.

In December, 1987, CTB and the National Council staff were successful in obtaining approval for the award of continuing education credit to all item writers. Writers are awarded 43 contact hours of continuing education credit for their participation in an item-writing conference.

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### **Additional Item-Writing Activities**

Solicitation for mail-in test items was implemented in 1988 to address the specific needs of the Computer Adaptive Testing program. Twenty-two writers from previous writing conferences were contracted to write test items according to security procedures approved by the Administration of Examination Committee.

### **Panels of Content Experts**

The Panel of Content Experts review is coordinated by CTB to ensure that all items are developed according to test plan specifications, are free of bias and clueing, have one and only one correct response (documented in two standard nursing textbooks), and are an accurate reflection of current, entry-level practice.

#### **PN Panel of Content Experts**

The PN Panel of Content Experts was convened July 6-10, 1987 at CTB headquarters in Monterey, California. The 15 practitioners selected by the National Council from Member Board nominations to serve as panel members represented Connecticut, Kansas, New York, Mississippi, Iowa, Tennessee, South Carolina, California, Utah, Michigan, and Oregon. Two National Council Examination Committee members also participated. The PN panel reviewed 350 items and approved 321 for field testing.

#### **RN Panel of Content Experts**

An RN Panel of Content Experts was convened September 14-18, 1987 at CTB headquarters in Monterey, California. The 16 members selected by the National Council from Member Board nominations to serve on the panel included practitioners from Minnesota, Montana, Maryland, South Dakota, Vermont, California, New York, Louisiana, Kentucky, New Mexico, North Carolina, and North Dakota. Two National Council Examination Committee members also participated. The RN panel reviewed 471 items and approved 454 for use as experimental items.

A second RN Panel of Content Experts was convened March 7-11, 1988. The 17 practitioners selected by the National Council from Member Board nominations represented South Carolina, Michigan, Minnesota, Connecticut, the Commonwealth of the Northern Marianas Islands, Utah, North Dakota, Tennessee, Oregon, Rhode Island, New Hampshire, Iowa, Kansas, and Mississippi. Two National Council Examination Committee members also participated. The panel reviewed 306 new items and approved 299 for use as experimental items. The panel also reviewed NCLEX pool items that had not been used for six years.

In January 1988, CTB and the National Council were successful in obtaining approval for the award of 50 contact hours of continuing education credit to panel members.

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### **Member Board Review of Experimental Items**

CTB staff completed a review of information provided by Member Boards in their 1987 review of experimental items. Items designated by Member Boards as not consistent with entry-level practice were submitted to the Panel of Content Experts for review. Items designated as not consistent with a state nurse practice act were submitted with documentation to the National Council for final review.

Review copies containing 360 PN experimental items were shipped to the 26 participating Member Boards in January, 1988 and returned in March. Items identified as not consistent with entry-level practice will be submitted to the PN Panel of Content Experts scheduled to meet in December, 1988. The items designated as not consistent with a state nurse practice act were submitted with documentation to the National Council for final review.

Review copies containing 864 RN experimental items were shipped to the 29 participating Member Boards in late March. Items identified as not consistent with entry-level practice will be presented to the September Panel of Content Experts Conference and items designated as not consistent with a state nurse practice act will be submitted to the National Council for final review.

### **Item Bank Assessment**

CTB completed its annual assessment and update of the RN and PN item pools in September 1987. A tally of all items in the pool according to difficulty and discrimination indices was provided to the National Council. A data tape of the complete set of item pool statistics and a data tape of all item text were provided to the National Council for research purposes.

### **Examination Construction**

The two Registered Nursing examinations (NCLEX-RN 787 and NCLEX-RN 288) and the two Practical Nursing examinations (NCLEX-PN 087 and NCLEX-PN 488) constructed for use this past year were developed according to the Registered Nursing and Practical Nursing test plans approved by the Delegate Assembly and the test construction guidelines established by the Examination Committee. The content blueprints (confidential directions) for each examination were presented to the Examination Committee for review and, upon the Committee's approval, the examinations were developed by CTB development and research staff for final review by the Examination Committee. The examinations were constructed to be equivalent to previous forms of Registered Nursing and Practical Nursing examinations from both a content and a statistical perspective and were reviewed by CTB's nursing consultant staff, editorial staff, and the Examination Committee to ensure that all items met the established criteria.

### **Examination Committee Meetings**

CTB staff worked in cooperation with the Examination Committee to ensure the efficient review of all examination materials. CTB nursing consultants and test development staff

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provided information as requested and provided summary reports on all committee-related activities. Staff were present for four regularly scheduled meetings and coordinated an additional meeting for the review of the Disaster Plan alternate examination.

## **Examination Administration, Scoring, and Reporting**

### **Examination Administration**

Three Registered Nursing and two Practical (Vocational) Nursing examinations were administered during the past year. The NCLEX- RN 787 (July) examination was administered to 72,108 candidates, the NCLEX-RN 288 (February) examination was administered to 20,361 candidates from 44 jurisdictions, and the alternate NCLEX- RN 288 (March) examination was administered to 10,664 candidates from 12 jurisdictions.

The NCLEX-PN 087 (October) examination was administered to 25,638 candidates. It should be noted that a special alternate examination was administered to one jurisdiction using the alternate test date. (The exact number of candidates taking NCLEX-PN 488 was not available when this report was prepared. NCLEX-PN 487 was administered to 16,824 candidates. That figure was not available at the writing of the 1987 annual report.)

### **Examination Shipment/Security Breach**

During the shipment of NCLEX-RN 288 examination materials, one box of materials was separated from a shipment to a test site. A trace was instituted by CTB and its printer, and the missing box was recovered. However, the box had been opened and one package of test booklets had been opened. It was determined by the National Council that a security breach had occurred, and implementation of the disaster plan was necessary.

The California Division of Investigation initiated an investigation, supported by CTB staff, staff from the printing facility, and McGraw-Hill corporate security officers.

During the implementation of the disaster plan, CTB's primary goal was to support the National Council by providing information and services quickly and effectively. CTB staff provided the following major services:

- responded in a timely way to all requests by the National Council and its Member Boards for information
- worked in cooperation with the Member Boards selecting to administer the alternate examination to ensure the safe return of the unused NCLEX-RN 288 materials
- worked in cooperation with National Council staff and the Examination Committee to select an alternate examination; provided detailed content and statistical information about each of the overage examinations in storage; reviewed the selected examination for currency
- coordinated an emergency meeting of the Examination Committee to review the alternate examination for currency

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- contacted Member Boards using the alternate examination and provided information necessary to coordinate the administration of the alternate examination
  - worked with the printer to ensure the allocation of appropriate overtime resources to enable the reprinting of an alternate examination in a timely fashion
  - worked with a variety of airfreight shippers to ensure that the alternate examination could be shipped to arrive at boards prior to the scheduled date
  - implemented an anomaly analysis program for the NCLEX-RN 288 examination. The analysis was designed to reflect the particular conditions of the security breach (that is, one booklet potentially compromised). CTB staff provided information in relation to specific targeted groups: repeaters, first timers, U.S. candidates, foreign candidates, individual jurisdictions, individual program codes, individual foreign populations, and particular candidates
  - coordinated the review of a second alternate examination to be used in the retesting of candidates flagged as having anomalous performance
  - administered and scored the disaster plan alternate examination in March
  - administered and scored the retest examination in April

#### **Examination Materials Retrieval/Scoring**

All examination materials were collected under secure conditions and accounted for. Candidate information, test materials, and late applications were checked by the CTB scoring staff for completeness and accuracy, and test materials were scanned.

The passing scores were set in cooperation with the National Council according to the established standard of entry-level proficiency, and all score reports were shipped on or before the scheduled date.

CTB staff continue to provide additional services by automatically handscoring all examinations within a particular range of the passing score, by reviewing all abnormal candidate markings, by updating candidate information that is in error, and by providing a scoring tracking record to each Member Board. The scoring tracking record, implemented in July 1987, is sent to each Member Board immediately following examination scoring to provide specific information about key dates in the scoring cycle and details of incomplete, duplicate, or inaccurate candidate data.

#### **Handscoring**

CTB responded to 229 handscoring requests for the NCLEX-RN 787 examination and 22 handscoring requests for the NCLEX-PN 087 examination. There was one request for a late handscoring for NCLEX-PN 487. All scores remain as originally reported, and no scoring errors were revealed.



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### **Candidate Brochures**

Candidate brochures for the NCLEX-PN 488 examination were shipped to Member Boards in October 1987. Brochures for the NCLEX-RN 788 examination were shipped to Member Boards in December 1987.

The 1988-89 expanded and revised brochures were printed by CTB and distributed for the NCLEX-PN 088 and 489 examination administrations and the NCLEX-RN 289 and 789 examination administrations. CTB staff worked in cooperation with the Administration of Examination Committee to ensure that the new brochure addressed the needs of the candidates and the Member Boards.

### **Administration of Examination Committee**

CTB/McGraw-Hill staff attended three meetings of the Administration of Examination Committee during the past year. CTB staff presented reports detailing administration issues related to the NCLEX-RN 287, NCLEX-PN 487, NCLEX-RN 787, and NCLEX-PN 087 examinations. The McGraw-Hill Corporate Security Manager presented a detailed report of the NCLEX-RN 288 security breach and assisted the committee in their revision of the National Council Security Measures. Support was also provided in the development of the candidate brochures, the discussion of candidates making multiple or incorrect marks in answering test questions, and the formatting of candidate rosters and reports.

### **Research and Technical Support**

The research staff has continued to provide the National Council with the information needed to monitor the technical adequacy of each examination. To this end, technical reports have been submitted to the Council for NCLEX-RN 787 and NCLEX-PN 087. At the writing of this report, technical reports were being prepared for NCLEX-RN 288 and for the Disaster Plan Examination (NCLEX-DP 388). In each technical report, CTB test development and research staff provided detailed descriptions of the development and analyses carried out for each examination.

The CTB research staff has also conducted the following internal research studies during the past year:

#### **Person-Fit Analysis**

A person-fit analysis was conducted on the NCLEX-RN 287, NCLEX-PN 487, NCLEX-RN 787, and NCLEX-PN 087 examinations. A report summarizing these analyses and the results that were obtained was submitted to the National Council in January 1988.

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### **Ethnicity/Gender Analysis**

Analyses were performed during the past year to detect differentially difficult test items among specific ethnic or gender groups. A summary report describing these analyses for the NCLEX-RN 287, NCLEX-PN 487, NCLEX-RN 787, and NCLEX-PN 087 examinations was submitted to the National Council in January 1988.

### **Passing Score Study**

A Standard-Setting Conference to set a passing standard for examinations based on the new RN test plan was held February 22-24, 1988 in Chicago, Illinois. CTB research staff and nursing consultant staff coordinated the conference based on the modified Angoff approach to standard setting. A summary report was submitted to the National Council in March 1988.

### **Point-biserial Study**

In this study, analyses were conducted to compare the point-biserial correlations of performance-based and knowledge-based items and to assess the effects of focusing on the development of performance-based items for NCLEX examinations. A report summarizing the results of this study was submitted to the National Council in April 1988.

### **Context Effects Study**

In this study, analyses were conducted to assess the effects of removing items from cases before the cases were reused. A report describing the results of this study also was submitted to the National Council in April 1988.

### **"Speededness" Study**

An analysis was performed to determine whether the length of NCLEX testing sessions is adequate for the number of test items presented. A report was presented to National Council staff in April 1988.

### **Analysis of the Fit of NCLEX Data**

A preliminary analysis of the fit of NCLEX data to the three Item Response Theory models was performed and a report submitted to the National Council in April 1988. The analysis provided an initial evaluation of the appropriateness of the various IRT models for use in the NCLEX program.

### **Research Papers**

Two papers based on NCLEX research studies were presented at the annual meeting of the American Educational Research Association by CTB's technical consultant, Dr. Larry Klein. The two papers concerned the following:

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- the NCLEX study that was conducted last year to analyze items that were suspected of being compromised
  - the NCLEX study that was conducted last year that was designed to assess how accurately passing decisions could be made on a partial test

CTB has also continued to work with the National Council to identify issues that merit additional research. Members of CTB's research staff met with representatives of the National Council at the annual meeting of the American Educational Research Association, held in April 1988, to discuss these issues.

### **Communication**

CTB has always placed clear and effective communication as one of the major priorities in providing a high standard of service to the National Council. To continue to maintain this standard, CTB initiated during the past year a reformatting and expansion of the Quarterly Report to the Board of Directors, a quarterly contract evaluation meeting, and monthly conference calls with key staff.

#### **Contract Update Meeting**

CTB/McGraw-Hill's Director of Publishing met with the National Council's Executive Director and Director of Testing Services in October 1987 to discuss areas of interest or concern to the National Council. Issues relating to truth in testing legislation, computer adaptive testing, and communication with CTB/McGraw-Hill were discussed.

A contract update meeting was coordinated by CTB in February 1988 in Chicago. CTB's NCLEX Project Director and Contract Manager met with the National Council's Executive Director and Director of Testing Services to discuss areas of interest or concern to the National Council.

#### **Contract Evaluation Meeting**

CTB/McGraw-Hill's NCLEX managers met with the National Council staff and committee chairpeople in Monterey, California, on March 24, 1988 for the annual evaluation of CTB/McGraw-Hill's service. Issues related to every aspect of the contract were discussed and several specific ideas for procedure modifications were presented.

#### **Area Meetings**

CTB staff attended all March/April 1988 Area Meetings to provide information and to respond to questions.

#### **Delegate Assembly Convention**

CTB staff members attended the Delegate Assembly Convention in Chicago August 25-29, 1987. The NCLEX Project Director, Associate Project Director, Technical Coordinator, and Contract Manager were present at all meetings of the convention to respond to questions as requested.

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### **NCLEX Invitational Conference**

CTB staff have completed the planning stages for the third NCLEX Invitational Conference. The conference is scheduled for February 1-2, 1989 in Monterey, California and is intended to provide all Member Boards with the opportunity to become acquainted with CTB's procedures for developing the examinations, processing applications, scoring the examinations, reporting results, and monitoring the validity and reliability of the examinations through statistical analyses and ongoing research.

### **Special Services**

#### **Special Requests**

CTB responded to requests from four Member Boards for special analyses of suspected cheating, from two Member Boards for examination reviews, from three Member Boards for special data requests, from two organizations for special data requests, and from two Member Boards regarding examination passing statistics.

CTB staff responded to several special requests from the National Council for review of individual candidates' test materials, for special data sorts, and for cost estimates for a variety of services. CTB also responded to all requests by Member Boards for the special handling of test materials.

#### **The NCLEX Summary Profiles**

The NCLEX Summary Profiles service continues to provide important information to subscribing nursing programs. The summary reports have been sent to approximately 570 subscribing Registered Nursing programs after each of the Registered Nursing examination administrations during the past year and to over 125 subscribing Practical Nursing programs after each of the Practical Nursing examination administrations.

CTB test development and research staff and National Council staff have completed initial design work for Summary Profiles modifications that will be made as a result of the Delegate Assembly's resolution to provide candidate scores in a PASS/FAIL framework.

## Annual Report of the NCSBN Data Center

This report provides an overview of CTB/McGraw-Hill's activities in the NCSBN Data Center during the past year and covers the NCLEX-RN 787, the NCLEX-PN 087, the NCLEX-RN 288, and the NCLEX-PN 488 examinations. The NCSBN Data Center efforts have concentrated this past year on providing continued support and maintenance to all Member Boards.

### Applications Processing

The Data Center shipped a total of 265,000 application packets to boards during the year; 125,000 were applications reflecting the new \$35.00 fee structure, which commences with the NCLEX-PN 088 examination.

The four NCLEX examinations covered in this report are NCLEX-RN 787, NCLEX-PN 087, NCLEX-RN 288 (including disaster plan RN 388), and NCLEX-PN 488. They encompassed 151,989 processed applications, a drop of 4% over last year's 158,374. An additional 3,515 applications were returned to candidates for errors or receipt after the deadline.

### Program Code Corrections

A maximum of forty-two boards, for any one examination, sent in program code corrections and/or changes in education or repeat status for a total of 3515 candidates. This represents a reduction of 2.2% over 1987's 3597 changes. The Data Center now sends out admission cards that have the school name printed under the program code to make identification an easier task.

### Candidate Communication

The Data Center responded to over 1170 telephone calls during the year; most of these were regarding candidate application status.

# Report of the National Nursing Licensee Data Base Committee

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## Background

The National Nursing Licensee Data Base Committee was established by the National Council to study the need for and use of a comprehensive national nursing information system (NNIS) and, if needed, to determine the steps to take to create this data base for nursing statistics.

The Committee convened in May 1986 and surveyed Member Boards in September 1986 to obtain information on data collection efforts and interest in a national data base for nursing. Results of that survey, results of the survey on satisfaction with services, and feedback from Area meetings showed that Member Boards were voicing strong concerns and confusion about the purpose, benefits and intent of the Licensee Data Base Committee. The Committee gave these concerns highest priority during its May 1988 meeting and has attempted to address each of these concerns in its plan presented in this report.

A major outcome of the May 1988 Committee meeting was a reaffirmation of the purpose of the data collection for the NNIS. The data are to be used for aggregate statistical research purposes only. No information specific to individuals will be revealed, and sensitive data elements will be strictly protected under contractual language between NCSBN and individual Member Boards. Also, Member Boards will not risk loss of any revenue-producing opportunities due to participation in the national information system as they will retain full control of their data. NCSBN will not distribute any state's data unless that state requests NCSBN to do so.

## Pilot Study

The Committee conducted an initial pilot study to assess the feasibility of creating a national data base and to identify important considerations for such an effort. The focus of the study was to obtain data tapes from a sample of states having data from at least two time periods in order to merge the states' files and perform a comparative analysis and trend analysis among the states. A total of 11 states volunteered to provide computer tapes for the pilot study.

The findings of the study were:

1. There is substantial variation in the type and amount of data collected by states.
2. Not all states retain data tapes from prior years.
3. It is technically feasible to merge data tapes from different states to create a combined computerized data base having a standardized format.
4. Because of a lack of comparability of data elements among states, it was not possible to analyze and compare data from the various states in a meaningful way for the states participating in the pilot study.

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## **Need for National Nursing Data**

The pilot study demonstrated that due to variation in data collection efforts, it is not feasible simply to combine all existing Member Board data to arrive at a national nursing information system (NNIS).

However, based on reports from Area meetings, there appears to be a consensus that there is a pressing need for national nursing data. The development of a comprehensive information system would provide a number of benefits to National Council members and the public. These benefits include:

- Provision of descriptive statistics relating to age, race, sex, work setting, and educational preparation of licensees.
- Performance of detailed statistical analysis useful for future planning by regulatory agencies, the profession, health care providers, and educational institutions (e.g., supply projections).
- Provision of a data base for studying trends, activity levels, gains and losses, attrition, etc.

As Member Boards attempt to address the complex issues associated with the nursing shortage, the availability of comprehensive, comparative data about the nursing population can assist in studying the severity of the problem, possible causes, and potential remedies. With sound data there is the potential to analyze any number of critical questions such as:

- Where are RNs working now in comparison to five years ago?
- How do educational preparation and work setting relate?
- Are there any parallels among states related to losses and gains in licensees?
- Which states or regions appear to have the fewest nursing shortage problems and how is their population different from other states?
- What is the percent of overlap between states for nurses licensed in more than one state?

The nursing shortage is likely to continue to worsen over the next years because of increasing employer needs for nurses and declining nursing program enrollment. This shortage is expected to jeopardize the provision of health care to the public. By virtue of their public protection role and their access to nurse licensees, Member Boards are in a unique position to collect and analyze data on the nursing population.

## **Committee Recommendations:**

The Committee proposes that the National Council begin the groundwork for the National Nursing Information System (NNIS) for research purposes by pursuing two avenues:

1. Continue to work with Member Boards to identify data currently available in a computerized format for inclusion in a national information system.

2. Pursue obtaining a grant or other outside funding to assist Member Boards in setting up systems to collect information from licensees. Many Boards are not able to collect any data or collect only limited data from licensees due to fiscal or technical constraints. With grant funding, the National Council could plan and design a scannable survey instrument to collect data in a valid, cost-effective manner. Using experts in both research and nursing, it would be possible to develop a state-of-the-art model for data collection which could benefit Member Boards in a number of ways. States could opt to use the model survey form, or they may prefer to design their own form using the content of the model.

The 1987 Delegate Assembly approved the following data elements for inclusion in a national informational system:

- Type (RN, LPN)
- Name\*
- Address\*
- Date of Birth
- Social Security Number\*
- Race
- Sex
- Employment Setting
- Highest Nursing Degree
- License Status
- Employment Status

In addition, the Committee recognizes that other data elements may need to be collected for an effective national information system. Additional desirable data may include elements such as:

- Original State of Licensure
- Original License Number
- Location of Residence
- Location of Employment
- Specialty Practice Area
- Advanced Practice Certification Status
- Principle Nursing Position
- Other States in Which Licensed
- Basic Education Program (School Code)
- Current Enrollment in an Educational Program

These data elements are the preliminary recommendations of the Committee and are subject to refinement, additions, or deletions during the grant project to design a model survey instrument. All data are to be used for **aggregate statistical purposes only**. Any identification elements such as name, social security number, or license number will be strictly protected under contractual language between NCSBN and the individual Member Board to ensure no distribution of the personal identifiers. Identifiers will be needed for the purpose of matching multiple licenses among states.

\* Subject to availability from Member Boards



**SUMMARY:**

In conclusion, the Licensee Data Base Committee has found interest on the part of Member Boards in creating a National Nursing Information System (NNIS). However, there are practical, fiscal, technical and other limitations for many Boards wishing to collect nursing data to contribute to the national data base. Also, there is substantial variation in the type and amount of data collected by those states already surveying nurses.

The Committee proposes to continue collecting data from those Boards which have a system already established. To assist other Member Boards to participate in the NNIS, the Committee recommends seeking outside funding to plan and design a model survey instrument which would be available for Member Board use.

The Committee recognizes that, in its early stages, the National Nursing Information System will not be the ideal comprehensive data base because not all the states will be able to participate. However, it is the hope of the Committee that a well-designed survey could serve as a prototype which could eventually result in more states being able to collect data and in greater comparability of data collected for nurses in the United States.

# Report of Committee for Special Projects

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## Recommendations

The following recommendations are submitted to the 1988 Delegate Assembly for its consideration:

1. The Committee for Special Projects recommends the adoption of Strategy 6 of Goal 1, Objective A of the National Council Operational Plan: Conduct a feasibility study on using computerized adaptive testing (CAT) for the licensure examinations.
2. The Committee for Special Projects and the Examination Committee recommend that the computerized adaptive testing field tests proceed only when the Committee for Special Projects and Examination Committee have completed the preliminary steps necessary for the effective implementation of field testing.

## Rationale

The first recommendation deals with a specific testing mode (CAT), but complements the Examination Committee recommendation to the 1988 Delegate Assembly to adopt Strategy 1.A.10: "Explore producing licensure examinations through computer-based technology." The results of Phase I also support the first recommendation. The second recommendation was developed jointly with the Examination Committee and speaks to the progression of Phase II through the Research Plan (see Attachment A - an Addendum to this report mailed under separate cover). The Committee for Special Projects determined that it is essential that Member Boards have active participation in the exploration of operational issues related to CAT. The two committees want to ensure that the CAT Feasibility Study proceed in a logical and timely manner and that the field tests provide all the information needed to determine the feasibility of CAT for delivering nursing licensure examinations.

## Overview

The Board of Directors of the National Council of State Boards of Nursing appointed the Committee for Special Projects to investigate the feasibility of computerized adaptive testing (CAT) for the NCLEX-RN and NCLEX-PN examinations starting December, 1986. At its commencement, the study was separated into two Phases. The major tasks of Phase I were to:

1. Develop CAT software
2. Seek external funding
3. Research the capabilities of the software through pilot testing
4. Evaluate nurses' interactions with the software
5. Communicate project outcomes to Member Boards

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Four avenues were used to locate and contact potential sources of funds: (1) private foundations, (2) research and development partnerships, (3) software sales, and (4) corporate sponsorship.

Sixty foundations have been contacted although none have granted funds. The Board of Registry of the American Society of Clinical Pathologists has joined the project as a partner and The American Board of Orthopaedic Surgery has commenced negotiations with the National Council regarding a partnership arrangement. Marketing research into the potential revenue from software sales is being conducted and materials used to solicit corporate sponsorship of project activities are currently being developed.

The CAT software successfully delivered CAT NCLEX-RN and -PN examination items to 89 nurses at two test sites during the pilot testing sessions in December 1987 and January 1988. The Committee submitted the final Phase I report to the Board of Directors in February 1988. The Board of Directors accepted the positive Phase I results and approved the continuation of the study into Phase II until the Delegate Assembly vote on continuation in August 1988. Although the study was separated into two Phases, the results of the first Phase are not sufficient to determine the feasibility of using CAT without the information obtained during the field tests of Phase II.

The purpose of Phase II is to perform studies that will address Member Boards' concerns regarding:

1. Operational issues
  - a. costs
  - b. logistics
  - c. staffing
  - d. computer needs
2. Security measures for CAT
3. Legal analysis of CAT
4. Psychometric equivalence of CAT and NCLEX

The Committee has begun the planning for Phase II. Item development, which will provide items to strengthen specific areas in the NCLEX item pools, has started. The legal analysis of CAT has also begun. Information on Phase I outcomes and Phase II planning are given below. A complete history and Research Plan of the CAT Feasibility Study are included in Attachment A.

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## The Phase I CAT Pilot Study

### Purposes

The pilot study was designed to investigate the capabilities of the CAT software developed for the National Council NCLEX licensure examinations. Specifically, the pilot study was devised to answer four major questions:

1. Can the National Council develop CAT software that delivers appropriate examinations for determining licensure?
2. How many items are needed to make the pass/fail decision?
3. How much time would candidates need to take a CAT test?
4. How would nurses interact with the software?

### Method

*Examinees.* Licensed nurses practicing in two metro-politan areas (Chicago, Illinois and Sacramento, California) were recruited to participate in the pilot study. Fifty-seven RNs and two LPNs took the CAT pilot exam in the Chicago area, and thirty LVNs took the CAT pilot exam in Sacramento.

*Test Administration.* The Chicago-area pilot testing occurred at the Computerized Testing and Learning Center in Schaumburg, Illinois, and the Sacramento pilot was conducted at the California Board of Vocational Nurse and Psychiatric Technician Examiners offices. At the Schaumburg site, eleven IBM-AT microcomputers were configured to deliver the CAT NCLEX examinations while ten ATs were utilized in Sacramento. Two testing sessions were scheduled daily lasting approximately four hours each. No breaks were built into the testing session so that the amount of time required for examinees to complete the CAT test could be determined. A post-examination questionnaire was given to each nurse participant to determine her/his reactions to computerized adaptive testing.

*Test Security.* The test security arrangements were developed jointly by the the Administration of Examination Committee and the Committee for Special Projects. It was determined that for the pilot study, the Committee for Special Projects would follow the current NCLEX procedures as closely as possible. The paper-and-pencil NCLEX procedures were modified and enhanced to meet the needs of the computerized testing mode. Modifications included positive examinee identification, the utilization of both electronic and human proctoring, encryption of data, "hiding" and password systems for computer files, and examinee confidentiality agreements.

### Summary of Results

Results of the pilot study clearly indicated that the testing administration tasks were well-designed, easy to perform, and the CAT testing software worked as intended. The examinee reactions to computerized testing were positive overall. Every examinee completed

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the keyboard training sequence, learning enough to take the CAT test successfully. The testing results indicated that using CAT to deliver licensure examinations is feasible. It can be performed with a significant savings in testing time over paper-and-pencil administration.

The majority of examinees felt that the computerized format was no more difficult to understand than paper-and-pencil. They did not perceive the CAT examination as requiring significantly more reading than the NCLEX paper-and-pencil test. However, several examinees expressed concern about the amount of scrolling needed to read some of the NCLEX items and the inability to return to previous items. Scrolling could be eliminated through itembank editing; the candidates' desire to return to previous items could be reduced through educational efforts.

Reactions to the testing environment showed that the individualized testing setting provided important benefits which may make test performance a more valid measure of candidate competence.

One of the major concerns about computerized testing, that lack of previous computer experience would affect the outcome of the CAT testing process, was found to be unsubstantiated. Previous computer experience was unrelated to examinee performance, testing time, or examinee perceptions related to CAT testing.

## Conclusions

In response to the four main purposes of the pilot study, the results showed that:

1. The National Council could develop software that makes it feasible to deliver appropriate CAT examinations for determining nursing licensure.
2. The number of items needed to make a pass/fail decision using CAT is fewer than the number presently administered in the NCLEX examinations.
3. Testing time can be significantly reduced (over 50% of the examinees finished in less than three hours).
4. Every nurse participating in the pilot was able to successfully use the software to take the CAT test.

## Phase II Planning

The Board of Directors authorized the Committee for Special Projects to proceed with some of the key tasks which must be accomplished in Phase II of the CAT Feasibility Study. Strategy 1.A.6 must be approved by the 1988 Delegate Assembly for the study to continue to find answers to Member Board's questions about CAT. The Committee has begun to address four major activity areas: operational issues, security measures, legal analysis, and psychometric equivalence. The complete Research Plan for the CAT Feasibility Study is shown in Attachment A.

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*Operational Issues.* Methods for estimating Member Boards' computer needs, staff needs, and costs for administering CAT have been developed. The criteria for selecting field test states and test locations are being developed. Strategies for candidate selection have been outlined; however, all Member Board input will be considered before the candidate selection plan is finalized. Some possible configurations for hardware and environmental needs to administer CAT have been identified.

*Security Measures.* An initial set of security procedures was developed jointly with the Administration of Examination Committee for the pilot studies. Although these measures worked extremely well, the Committee for Special Projects has identified the need for additional joint meetings with the Administration of Examination Committee to ensure that the highest level of security is maintained for field testing CAT.

*Legal Analysis.* Proposals for the analysis of the legal defensibility of CAT were sought and received from the University of Illinois Office of Social Science Research and the law firm of Vedder, Price, Kaufman & Kammholz. The objectives of the legal analysis are to provide a detailed legal literature review and to identify potential areas of dispute which might arise when using CAT for licensure. The strengths of the two proposals were complementary regarding these objectives (the University's was stronger for the initial literature review; Vedder, Price's was stronger for analyzing the complex legal issues) and their combined costs were within budgeted amounts, so each group will provide a portion of the total legal analysis of CAT.

*Psychometric Equivalence.* One of the major purposes of Phase II of the CAT Feasibility Study is to determine the psychometric equivalence of CAT and paper-and-pencil examinations for nursing licensure. In order to provide a fair test of the capability of CAT to accurately and efficiently measure candidates for licensure, enhancement of the NCLEX item pools is necessary. Additional RN items were created in May and additional PN items are projected for development in November. These items are designed to strengthen specific areas of the NCLEX item pools and will become regular items in the NCLEX-RN and -PN item pools. They will also be available for use in the CAT field tests.

## **Summary and Recommendations**

The overall results of Phase I of the CAT Feasibility Study were positive. Software was developed that delivered CAT examinations using items that are appropriate for determining nursing licensure. Each nurse in the pilot was able to successfully use the software to take the CAT test, and their reactions were highly favorable. Although some examinees were concerned with the inability to return to previous questions and the need for scrolling on some questions, these concerns may be eliminated through editing and educational efforts.

The Committee for Special Projects has proceeded with some of the key tasks which must be accomplished in Phase II of the CAT Feasibility Study; operational issues, security measures, legal analysis, and psychometric equivalence are being addressed.

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The Committee for Special Projects is pleased to report the outcomes of the pilot study were successful and the Objectives of Phase I were met with good results. Continuation of Phase II of this project is vital to answer Member Boards' concerns regarding CAT. Therefore, the following recommendations are submitted to the 1988 Delegate Assembly for its consideration:

1. The Committee for Special Projects recommends the adoption of Strategy 6 of Goal 1, Objective A of the National Council Operational Plan: Perform a feasibility study of using computerized adaptive testing for the licensure examination.
2. The Committee for Special Projects and the Examination Committee recommend that the computerized adaptive testing field tests proceed only when the Committee for Special Projects and Examination Committee have completed the preliminary steps necessary for the effective implementation of the field tests.

(Attachment A is an Addendum to this report mailed under separate cover)

### **Committee for Special Projects**

Billie Haynes, Chairperson, Area I  
Janet Blake, Area I  
Paula M. Buffone, Area IV  
Jacqueline M. Loversidge, Area II  
Marcella McKay, Area III

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**Questions and Answers about the  
Computerized Adaptive Testing (CAT) Feasibility Study**

**Features of CAT vs. Paper-and-pencil Testing**

1. What is the advantage of CAT over paper-and-pencil testing?

-CAT provides many advantages over paper-and-pencil testing such as: more efficient measurement (testing time and items administered can be reduced by almost 50%), more accurate measurement (CAT keeps testing until the pass/fail decision is certain to a high, known degree of precision), immediate scoring and year-round testing are possible, and security is enhanced through the elimination of printed test forms.

2. What is the advantage of CAT for Member Boards?

-The enhanced precision of CAT measurement will allow Member Boards to better fulfill their mission of protecting the public by not passing marginal candidates. The capability of CAT to be administered more often than paper-and-pencil exams will reduce the need for Member Boards to issue temporary practice permits, again enhancing public protection.

3. Does CAT provide any more information for competency than we currently receive?

-CAT will provide a more accurate pass/fail decision than is currently made using the paper-and-pencil NCLEX because it tests each candidate until a reliable decision can be made. Paper-and-pencil testing does not permit additional questions to be administered to borderline candidates, thus allowing some ambiguity to exist with respect to the pass/fail decision.

**The Cost of Phase II and Value of the Study**

4. What is the cost of Phase II?

-The cost for performing Phase II of the CAT Feasibility Study will be between \$1,000,000 to \$1,500,000 spread over five fiscal years, depending on the determination of timeline by the Committee for Special Projects (CSP) and approved by the Delegate Assembly. This cost includes four field tests, and the total development costs for approximately 800 RN and 800 PN items. These items developed for the CAT study will be added to the regular NCLEX item pools.

5. What is the impact on the National Council of funding Phase II internally?

-The National Council has \$2,418,557 in the Fund Balance as of June 17, 1988. The CAT budget may not bring the fund balance below the level of six months operating funds as required by the National Council Investment Policy approved by the Board of Directors.

6. Is CAT worth it?

-One of the major goals of the National Council is to develop and improve licensure testing and conduct research pertinent to its mission. The CAT Feasibility Study will provide answers to Member Boards' questions about the possibility of using CAT for nursing li-



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censure exams. CAT is a proven technology for administering efficient, accurate, and valid examinations. The potential benefits of CAT to the Member Boards are many: year-round testing, immediate scoring, more accurate pass/fail decisions (since CAT keeps testing until the decision is certain to a high degree of precision), and the reduction of temporary permits to practice nursing (enabling Member Boards to better protect the public).

7. Why doesn't the National Council just pursue Computerized Simulation Testing (CST) and drop CAT?

-CAT and CST should be considered complementary measurement tools. CAT provides significant measurement benefits that CST cannot, since CST alone cannot adequately measure each area of the Test Plan. CST is very good for measuring implementing, evaluating, and some assessing behaviors, but it is very inefficient for measuring analyzing and planning behaviors. CAT, however, is the best measurement system developed for measuring the analyzing, planning, and assessing areas of the Test Plan. A major feature of CST is that its scores cannot be proven equivalent to the current NCLEX; however, the scores from CAT are equatable to the NCLEX. This means that CST implementation can not be phased-in, but CAT can be administered in parallel with paper-and-pencil testing so not all states have to implement CAT at the same time. Also, the CST project will be basing some of its work on information provided by the CAT project (investigation of testing centers, human-computer interaction, etc.).

8. Why does nursing need to be on the "cutting edge"?

-Why shouldn't nursing have the best testing system for determining candidates' qualifications for licensure? Nurses are the largest single licensed health-care group. It is in the best interest of Member Boards to have the most accurate and efficient testing system for nursing licensure. The increased accuracy of CAT measurement will make more precise pass/fail decisions possible. The efficiency of CAT should reduce the need for interim practice permits, facilitating the Member Boards' mission to protect the public health. The National Council has the necessary human resources in staff who understand the technology and have experience with it. Also, the advantages of pursuing the newest methods will enable the National Council to meet the future head-on and not be scrambling to keep up.

9. Is the cost of Phase II worth it?

-Phase II of the CAT Feasibility Study will provide Member Boards with the information they need to decide whether or not to implement CAT for the NCLEX examinations. If those answers are similar to the CAT research conducted in other settings, the future benefits for the Member Boards and candidates (precision, fairness, security, and timeliness) are substantial. The point of licensure exams is to determine who is safe or unsafe - CAT is the best method for making this determination.

There are pertinent questions about CAT that need to be answered for the Delegate Assembly to make an informed decision whether or not to implement CAT. These answers

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about CAT cannot be obtained without the Delegate Assembly's authorization to continue funding Phase II of the CAT Feasibility Study.

#### **Policy Questions**

10. Why has there never been a clear-cut vote from the Delegate Assembly on CAT?

-The CAT Feasibility Study is a research project on one of the major missions of the National Council: "to develop licensure examinations that are based upon current accepted psychometric principles and legal considerations." The purpose of the CAT project is to determine the feasibility of CAT for nursing licensure and to bring the information to the Delegate Assembly so it can make an informed decision regarding implementation.

Some history: In 1982, CTB suggested the concept of using CAT for NCLEX. From 1982 to 1985, the National Council began to think through the possibilities of CAT and began to explore what resources were available. In 1985, the Board stated its support for the concept of CAT and authorized the pursuit of external funding for CAT. A majority of Member Boards submitted letters of support for the project. In November 1986, the Board authorized internal funding of Phase I of the CAT Feasibility Study to determine whether CAT software could be developed for NCLEX. In approving Phase I, the Board also directed that external funding continue to be sought. In February 1988, the Board authorized the commencement of Phase II until the Delegate Assembly's August 1988 vote whether or not to continue to pursue answers to Member Boards' questions about the feasibility of CAT for nursing licensure exams. The prospects for external foundation funding are rather dim; however, the prospect of research partnerships is promising.

#### **Project Questions**

11. Why aren't other national boards using CAT?

-Many other organizations are researching CAT and computerized testing as a measurement tool. The Board of Registry of the American Society of Clinical Pathologists is studying CAT for use in their nineteen certification exams for medical laboratory personnel. In fact, they have joined the National Council as partners in our project, contributing \$130,000 in funds and in-kind services. The American Board of Orthopaedic Surgery (ABOS) has opened negotiations with the National Council to join the CAT project as partners. ABOS is planning to use CAT for their recertification examinations.

The National Council of Architecture Registration Boards will implement computerized mastery testing for one of its licensure exams in October 1988 and plan to have their written completely computerized by October 1991. The College Board has implemented CAT for one of its mathematics placement tests. Both the Portland Public Schools and Montgomery County (MD) School District have been researching CAT for several years and are implementing CAT for student testing. The largest testing organization in the world, the U.S. military, has made a commitment to use CAT for its Armed Services Vocational Aptitude Battery in the near future.

12. What is the difference between the Phase I pilot test and the Phase II field tests of CAT?

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-The purpose of the Phase I pilot study was to investigate the capabilities of the CAT software developed for the National Council NCLEX licensure examinations. Specifically, the pilot study was devised to answer four major questions:

- a. Can the National Council develop CAT software that delivers appropriate examinations for determining licensure?
- b. How many items are needed to make the pass/fail decision?
- c. How much time would candidates need to take a CAT test?, and

How would nurses interact with the software?

The purpose of Phase II field tests is to perform studies that will address Member Boards' concerns regarding:

- a. operational issues;
  - i. costs
  - ii. logistics
  - iii. staffing
  - iv. computer needs
- b. security measures for CAT;
- c. legal analysis of CAT; and
- d. psychometric equivalence of CAT and NCLEX

The Phase I pilot was a test of the CAT software, the Phase II field tests are tests of the whole CAT measuring system.

13. Have we evaluated interactive video disk?

-The National Council has not reviewed the breakthroughs in computer-video interface for the CAT project since CAT relies on the current NCLEX item pool. However, the CST project will use interactive video disk for presentation of information in the cases it uses.

#### **Administration Issues Relating to CAT**

14. In using CAT, where does the Member Board retain control of the testing process?

The Committee for Special Projects (CSP) has developed a very preliminary set of administration tasks for CAT and compared them to the current Member Board tasks. It is envisioned that the procedures for taking applications, mailing out registration cards, etc. will be mostly the same under CAT as they are currently. The results reporting will also be under the purview of Member Boards as it currently is. The major administrative difference between CAT and paper-and-pencil NCLEX is frequent administration in smaller groups vs. twice per year in large groups. Also, CAT will eliminate the need for shipping, storing, and inventorying paper exam booklets.

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15. Where will we administer CAT testing now that NBME (CTL) quit the test center business?

-During the field tests, different types of facilities and administration configurations (e.g. leased testing centers, school computer centers, Board-assembled sites, Test Administration Agency-assembled sites) will be tried out and compared for: convenience, cost, equipment problems, security, staffing, etc. These comparative data will be analyzed by the CSP, communicated to the Member Boards, and considered in the CSP's recommendations to the Delegate Assembly. Also, several other organizations have begun to build computerized testing facilities: Control Data Corporation currently has 61 in operation; Educational Testing Service has hired the former president of CTL Corporation (Dr. Barbara Andrew) and is building centers itself.

16. What is the cost to candidates?

-Another purpose of Phase II is to determine the costs of CAT to candidates. Currently, candidate fees for the NCLEX pays for developing and printing the booklets, shipping, scoring, etc. CAT will eliminate these costs, but introduce different ones. The Phase II field tests will provide cost data used to cost-out the administration of NCLEX via CAT. This data will be combined with information provided by the Finance Committee, test service (via RFP), and data center, to determine if the candidate fee level needs to be changed for CAT-NCLEX.

17. What will the cost to Boards of Nursing be?

-It is expected that the cost to each Member Boards will be based on the particular administration configuration they choose. The field tests, given under realistic conditions, will provide actual cost data for securing space, equipment, and staff for administering CAT-NCLEX. These costs will be compared with cost estimates developed by the Committee for Special Projects in 1988.

18. How will CAT security be handled?

-The Administration of Examination Committee and Committee for Special Projects will be setting up security standards for CAT prior to the field tests. By administering CAT to actual candidates under realistic "field" conditions, a good test of the implemented procedures will be obtained. Detailed logs of any difficulties with data transfer, computer security, and candidate behavior will be kept at each field test site. Specific incidents will be compiled and reported to the AEC.

19. What is the legal liability of CAT; is adaptive testing defensible?

-As specified in the current Member Board contracts, the National Council provides legal support to Member Boards challenged on the licensure examination. If CAT is implemented, there will be no change to this policy.

The legal analysis of CAT for licensure examinations is being performed by National Council legal counsel and by the University of Illinois Office of Social Science Research. They will provide a literature review of all appropriate legal decisions, "white papers" with

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responses to possible legal threats, and a paper publishable in a legal journal on the defensibility of CAT.

20. Security measures: how do we control candidates from taking the test many times in a short period of time?

-The question of how often a candidate may be allowed to take the exam is a policy question for Member Boards to decide. The CAT software system contains an applicant database which stores both registration and testing information on every candidate who takes the exam. In filling out the application form, the candidate will need to respond to whether he/she is retaking the exam.

21. How will the logistics of CAT work in jurisdictions with only a few candidates?

-One of the purposes of Phase II of the CAT Feasibility Study is to determine how CAT will work in every type of Member Board jurisdiction. The field tests will be conducted in states with as different characteristics as possible. Some possible configuration for low volume states are: to set up temporary test centers for a limited period of time each year, secure space at university computer centers for stated periods of time, band together with neighboring states to develop regional test centers, etc.

22. How will information regarding actual testing outcomes be shared?

-Once implemented, candidates' test scores obtained through CAT can be immediately available at the conclusion of testing. The communication procedure is a matter of policy for the Member Boards to decide when and how to release such scores.

23. How many more questions will be needed for CAT; what is the lifetime of questions?

-Initially, it has been determined that about 800 new items are needed for each of the RN and PN item pools to provide an adequate number for administering CAT. Plans for new item development were based on detailed analysis of the content and difficulty distributions of the items in each pool. The lifetime of questions should be no different than it is currently, which is 6 years (as determined by the Examination Committee).

# Report of the Steering Committee, Computerized Clinical Simulation Testing Project

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## RECOMMENDATION

The Steering Committee recommends that the 1988 Delegate Assembly approve the following strategy for Long Range Plan:

**Goal I.** Develop, promote and provide relevant and innovative services.

**Objective A.** Develop licensure examinations that are based upon current accepted psychometric principles and legal considerations:

Investigate the feasibility of computer simulation testing for initial and continued licensure.

There is no fiscal impact associated with adoption of this strategy. A grant from the W. K. Kellogg Foundation supports the three year feasibility study.

## PROJECT OVERVIEW

The National Council has received a grant of \$1,868,954.00 from the W. K. Kellogg Foundation to fund a three year study of the feasibility of developing computerized clinical simulations (CST) for use in future nursing licensure examinations. Goals of the project are to:

1. adapt technology developed by the National Board of Medical Examiners (NBME) for the development and delivery of computer based clinical simulations for initial nurse licensure;
2. initiate development of 20 computerized clinical simulation cases;
3. examine the validity and reliability of computerized clinical simulation tests as a basis for making nursing licensure decisions; and
4. develop and implement a plan for promoting the use of clinical simulation testing in nursing licensure examinations with Member Boards and the nursing community.

In the proposed nursing simulations, the nurse will interact with a "client" to elicit a database without cueing. The condition of the "client" and the problems presented to the nurse will vary as the situation progresses, based both upon the underlying problems as well as the actions of the nurse. In addition to collecting and analyzing client data, the nurse will be able to perform the full range of nursing care activities and to interact with other professionals on the health care team with time as a major variable. The simulations will also provide opportunity for planning client care that responds dynamically to the actions of the nurse.

The first year's activities focus primarily on determining the software and database modifications necessary to convert NBME's existing system for nursing simulation development and delivery, and the programming necessary to accomplish this conversion. The development of CST cases will occur during the later half of the first year and during the second

year. During the second and third years a scoring system will be developed, validity and reliability issues investigated, and activities directed towards the identification and implementation of efforts to promote the long term production and use of computerized clinical simulations in testing.

These activities will be accomplished through the coordinated efforts of the Steering Committee, a Case Development Committee, a Scoring Committee, multiple consultants, and through collaborative arrangements with the National Board of Medical Examiners.

The first meeting of the Steering Committee was held 28-30 June 1988. Activities focused on orientation to the project, the Board of Directors' charge to the Committee, and planning for project implementation.

**Steering Committee:**

Sherry Smith, IN, II, Chairperson  
Patricia Beck, NY, IV  
Carol Blevins, MO, II  
Debra Brady, NM, I  
Shirley Dykes, AL, III  
Eva Matherly, ID, I  
Barbara McCant, GA-RN, III

# Report of Executive Director

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## Introduction

Throughout the Book of Reports and periodically throughout the past year, many have commented on the end of the National Council of State Boards of Nursing's tenth year. It is appropriate to think about the first ten years of development. According to Larry E. Greiner of the Harvard Business School, "growing organizations move through five distinguishable phases of development, each one being strongly influenced by the previous one".

This report reflects back to the early development phase for the sake of comparisons, especially in staff accomplishments. The basis for the comparison is the first report submitted to the Delegate Assembly in June 1980. Staff objectives and accomplishments reported then reflect the first year (1979-1980) in which the National Council had a staff.

This report to the Delegate Assembly summarizes major accomplishments of staff as they have worked to achieve the objectives of the National Council during its tenth year of service, 1987-1988.

Major efforts and activities of staff on program objectives are divided into the categories of testing, public policy analysis, research and studies, and communications.

## Testing

Member Boards in January 1987 ranked in priority order the objectives that had been determined by the work of the Long Range Planning Committee. The objective ranked as the top priority is to "develop licensure examinations that are based upon current accepted psychometric principles and legal considerations". The emphasis of the National Council staff therefore has continued to be on the development of the examinations for licensure for both registered nursing and for licensed practical/vocational nursing. The staff within the National Council are themselves resources for the activities associated with this objective.

The Examination Committee presented to the 1987 Delegate Assembly the revised Test Plan for the National Council Licensure Examinations for Registered Nursing (NCLEX-RN). Staff have performed follow-up activities associated with the distribution of that test plan to the many communities interested in the licensure examination for registered nursing. Reflecting back to the Report to the 1980 Delegate Assembly, the revised test plan that had been evolving over the course of several years had been presented at that time. The reaction of other organizations and the nursing community to the changes in the 1980 test plan were quite intense. In comparison, in 1987, when the new test plan for NCLEX-RN was published, there was very limited response from the community and other organizations in regard to the changes in the test plan.

National Council test service staff contribute to the planning and provide support for the Examination Committee during its regularly scheduled meetings and in special meetings such as the one that occurred as a result of the security break for NCLEX-RN February 1988.



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In conjunction with the ongoing development of the examinations this year, two panels of judges were convened to establish the passing point for NCLEX-RN examination to be administered July 1988. Convening the panel was a necessary activity because there was a major revision in the NCLEX-RN Test Plan approved by the 1987 Delegate Assembly and the second panel was convened to validate the findings. Staff participated in the support of both panels of judges during the process of their deliberations.

Staff have continued to monitor both the testing service and the data center contracts with CTB/McGraw-Hill (CTB). During the course of the past year staff have met quarterly with staff of CTB to discuss major components of the contract and to plan for future needs of the National Council in relationship to testing services. A major focus in the review of the test service contract with CTB is the effort to modify the agreement to enable revisions in the disaster plan for administration of an alternate examination.

National Council and CTB staff have also discussed the truth-in-testing legislation which is continuing to be reported as a legislative activity in a number of jurisdictions. As a result of discussions between staff, the National Council and CTB sponsored a joint meeting to create a proposed audit process that could be supported in lieu of the potentially minatory effects of the systems proposed by legislation in many states. The proposed study provides for self regulatory processes.

As a result of the meeting to determine contract compliance with the Data Center, the National Council staff have established a parallel run for program code systems in order to increase accuracy on behalf of the Member Boards. It is believed that the parallel run for the program code system will be initiated by Summer 1988.

The objective determined by the Member Boards to be the second ranked priority objective is "to establish policies and procedures for the licensing examinations in nursing". This objective is particularly relevant in this report because of the security break in the February administration of NCLEX-RN. It seems like a case of *deja vu* to remember beginning experiences with the National Council of State Boards of Nursing. One month prior to assuming the position of the executive director, the Board had appointed an ad hoc committee to assist in monitoring the investigation of an alleged security break in New York. The first few months of fulfilling the position of executive director necessitated ongoing assistance to that investigative committee and review of the various security measures that had resulted in the allegation. In comparing the alleged break with the February 1988 security break, systems that are now in place as a result of the changes in the National Council and CTB psychometric area, resulted in logical and defensible analyses.

Staff time was devoted to the support of the Board of Directors and Administration of Examination Committee in their efforts to review the situation concerning the security break and the various implications for policy decisions.

During the course of the security break and the invoking of the disaster plan, testing service staff supported by all other staff in the office made every effort to meet the needs of the Member Boards as they decided their best course of action. Policy implications were prepared for use by the Board of Directors and for use by Member Boards in their delib-

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erations. Staff complied with the need for communication and for response to requests for information from Member Boards without fail.

In addition to the security break, staff have continued to provide support to the Administration of Examination Committee in its continuing efforts to respond to the needs of Member Boards for relevant security documents and in monitoring compliance with security measures. Staff of the National Council and CTB worked jointly with the Administration of Examination Committee to revise the candidate brochure.

National Council test service staff have analyzed the study on person-fit analysis which was conducted by the CTB Technical Coordinator. The potential use of the person-fit analysis for future administrations of the licensing examinations has been shared with the Board of Directors. Continued study will result in recommendations to both the Board of Directors and the Delegate Assembly in 1989.

As indicated in prior reports to the Delegate Assembly, laying the ground work for future developments is considered one of the major types of assistance that the National Council staff can provide. Several demonstrations of this type of assistance have been reported over the years. One of the continuing examples of groundwork for future development is the work of the Task Force on Examinations for the Future. Staff have continued to meet with and support the Task Force during its process of review and synthesis of competencies. Staff assisted the members of the Task Force in their preparation of materials for discussion during Area meetings.

Another example of assistance for future developments is the staff support for the ongoing activities of the Committee for Special Projects in development of the feasibility study for computerized adaptive testing. The Project Director and other testing services staff have assisted the Committee members in developing Phase I and Phase II activities associated with the feasibility study.

Staff members have continued to serve as a resource to other organizations interested in computerized adaptive testing. A cooperative relationship with the American Society of Clinical Pathologists (ASCP) has been formalized by an agreement. ASCP staff have joined National Council staff in presenting programs on computerized adaptive testing to associations and to other agencies such as the American Board of Pathologists and the American Board of Orthopedic Surgery.

As a result of a concept paper, which is discussed under public policy analysis on the nursing assistant, there was a request from one Area to consider the feasibility of preparing an evaluation mechanism for use by Member Boards in assessing the nursing assistant. A feasibility study was conducted in a very short time span through the combined efforts of a Task Force and the support of the National Council testing services staff. The results of that feasibility study are considered under another section of the Book of Reports.

National Council testing services staff have continued to meet with the staff of CTB/McGraw-Hill in discussion of a research agenda for the maintenance of the psychometrically-defensible testing that is being performed by the National Council. On an annual basis

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staff members meet to discuss what needs to be accomplished during the ensuing year in order to maintain state-of-the-art testing of licensure examinations in nursing.

### **Public Policy Analysis**

Nursing Practice and Standards Committee has continued to gather information from Member Boards about aspects in nursing that have regulatory implications. Staff have assisted the Nursing Practice and Standards Committee in development of the implications related to public policies. A specific example of public policy analysis performed by the Committee with staff support is the review of PL 100-203, legislation related to utilization of nursing assistants in care of clients. A concept paper was shared with Member Boards. As a result of the concept paper, Area I requested a feasibility study for an evaluation mechanism for the nursing assistant which was addressed in the section under Testing.

The review of the Model Nursing Practice Act and Model Administrative Rules and Regulations was conducted during the course of the year; the revised products are a supplement to the Book of Reports and are presented for action by the Delegate Assembly. Staff participated with the Nursing Practice and Standards Committee in this review and in the production of the materials.

Staff have also assisted in the research and preparation of other documents that have been prepared by the Nursing Practice and Standards Committee as a part of its ongoing activities such as the continuing update on entry into practice actions taken throughout the country.

One of the major activities associated with the National Council since its inception in 1980 has been the disciplinary data bank. This service for the Member Boards has now been computerized totally and data are shared with the Public Health Service and Veterans Administration Hospital systems. The military branches also continue to use and to share disciplinary data with the National Council.

In connection with sharing of information, the system whereby the Department of Defense would have licensee data available in the event of a presidentially-declared emergency was implemented during the process of the past year with the participation of selected Member Boards. Staff helped the Board of Directors implement the Memorandum of Understanding between the National Council and the Department of Defense.

As a result of recommendations from American Nurses' Association staff, several legislative assistants to federal legislators have contacted the National Council with requests for data on nursing numbers, activities, disciplinary actions, and other pertinent facts.

Analysis of policies as a result of legislation was conducted during the past year by the Director of Public Policy Analysis who reviewed all of the legislative activities being processed in various states. As a result of an agreement with the American Nurses' Association that the National Council produce State Nursing Legislative Quarterly, staff of the National Council have been deeply involved in reviewing legislation and regulatory trends in nursing. Policy implications of legislation have been included for the first time in this publication.

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The Commission on the Study of Nursing Shortage which was established by the Department of Health and Human Services in 1987 to study the nursing shortage invited participation by the National Council in terms of its analysis of the current situation in nursing in the United States. The National Council staff were able to provide facts in response to questions about the nursing shortage but the lack of a specific position paper on the existence or implications of the nursing shortage precluded responding to suggested resolution mechanisms.

National Council staff have participated with the International Congress of Nurses Regulation on Nursing Implementation project. This project is a five year project funded by W.K. Kellogg Foundation. The purpose of the project is to implement the principles on regulation of nursing as adopted by the International Congress of Nurses.

### Communications:

Another one of the top priority objectives identified by Member Boards in 1987 was "maintain and enhance communication about NCSBN, its members, and issues concerning safe and effective nursing practice". This relates very closely to three objectives that were stated in the Book of Reports to the 1980 Delegate Assembly. One of these objectives was "to interpret the National Council to interested parties". A second one was "to provide information about National Council's activities in support of objectives of the Kellogg-funded project". The third was "to communicate with national professional organizations concerning the role and purpose of NCSBN".

### Publications

One means of communication in any organization is through publications. Issues was developed for the first time in the Spring of 1980. It and all other publications have been an ongoing task performed by the Director of Information Services, the Communications Assistant and other staff under the direction of the Communications Committee of the Board of Directors. Over the years, the size, style and frequency of publication have changed. And, distribution has increased dramatically.

The second Annual Report of the National Council was published this year. The second report included the accomplishments of the National Council from the time of the 1986 Delegate Assembly through the 1987 Delegate Assembly. As mentioned earlier the publication of the new test plan for NCLEX-RN was disseminated immediately after Delegate Assembly approval. And, the Editor of the *State Nursing Legislative Quarterly* has published on schedule; the *Quarterly* has included not only legislation that has been implemented or is in process of being considered in various states but also the analysis and regulatory implications of proposed or enacted legislation.

Staff assisted in publication of two monographs in 1987. One monograph, prepared by the Nursing Practice and Standards Committee was entitled *Regulatory Management of Chemically Dependent Nurses*. The second monograph was produced as the result of a study done by Elliott and Hines entitled, *Disciplinary Data Bank: "A Longitudinal Study"*

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For the first time during 1987 an orientation/planning session was held that involved the Board of Directors, members of all committees, and staff. The Staff Assistant to the Executive Director and Director of Information Services prepared an Orientation Manual which was used for purposes of presenting common information about the National Council's history, objectives, and operations.

There were several publications produced for external groups in 1987-1988. The Executive Director and the Director of Research Services reviewed, revised and updated a new edition of *The National Council Licensure Examination for Registered Nurses*. The Director of Testing Services has prepared an article which will be published in the CLEAR Newsletter. It is entitled "How Much is Enough" and reflects opinions on score reporting. In deference to the National Council of State Boards of Nursing, the Executive Director was invited to submit a chapter for a new book entitled *Making Choices, Taking Chances: Nurse Leaders Tell Their Stories*. This book was edited by Thelma Schorr and Ann Zimmerman.

### Meeting Members

Staff of the National Council have attempted to maintain direct contacts with Member Boards in a variety of ways. The Executive Director accompanied by the Director of Testing Services or the Director of Special Projects attended each of the Area meetings during 1988.

Field visits to selected Member Boards were conducted. The Director of Testing Services visited the Colorado Board of Nursing. The Director of Public Policy Analysis visited the Vermont State Board of Nursing and the District of Columbia Board of Nursing. The Executive Director visited the Bureau of Examining Boards in Nebraska.

The Executive Director found opportunities while in cities on other business to visit several Member Boards for the sake of meeting and communicating with various staff. Included in the visits were the Louisiana State Board of Nursing, the Louisiana State Board of Practical Nurse Examiners and the Tennessee State Board of Nursing. The Director of Research Services also met with the Mississippi Board of Nursing following the presentation made to other organizations on behalf of the Board of Nursing.

As a comparison, communications back in 1980 in addition to publishing Issues centered primarily on preparation of articles on the new test plan. There was also extensive communication activities in attending meetings of the Areas of the National Council and in participating in conferences conducted by Member Boards.

### Presentations

In 1987-1988 there have been three presentations made on behalf of Member Boards. The Member Board in North Carolina sponsored a meeting on testing and changes in testing such as pass/fail scoring. The Director of Testing Services in cooperation with the Project Director from CTB/McGraw-Hill gave the presentation. The Director of Research Services on behalf of the Mississippi Board of Nursing, talked about "Future Trends in Licensure" to the Mississippi Hospital Association and Mississippi Organization of Nurse Exec-

utives. In addition, the Director of Research Services presented for the Health Occupations Division of the Ohio Department of Education on pass/fail reporting of NCLEX scores for the Practical Nurse Instructor Institute. Ohio Board of Nursing staff monitored that presentation and cooperated with the Director of Research Services in its production.

Presentations by staff in 1987-1988 for nursing organizations included:

- "Update on Testing" at the National League for Nursing Baccalaureate and Higher Degree Council meeting by the Director of Testing Services
- "The Regulatory Implications of Dealing with Chemically Dependent Nurses" at the Second Annual Conference of the National Nursing Society on Addiction by the Director of Public Policy Analysis
- "The Regulatory Implications of Advanced Nursing Roles" at the American Organization of Registered Nurses Annual Congress by the Director of Public Policy Analysis
- "Nursing Education 88: The Conference for Nursing Faculty" at the Medical College of Pennsylvania by the Director of Research Services
- Poster presentation on "Differentiation of Roles and Activities of Registered Nurses, Practical Nurses, Aides, and Advanced Practitioners" at the Midwest Nursing Research Society Meeting by the Director of Research Services
- Poster presentation on "Differentiation of Roles and Activities of Registered Nurses, Practical Nurses, Aides and Advanced Practitioners" at the Sigma Theta Tau International Research Conference by the Director of Research Services and the Executive Director
- "Data Bank - A Model System for Assuring the Public Health, Safety and Welfare" at the Irish Nursing Workshop by the Director of Public Policy Analysis
- "Computer Uses in the Assessment of Nursing Competence" at the Irish Nursing Workshop by the Director of Testing Services
- "The Testing Horizon and Beyond" at the National Clearinghouse on Licensure, Enforcement and Regulation by the Director of Testing Services.

Two video programs were produced on nursing and on the licensing examination. The Director of Testing Services was one of the interviewees on a CBS-TV program on investigation of employment of nurses in the Veterans Administration hospitals. The Director of Testing Services spoke on the development and validation of the licensure examinations. The Director of Public Policy Analysis did a video production in which she explained the discipline process and available treatment for chemically dependent nurses. The National Hospital Satellite Network produced this for a May 1988 presentation.

Another general area of presentations has been in research on psychometric issues.

- "Computerized Adaptive Testing for Licensure and Certification" at the Midwest Objective Measurement Seminar by the Director of Testing Services
- "Computerized Adaptive Testing: Using Computers to Design and Administer In-

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teractive Educational Tests" at the third conference on Applications of Artificial Intelligence and CT-ROM in Education and Training by the Director of Special Projects

- "Computerized Testing" at the Chicago Area Testing Organizations Meeting at the Evanston Center of Educational Testing Services by the Director of Special Projects and the Director of Research Services
- "Analysis of Computerized Adaptive Testing, Basic Psychometrics and the Rasch Model" at the American Board of Pathologists Annual Meeting by the Director of Testing Services"
- "Practical Approaches to Standard Settings" and "Passing Candidates on the Basis of Partial Information" at the American Educational Research Association 1988 Annual Meeting by the Director of Testing Services
- "Assessing Whether Test Questions have been Compromised" at the American Educational Research Association 1988 Annual Meeting by the Director of Research Services
- "Licensure Exchange in the Health Professions" at the Educational Conference of the National Associations of Boards of Pharmacy by the Director of Public Policy Analysis

### **Liaison Activities**

Another form of communication which has been ongoing in the ten year history of the National Council has been liaison activities with other organizations. The staff have participated with members of the Board of Directors and committee members in maintaining liaison relationships with the following organizations:

- The American Association of Colleges of Nursing
- The American Nurses' Association
- The American Organization of Nurse Executives
- The Commission on Graduates of Foreign Nursing Schools
- The Federation of Associations of Regulatory Boards
- The Interagency Conference on Nursing Statistics
- The National Association for Practical Nurse Education and Service
- The National Center for Nursing Research
- The National Commission on Nursing Implementation Project
- The National Federation of Licensed Practical Nurses
- The National League for Nursing

The preparation for and participation in these liaison activities have absorbed a great deal of staff time just as they did in 1980 when staff supported members of the Board of Directors in liaison with some of these same organizations.

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## Research and Studies:

Research and Studies relate to the mission of the National Council. One of the objectives of the National Council is "develop licensure examinations that are based upon current accepted psychometric principles and legal considerations". Ongoing job analyses are the studies which have been conducted under contract with the American College Testing Program (ACT) to provide for psychometric and legally defensible examinations. Reports for the registered nurse and for the licensed practical/vocational nurse are supplements to the 1988 Book of Reports. National Council staff have monitored the conduct of the study and assisted in the interpretation where such assistance was requested by the ACT staff or by the Examination Committee.

During the 1987 convention, the Delegate Assembly directed that the National Council produce a qualitative instrument to be used in conjunction with the quantitative instrument used in recent studies. The Director of Research Services has continued to study ways in which to develop such an instrument to measure contextual variations in activities performed by nurses at entry level.

Also related to the objective to "develop the examinations that are based upon current accepted psychometric principles and legal standards" have been the major feasibility studies on computerized adaptive testing and computerized clinical simulation testing. W.K. Kellogg Foundation has funded the latter proposal by the National Council to adapt the software technology and data base as developed by the National Board of Medical Examiners for a computer simulated examination in nursing. A separate report on this study is included in the Book of Reports. The Director of Research Services with other staff assistance has been involved in the beginning activities related to the conduct of this study.

Another objective ranked in top priority is "implement a five year plan for an information system; a comprehensive information system for use by members, organizations and the public".

There has been ongoing collection of statistics from Member Boards in order to compile and publish objective data for use by Member Boards and other groups. The 1986-1987 Licensure Statistics have been reviewed at the time of writing this report and are in the process of being published.

In addition to the studies related to the testing and to statistical data, the Executive Director has been conducting a comparative analysis of operations of Boards of Nursing for use by Member Boards. How overall statutory authority is implemented according to various organizational structures is the major focus.



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## **Operations:**

In looking back to 1980 the operational objective was to establish the organization's operations. Such activities as selecting an office in Chicago in conformity with criteria set by the Board, and selecting the staff for positions of Associate Executive Director, Administrative Assistant and Receptionist/Typist were listed. Monitoring professional services provided by legal firm, accounting firm and other consultants has not varied. Staffing organizational committee meetings has also continued although the number of meetings has certainly increased in this time span.

The Bylaws Committee, Finance Committee and Committee on Nominations met many times in 1987-1988 and received the support and assistance from the staff assigned to those committees. Finance Committee and staff have been working with and evaluating program budget. Staff also assisted the Finance Committee in its preparation of Budget FY 89 and in preparation of fiscal policies.

As mentioned earlier an Orientation/Planning Session was held for the first time in 1987 and the various members of the staff participated in this full scale planning session and participated with all the committees that met simultaneously for the first time. The coordination of all these activities required extensive use of human resources.

The meetings of the three committees of the Board of Directors (Coordinating Committee, Communications Committee and Convention Program Planning Committee) required the support activities of the staff.

A major thrust of the current year has been the development of the amendments to the contracts for each of the Member Boards. These amendments have been processed to the Member Boards and monitored by staff for presentation to the Board of Directors and Delegate Assembly if any require modifications of the approved contract language.

A full evaluation of the legal firm and the parliamentarian, and evaluation of contract compliance with the various contractual agencies has been conducted. Staff have assisted the Board of Directors in the development of the criteria and obtained the assessments for the evaluations which will be presented to the preconvention Board of Directors' meeting.

## **Conclusion:**

This report is written from the perspective of accomplishments during the tenth year of the organization. There are interesting facets and changes in magnitude and scope of activities between the first year when staff was employed and this past year. A number of basic objectives in 1979-1980 translated to current priorities; others have evolved since that time. The commitment of National Council staff to the goals and objectives established by the Delegate Assembly remains as high at the tenth anniversary in 1988 as it was in the earlier years.

# Report of the Finance Committee

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## Recommendation

The Committee recommends that the Delegate Assembly approve the Financial Planning Policy presented in Attachment A of this report.

## Activities

In accordance with the Bylaws, the Finance Committee prepared quarterly financial reports which were mailed to all Member Boards, provided general supervision of the fiscal activities, reviewed the fiscal impact of all proposals and developed a proposed budget for approval by the Board of Directors.

The work of the Committee this past year focused on the activities identified in the Long Range Plan for FY88. The goal, objective and strategies with the Finance Committee activities are as follows.

**Goal II:** Utilize human and fiscal resources efficiently to allow for growth and creativity.

**Objective A:** Implement a planning model to be used as a guide for development of NCSBN.

**Strategy 3:** Implement a program budgeting system for the National Council.

**Activity:** The Finance Committee reviewed and evaluated all fiscal policies and fiscal reports. Minor refinements to the program budget format were made as required. The fiscal impact of all proposals, including CAT, were evaluated for presentation to the Board of Directors.

The budget calendar and budget assumptions for the FY89 budget preparation were developed. The Committee prepared the FY89 budget for approval of the Board of Directors.

The Committee also began the first phase of the cost benefit analysis using the program budget. The results will be presented to the Board of Directors.

**Strategy 4:** Investigate the feasibility of new revenue sources for the organization.

**Activity:** The Finance Committee continued to explore new revenue sources. The Committee completed work on a policy for determining the cost of providing data to interested groups. In addition, the charge for administrative overhead was revised to assure that fees for services reflect actual administrative costs. A formula for determining the cost of NCSBN services was also developed. A marketing plan for the CAT software was presented to the Board of Directors for approval. The Finance Committee believes the software is a viable source of revenue.

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Identification of additional sources of revenue will be a priority in the coming year.

**Strategy 6:** Maintain financial policies which provide guidelines for organizational development.

**Activity:** The development and review of financial policies has been a priority this year. The standing rules for fiscal activities were reviewed and it was determined that the rules were more appropriate as fiscal policies. The Capital Acquisition Policy (Attachment B) was completed and approved by the Board of Directors. The Committee also developed an evaluation tool for evaluation of the auditors. In addition, as mentioned the policies for cost of data, services and administrative overhead were approved.

The Financial Planning Policy was developed for review and approval of the Delegate Assembly. The purpose of the policy is to provide guidelines for financial activities of the organization and clearly define the expectations in budget and program planning. The policy also defines common terms used by the Council in financial planning.

Investment income has been monitored by the Finance Committee and the revenue has been higher than expected due to favorable interest rates. To maximize investment income the Committee has been evaluating the hiring of an investment manager to handle Council investments. Nine managers from both investment firms and banks have been interviewed. The Committee plans to make a recommendation to the Board of Directors prior to the Delegate Assembly.

**Strategy 7:** Review and revise forecast assumptions to maintain a current forecasting model.

**Activity:** An eighteen month projection of revenue and expenditures and a five year forecast has been developed and evaluated quarterly.

### **Delegate Assembly Action**

The 1987 Delegate Assembly requested the the Finance Committee explore the impact of designated funds for the Council budget, especially when funds are collected for a specific purpose.

The Committee met with the auditors to explore the issue of designated funds. As a result the definition found in the Financial Planning Policy was developed. The Board of Director created a designated fund for CAT since it met the conditions as described in the definition.

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**FY89**

The activities of the Finance Committee will be directed by the Long Range Plan in FY89.

**Committee Members:**

Catherine Puri, CA Area I  
Marie "Skip" Menikheim, MN Area II  
Carol Osman, NC Area III  
W. Stephen Pindell, MD Area IV  
Donna Dorsey, MD Area IV, Chair

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## Financial Planning Policy

### I. Budget

The budget is a statement of projected revenue and expenditures for a fiscal year, by program.

A. The budget shall be formulated in accordance with:

1. The mission of the National Council;
2. Budget calendar;
3. Budget assumptions; and
4. Financial policies.

B. At the time the Finance Committee reviews the proposed budget, the following data will be considered:

1. All program and management requests shall include appropriate justification;
2. A financial forecast and fund balance projection for a 3-year period;
3. A cash flow projection for a minimum of 18 months;
4. Current fiscal year revenue and expenditures;
5. Last fiscal year audited statements; and
6. Capital acquisition requests.

C. New programs/products/services approved at the Delegate Assembly will be incorporated in the current approved budget, or in accordance with Delegate Assembly instruction.

D. The Finance Committee shall monitor the fiscal activities of the National Council by reviewing the actual revenue and expense as compared to budget, on a quarterly basis, and report to the Board of Directors.

### II. Revenue

Sufficient revenue shall be generated to cover expenses for the National Council's basic services.\*

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\* Basic services include licensure examination, disciplinary data bank, clearing house on regulatory issues related to nursing practice and education, and consultation on regulatory issues.

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- A. The revenue shall be generated through membership and candidate fees as well as supplemental sources.
  - B. Supplemental sources of revenue shall include, but not be limited to, investments, fees for services, publications, consultation, data, products, etc.

### **III. Expenses**

Expenses are costs of operating the programs and management of the organization.

- A. Analysis of administrative overhead shall be reviewed on an annual basis.
- B. Growth in expense shall be contained at the level of inflation except in those instances where changes can be justified.

### **IV. Fund Balance**

Fund balance is the accumulation of excess revenue over expense and monies received from outside sources, and is divided into three categories:

- A. Unrestricted Funds - That portion of the fund balance which has not been designated or restricted;
- B. Restricted Funds - Funds received from outside sources to be used for specific purposes. Restricted funds shall be handled in accordance with the specifications of the grantor; and
- C. Designated Funds - Funds set aside from the unrestricted fund for a specific purpose as identified by the National Council. Designated funds are established to support specific projects authorized by the National Council which extend beyond the current fiscal year.

### **V. Programs/Products/Services**

Programs/products/services include, but are not limited

to, examinations, educational and informational aids, consultation, and statistical and disciplinary data provided to Member Boards and to others as appropriate.

- A. Programs/products/services shall be reflective of the mission of the National Council.
- B. Programs/products/services shall be evaluated annually. The Finance Committee shall provide the cost analysis to the Board of Directors for evaluation of each program.
- C. All proposals for programs/products/services shall include projected direct and indirect costs, and a statement of anticipated revenue for the year of project initiation. For those projects that are ongoing, the proposal shall include three-year projections.
- D. Funds may be secured from outside sources.

## **VI. Research and Development**

Research and development is integral to the mission of the National Council. All studies and proposals will assure timely, appropriate, effective "state of the art" programs/products/services that are unique to the mission of the National Council.

- A. Proposals shall include projected direct and indirect costs and a statement of anticipated revenue. The relationship of the proposal to the Long Range Plan and to the National Council shall be stated.
- B. A feasibility study shall be included where applicable.

## **VII. Reports**

Financial Reports shall be generated in accordance with the Bylaws and Finance Committee policies.

# Report of the Bylaws Special Committee

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## Recommendations

The Committee recommends that the Delegate Assembly adopt the following:

1. The proposed Bylaws changes as presented in Attachment A of this report with the Proviso that:
  - The changes to committee structure not be implemented until FY90.
2. The repeal of the current Standing Rules of the National Council with the Proviso that:

The rules remain in effect until transferred to the appropriate documents as follows:

- authorizing the Board of Directors to transfer all current standing rules, not presented as a part of the proposed amendments to the Bylaws, to the current Board of Director's Standing Rules, to a manual on committee procedures, to a manual on convention rules; or its other designated documents; and
- the transfer of standing rules, to either current or developed documents be completed by the end of FY 89 for circulation to Member Boards by the fall of FY 90.

## Meeting Dates

The Committee met four times: October 23-25, 1987, December 9-10, 1987, February 22-23, 1988 and May 2nd 1988 by conference call.

The committee was directed by the Delegate Assembly to: continue its work in reviewing the National Council Standing Rules and reviewing the Bylaws relative to current Article X Committees, for proposed structure and function changes.

## Activities

The specific activities of the Special Bylaws Committee were as follows:

1. Review of the National Council Rules for currency and need for revision.
2. Preparation of a proposed process and structure for organizational planning in accordance with Goal II, Objective A. 1, of the Organizational Plan
3. Preparation of an Interim Report on the Proposed Transfer of Standing Rules and on Proposed Changes to Committee Structure.
4. Preparation of the Proposed changes to the Bylaws for presentation to the 1988 Delegate Assembly.
5. Preparation of a Guide to Organization Terms of the National Council which was forwarded to the Board of Directors for consideration.



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The proposed changes to Article X, Committees, of the Bylaws; the proposed changes to the Bylaws incorporating essential elements into the current Bylaws from Standing Rules; and the proposed transfer of Standing Rules to other organizational documents, were completed following consideration of comments and suggestions from Area meetings, individual Member Boards, the Board of Directors and legal and parliamentary review.

**Bylaws Special Committee:**

Corinne Dorsey, Area III, Virginia, Chairperson  
Ann Bissonette, Area IV, New York  
H. Jean Bruhn, Area IV, Pennsylvania  
Sylvia C. Edge, Area IV, New Jersey  
Lois M. Frels, Area II, Illinois  
Delia Goggins, Area I, California  
Joyce M. Schowalter, Area II, Minnesota

## Proposed Changes to Bylaws

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**Current Bylaw****Proposed  
Bylaw Change****Rationale for  
Proposed Change****V. OFFICERS****A. 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.

**B. Qualifications**

1. Members and employees of Member Boards shall be eligible to serve as officers.

1. Members and employees of member boards shall be eligible to serve as officers UNTIL THEIR TERM OR EMPLOYMENT WITH THE BOARD ENDS. MEMBERS OF THE BOARD WHO BECOME PERMANENT EMPLOYEES OF THE BOARD WILL CONTINUE THEIR ELIGIBILITY TO SERVE.

This further clarifies when a term of an officer ends and what is meant by an employee of the board and comes directly from Standing Rule III.C.

5. 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.

No officer shall hold elected, appointed office *OR SALARIED POSITION* in a state, regional or national association or body if such an office *OR POSITION* might result in potential, actual or appearance of conflict of interest to the Council, as determined by the Board of Directors ~~IN ACCORDANCE WITH STANDING RULES.~~

These two changes further clarify the potential areas of conflict that can arise with positions as a volunteer or employee of an organization. Since the Standing Rules will be transferred to other documents, the phrase "in accordance with Standing Rules" will be deleted.

**C. Term of Office****2. Removal from office**

b. A member of the Board of Directors may be removed by a two-thirds vote of the Board of Directors for a conviction of a felony, failure to perform duties of the office or other cause as may be specified in the standing rules.

b. A member of the Board of Directors may be removed by a two-thirds vote of the Board of Directors for a conviction of a felony, failure to perform duties of the office or other cause as may be specified in the BOARD standing rules.

Since the Standing Rules will be transferred to other documents and the meaning of "Cause" should be specified, the Board Standing Rules are the most appropriate placement.

Current Bylaw	Proposed Bylaw Change	Rationale for Proposed Change
<b>V. Officers</b>		
<b>E. Duties of Officers</b>		
All officers shall perform duties as usually pertain to their offices and prescribed in the bylaws and standing rules.	All officers shall perform duties as usually pertain to their offices and prescribed in the bylaws <del>AND STANDING RULES.</del>	Since the Standing Rules are being transferred to other documents, this reference is deleted.
<b>1. President</b>		
The President shall:		
a. preside at all meetings of the Delegate Assembly and Board of Directors.	ADD: b. PREPARE, IN CONSULTATION WITH THE BOARD OF DIRECTORS AND THE EXECUTIVE DIRECTOR, THE AGENDA FOR ANY SESSION OF THE DELEGATE ASSEMBLY;	This statement legitimizes current practice and is current Standing Rule VI.A
	C. APPOINT A PARLIAMENTARIAN	This statement legitimizes current practice and is being transferred from Standing Rule III.A4.

**Current Bylaw****Proposed  
Bylaw Change****Rationale for  
Proposed Change****V. OFFICERS****E. Duties of Officers****3. Secretary**

The secretary shall:

- a. Record the Minutes of all meetings of the Delegate Assembly and the Board of Directors.
- b. 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.

- b. maintain the master copy of the articles of incorporation, bylaws and the BOARD'S standing rules and the minutes of any meeting of the Delegate Assembly and the Board of Directors.

ADD:

- c. SUPERVISE THE CONDUCT OF MAIL VOTES OF THE DELEGATE ASSEMBLY AND THE BOARD OF DIRECTORS.

This responsibility is within the domain of the secretary's role and is being transferred from the Standing Rules III B.4 to this section of the Bylaws.

**V. OFFICERS****E. Duties of officers****5. Directors**

- b. The area directors shall preside at area meetings of the Member Boards.

- b. The area directors shall preside at area meetings of the member boards AND MAINTAIN A WRITTEN RECORD OF THOSE MEETINGS.

This is to assure deliberations from area meetings will be historically recorded. Previously required by Standing Rule II.

Current Bylaw	Proposed Bylaw Change	Rationale for Proposed Change
<b>VI. NOMINATIONS AND ELECTIONS</b>		
5. Duties		
<p>The committee on nominations shall consider qualifications of all candidates for officers and the committee on nominations as proposed by Member Boards or by members of the committee on nominations.</p>	<p><b>THE COMMITTEE ON NOMINATIONS SHALL:</b></p> <p>a. consider qualification of all candidates for officers and the committee on nominations as proposed by member boards or by members of the committee on nominations</p>	<p>Changes that are presented in "a" and "b" reflect restructuring of the information to fit the general editorial style of the bylaws.</p>
<p>b. Candidates for area director or a position on the committee on nominations may be proposed only from the area involved.</p>	<p>b. consider candidates for area director or a position on the committee on nominations <b>ONLY IF CANDIDATE IS PROPOSED</b> from the area involved.</p>	<p>This clarifies that candidates for committee on nominations and area director should be proposed from the area involved.</p>
	<p><b>ADD:</b></p> <p>c. <b>RECOMMEND CAMPAIGN GUIDELINES TO BE ADOPTED BY THE DELEGATE ASSEMBLY WHICH REMAIN IN EFFECT UNTIL RESCINDED OR AMENDED BY THE DELEGATE ASSEMBLY.</b></p>	<p>This is to assure the Delegate Assembly has the opportunity to revise campaign guidelines as desired. The authority to recommend is being transferred to the Bylaws from Standing Rule IV B.1a</p>

<b>Current Bylaw</b>	<b>Proposed Bylaw Change</b>	<b>Rationale for Proposed Change</b>
<b>VII. MEETINGS</b>		
All meetings called under the auspices of the Council shall be open to the public with the following exceptions:		
1. Meetings of the examination committee whenever activities pertaining to test items are undertaken; and	1. Meetings of the TESTING Committee whenever activities pertaining to test items are undertaken; and	This is to conform with the proposed change made in the title of the Examination Committee in Article X of these Bylaws.
	<b>VII. MEETINGS</b>	
	<b>D. TELEPHONE CONFERENCE CALLS</b>	This is being transferred from Standing Rules V.A. to Bylaws to clearly present the parameters under which telephone conference calls can be used.
	1. THE SECRETARY OF THE GROUP MEETING BY TELEPHONE CONFERENCE CALL SHALL:	
	a. MAINTAIN A WRITTEN RECORD DOCUMENTING THAT EACH MEMBER OF THE GROUP WAS NOTIFIED OF THE CALL.	
	b. RECORD MINUTES OF THE MEETING WHICH SHALL INCLUDE THE NAMES OF MEMBERS PARTICIPATING, AND A REPORT OF A ROLL CALL ON EACH VOTE.	
	c. DISTRIBUTE THE MINUTES OF THE MEETING TO ALL MEMBERS OF THE GROUP.	

<b>Current Bylaw</b>	<b>Proposed Bylaw Change</b>	<b>Rationale for Proposed Change</b>
	<p data-bbox="690 514 877 541">E. MAIL VOTES</p> <ol style="list-style-type: none"> <li data-bbox="629 573 1004 850">1. EACH MEMBER OF THE GROUP CONDUCTING A MAIL VOTE SHALL BE SENT BY FIRST CLASS MAIL AN IDENTICAL PROPOSAL WORDED TO ALLOW A YES OR NO VOTE. A DEADLINE FOR RETURN SHALL BE STATED ON THE BALLOT.</li> <li data-bbox="629 884 1004 1207">2. WITH RESPECT TO THE DELEGATE ASSEMBLY OR BOARD OF DIRECTORS, ALL DELEGATES OR MEMBERS OF THE BODY MUST VOTE AND THE VOTE MUST BE UNANIMOUS IN ORDER FOR THE ACTION TAKEN BY A MAIL VOTE TO BE VALID.</li> <li data-bbox="629 1241 1004 1543">3. THE SECRETARY OF THE GROUP CONDUCTING A MAIL VOTE SHALL NOTIFY ALL MEMBERS OF THE GROUP OF THE RESULT OF THE VOTE WITHIN TEN DAYS FOLLOWING THE DEADLINE FOR RETURN OF THE BALLOT.</li> </ol>	<p data-bbox="1153 514 1534 661">This is being transferred from Standing Rules V.B to Bylaws to clearly present in Bylaws the parameters under which mail votes can be conducted.</p> <p data-bbox="1153 884 1534 1081">This content is different from what exists currently in Standing Rule V.B because by Pennsylvania corporate law there has to be unanimous participation and unanimous support of the action for mail votes to be valid.</p>
	<p data-bbox="665 1577 872 1661">F. BUSINESS CONDUCTED BY PROXY</p> <p data-bbox="665 1694 976 1837">A MEMBER BOARD MAY CHOOSE TO VOTE BY PROXY AT ANY SPECIAL SESSION OF THE DELEGATE ASSEMBLY.</p>	

Current Bylaw	Proposed Bylaw Change	Rationale for Proposed Change
VIII. Delegate Assembly		
3. Voting		
c. Delegates may vote by proxy at any special session of the Delegate Assembly.	DELETE CURRENT "c" AND ADD NEW "c": A MEMBER BOARD MAY CHOOSE TO VOTE BY PROXY AT ANY SPECIAL SESSION OF THE DELEGATE ASSEMBLY AND MAY AUTHORIZE THE SECRETARY OR A DELEGATE OF ANOTHER MEMBER BOARD TO CAST ITS VOTES.	This establishes the mechanism through which Member Boards may cast their vote for some reason, they are unable to be present at a special meeting of the Delegate Assembly.
B. Duties of the Delegate Assembly		
The Delegate Assembly shall be the legislative and policy making body of the Council and shall:	The Delegate Assembly shall be the legislative <del>AND POLICY-MAKING</del> body of the Council and shall:	"Policy making" was deleted because it is inherent in the term "legislative."
VIII DELEGATE ASSEMBLY		
C. Duties of the Delegate Assembly (Continued)		
10. transact any other business as may properly come before it.	10. Transact any other business as may <del>PROPERLY</del> come before it.	The Delegate Assembly should be able to address any and all business that comes before it.
D. Quorum		
The quorum for conducting business at any session of the Delegate Assembly shall be a majority of the Member Boards and two officers.	The quorum for conducting business at any session of the Delegate Assembly shall be AT LEAST ONE DELEGATE FROM a majority of the Member Boards and two officers.	This is to further clarify a majority of Member Boards can be maintained by one delegate per Member Board.



Current Bylaw	Proposed Bylaw Change	Rationale for Proposed Change
IX. BOARD OF DIRECTORS		
B. Duties of the Board		
	<p>ADD NEW 3: PERMIT SUCH VARIATIONS FROM THE STANDARD CONTRACT BETWEEN THE COUNCIL AND THE MEMBER BOARDS AS IT SHALL IN ITS DISCRETION DETERMINE MAY BE DESIRABLE IN A CASE WHERE SUCH VARIATIONS ARE REQUIRED TO CONFORM TO LAWS GENERALLY APPLICABLE TO AGENCIES OF THE STATE OF A MEMBER BOARD AND SUCH VARIATIONS DO NOT AFFECT EXAMINATION SECURITY AND INTEGRITY.</p>	<p>This was added to clarify what variations are allowable and is being transferred from Standing Rule VII A 7.</p>
<p>3. review and act on the membership status of Member Boards who are not in compliance with the bylaws, standing rules or contracts.</p>	<p>RENUMBER 4.</p>	
	<p>DELETE "standing rules" IN THIS LINE.</p>	<p>To make consistent with the fact Standing Rules are being proposed as being incorporated into other documents.</p>
<p>4. set the time and place for each convention and session of the Delegate Assembly.</p>	<p>RENUMBER 5.</p>	
<p>5. engage the services of legal counsel;</p>	<p>RENUMBER 6.</p>	
<p>6. present an evaluation of the test service to Member Boards prior to consideration of contract extension or termination:</p>	<p>RENUMBER 7. Present an evaluation of the test service AND DATA CENTER to Member Boards prior to consideration of contract extension or termination;</p>	<p>It is current practice to receive reports from both.</p>

Current Bylaw	Proposed Bylaw Change	Rationale for Proposed Change
7. authorize dissemination of written information about the licensing examinations;	RENUMBER 8.	
8. set fees unless otherwise specified in these bylaws;	RENUMBER 9.	
9. Approve and adopt an annual budget.	RENUMBER 10. Approve, adopt AND DIRECT THE MANAGEMENT OF THE annual budget.	This change reflects the responsibility of the Board in directing the general management of the budget.
10. Provide for all accountants of the Council to be audited annually by a certified public accountant.	RENUMBER 11.	
11. cause to be bonded any officer or employee of the Council who is entrusted with Council funds or property;	RENUMBER 12.	
12. appoint the Council's representatives to serve on Council committee or task forces of other organizations;	RENUMBER 13. appoint the Council's representatives to serve on <del>COUNCIL</del> Committees or task forces of other organizations;	
13. approve studies and research pertinent to the purposes of the Council and consistent with actions of the Delegate Assembly;	RENUMBER 14.	
14. appoint committee members, subcommittee members, and chairpersons unless otherwise specified in these Bylaws;	RENUMBER 15.	
15. monitor the progress of committee activities;	RENUMBER 16.	

<b>Current Bylaw</b>	<b>Proposed Bylaw Change</b>	<b>Rationale for Proposed Change</b>
16. appoint and define the responsibilities of an executive director and delegate the authority necessary for the administration of the Council's policies and activities;	RENUMBER 17. ADD NEW: 18. CONDUCT AN ANNUAL WRITTEN PERFORMANCE APPRAISAL OF EXECUTIVE DIRECTOR	This is put here upon being transferred from Standing Rule VII A3.
17. provide for the establishment, supervision and maintenance of the administrative office.	RENUMBER 19 AND SUBSTITUTE THE FOLLOWING: 19. DETERMINE THE NUMBER AND CATEGORIES OF STAFF EMPLOYED BY THE COUNCIL AND ADOPT PERSONNEL POLICIES FOR ALL STAFF.	This change is more specific. reflects the full responsibility of the Board and is being transferred from Standing Rule VII A1 and 4.
18. publish an annual report of the Council;	RENUMBER 20.	
19. adopt such rules and organizational structure of the Board of Directors to carry on the functions of the Board as specified in the bylaws.	RENUMBER 21.	
20. establish and administer an awards program for the Council.	RENUMBER 22. 22. Establish <del>AND ADMINIS-</del> <del>TER</del> an awards program for the Council.	

Current Bylaw	Proposed Bylaw Change	Rationale for Proposed Change
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**X. COMMITTEES**

**A. Enumeration**

**1. Standing Committees**

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

There shall be the following Standing Committees:

- a. Bylaws,
- b. COMMUNICATION
- c. Finance,
- d. LONG RANGE PLANNING
- e. NURSING PRACTICE AND EDUCATION and
- f. TESTING COMMITTEE

This provides for the re-enumeration of Committees as follows:

- a) Addition of long range planning and communication committees. The addition of the Long Range Planning Committee operationalizes a structure to deal with ongoing planning for the Council. The information Committee will be able to take over the policy guidance for all information related Council services. Both policy guidance committees are reviewed as needed by the Committee for the Council's ongoing growth and development. The establishment of two new committees will provide also for greater involvement of the Council membership;
- b) combining of examination and administration of examination under one committee called "Testing" and
- c) renaming the Nursing Practice and Standards Committee.

**X. COMMITTEES**

**3. Subcommittees**

A committee may recommend the appointment of one or more subcommittees, each of which shall be responsible to the committee.

A committee may recommend the appointment of one or more subcommittees, each of which shall be responsible ~~TO THE COMMITTEE~~ FOR REPORTING TO THE COMMITTEE.

Current Bylaw	Proposed Bylaw Change	Rationale for Proposed Change
<b>X. COMMITTEES</b>		
<b>B. Memberships</b>		
<b>2. Term</b>		
<p>a. Unless specified to the contrary elsewhere in these bylaws, the term of all standing committee members shall be two years or until their successors are appointed.</p>	<p>a. Unless specified to the contrary elsewhere in these bylaws, the term of all standing AND SUB-committee members shall be <b>NO MORE THAN</b> two years or until their successors are appointed.</p>	
<p>b. 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 members of each committee to terms expiring in even or odd numbered years.</p>	<p>b. <del>THE</del> A term shall begin after convention <del>AND SHALL BE COMPLETED AT THE END OF THE SECOND CONVENTION FOLLOWING APPOINTMENT BY THE BOARD OF DIRECTORS</del>. The Board of Directors shall appoint as nearly as possible one-half the members of each committee to terms expiring in even and odd numbered years.</p>	<p>This is delineated to establish the terms of special committee members.</p>
	<p>ADD: c. <b>THE LENGTH OF TERMS FOR MEMBERS OF SPECIAL COMMITTEES SHALL BE ESTABLISHED WHEN THE COMMITTEE IS APPOINTED.</b></p>	
<b>3. Vacancy</b>		
<p>b. The vacancy may be filled by the Board of Directors.</p>	<p>b. The vacancy may be filled by the Board of Directors <b>FOR THE REMAINDER OF THE TERM.</b></p>	<p>This provides for Committee continuity.</p>

Current Bylaw	Proposed Bylaw Change	Rationale for Proposed Change
<b>X COMMITTEES</b>		
C. Functions		
1. Budget		
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.	Committees shall submit an <del>ESTIMATED</del> budget <b>REQUEST</b> for <del>COMMITTEE</del> activities prior to the fiscal year. Committees shall not incur expenses in addition to the approved budgeted amount without prior authorization of the Board.	
2. Records and Reports		
a. Each committee shall keep a written record of its proceedings.		
b. 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		
	ADD NEW: (3.) OPERATING PROCEDURES	This change authorizes committees to establish procedures to assist in conducting work of the committee.
	<b>EACH COMMITTEE SHALL ESTABLISH PROCEDURES TO EXPEDITE THE WORK OF THE COMMITTEE, SUBJECT TO REVIEW AND MODIFICATION BY THE BOARD OF DIRECTORS.</b>	

Current Bylaw	Proposed Bylaw Change	Rationale for Proposed Change
<b>X. COMMITTEES</b>		
E. Bylaws Committee		
1. Composition		
The bylaws committee shall be composed of at least three members.		
2. Duties		
The committee shall:		
a. 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;	a. receive, consider, edit, and/or correlate proposed amendments of the articles of incorporation, <del>AND bylaws AND STANDING RULES</del> submitted by Member Boards, the Board of Directors, and committees. The committee may originate amendments;	Standing Rules deleted.
	ADD NEW: b. CONSULT WITH PARLIAMENTARIAN AND LEGAL COUNSEL BEFORE PROPOSING AMENDMENTS TO THE ARTICLES OF INCORPORATION OR BYLAWS	This allows for appropriate review to assure that a conflict does not exist with any proposed changes and is being transferred from Standing Rules VIII B.
b. 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.	RELETTER "c" submit all proposed amendments to the articles of incorporation, AND bylaws, <del>OR STANDING RULES</del> to the Delegate Assembly together with the committee's action.	Standing Rules deleted.

**Current Bylaw****Proposed  
Bylaw Change****Rationale for  
Proposed Change****X. COMMITTEES****F. Examination Committee****1. Composition**

- a. The examination committee shall consist of at least six members. One of the members shall represent Member Boards licensing only practical/ vocational nurses.
- b. The chairperson shall have served as a member of the committee prior to being appointed as chairperson.

**2. Duties****The committee shall:**

- a. review and evaluate procedures for producing licensing examinations in nursing;
- b. review and adopt licensing examinations in nursing;
- c. evaluate licensing examinations which have been administered.
- d. assist with evaluation of the test service in accordance with responsibilities of the Board of Directors;
- e. make recommendations to the Board of Directors and provide direction for investigation, study and research concerning development of the licensing examinations in nursing;
- f. select appropriate persons to write and review test items for the licensing examinations based on criteria established by the Board of Directors;
- g. recommend to the Delegate Assembly test plans to be used for the development of licensing examination in nursing;

**F. TESTING COMMITTEE****1. Composition**

- a. The **EXAMINATION TESTING** Committee shall consist of at least ~~SIX FIVE~~ members. One of the members shall represent ~~MEMBER BOARDS LICENSING ONLY~~ practical/vocational nurses.

**DELETE CURRENT DUTIES AND ADD; THE COMMITTEE SHALL**

a) DIRECT THE OVERALL DEVELOPMENT, MONITORING, PERIODIC REVIEW, EVALUATION AND PRODUCTION OF THE LICENSURE EXAMINATIONS IN NURSING.

b) PREPARE AND DISSEMINATE INFORMATION ABOUT THE LICENSURE EXAMINATIONS TO MEMBER BOARDS AND OTHER INTERESTED PARTIES.

c) UTILIZE SUBCOMMITTEES TO:  
 1. REVIEW, ADOPT, AND EVALUATE LICENSING EXAMINATIONS  
 2. ESTABLISH CRITERIA FOR AND SELECT APPROPRIATE PERSONS TO WRITE AND REVIEW TEST ITEMS FOR THE LICENSING EXAMINATIONS;  
 3) RECOMMEND TEST PLANS

This allows for P/VN representation without limiting it to the six separate boards who license P/VN's.

These duties establish and diversify committee responsible for the evaluation of all licensure related activities and designates the usual and potential activities be carried out by subcommittees.



<b>Current Bylaw</b>	<b>Proposed Bylaw Change</b>	<b>Rationale for Proposed Change</b>
<p>h. prepare written information about the licensing examination for dissemination to Member Boards and other interested parties:</p> <p>i. conduct educational conferences as authorized by the Board of Directors or Delegate Assembly.</p>	<p>TO THE DELEGATE ASSEMBLY TO BE USED FOR THE DEVELOPMENT OF LICENSING EXAMINATIONS IN NURSING;</p> <p>4) ASSIST WITH EVALUATION OF THE TEST SERVICE IN ACCORDANCE WITH RESPONSIBILITIES OF THE BOARD OF DIRECTORS;</p> <p>5) ADOPT CRITERIA AND PROCEDURES FOR SECURITY OF THE LICENSING EXAMINATION, INCLUDING SETTING EXAMINATION DATES;</p> <p>6) MONITOR MEMBER BOARD COMPLIANCE WITH THE ESTABLISHED CRITERIA AND PROCEDURES;</p> <p>7) INVESTIGATE AND SUBMIT WRITTEN REPORTS TO THE PRESIDENT ON ALLEGED FAILURES BY MEMBER BOARDS TO COMPLY WITH EXAMINATION SECURITY OF THE CONTRACT;</p> <p>8) PROVIDE DIRECTION FOR INVESTIGATION, STUDY AND RESEARCH CONCERNING THE DEVELOPMENT AND UTILIZATION OF THE LICENSING EXAMINATIONS IN NURSING.</p>	

<b>Current Bylaw</b>	<b>Proposed Bylaw Change</b>	<b>Rationale for Proposed Change</b>
g. Administration of Examination Committee	DELETE ALL OF "G" AS IS ASSUMED UNDER NEW TESTING COMMITTEE	
1. Composition		
The administration of examination committee shall be composed of at least six members.		
2. Duties		
The committee shall:		
a. Adopt criteria and procedures to be used by Member Boards for maintaining the security of the licensing examinations:		
b. evaluate proposed and actual compliance of Member Boards, Test Service and others with established criteria and procedures for maintaining the security of licensing examinations.		
c. conduct an investigation for 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:		
d. report to the Board of Directors possible violations of the contract between a Member Board and the Council:		
e. conduct educational conferences as authorized by the Board of Directors or Delegate Assembly.		
f. establish dates for the administration of the examinations.		

Current Bylaw	Proposed Bylaw Change	Rationale for Proposed Change
H. Nursing Practice and Standards Committee	RELETTER "G" AND RETITLE THE NURSING PRACTICE AND EDUCATION COMMITTEE.	New title
1. Composition	The nursing practice and standards committee shall be composed of at least <del>SIX</del> FIVE members.	
The nursing practice and standards committee shall be composed of at least six members.		
2. Duties		
The committee shall:	DELETE OLD DUTIES AND SUBSTITUTE:	
a. propose and periodically review model statutory definitions of professional and practical/vocational nursing practice;	THE COMMITTEE SHALL:	This establishes an oversight committee to deal with all issues related to standards for nursing education and practice and designates the usual and potential activities of subcommittees under this structure.
b. 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;	a. DIRECT THE OVERALL DEVELOPMENT, MONITORING, PERIODIC REVIEW AND EVALUATION OF NURSING PRACTICE AND EDUCATION STANDARDS AND TRENDS AND ISSUES RELATED TO THE REGULATION OF NURSING PRACTICE; b. PREPARE AND DISSEMINATE INFORMATION ABOUT NURSING PRACTICE AND EDUCATION STANDARDS AND ABOUT TRENDS AND ISSUES RELATED TO THE REGULATION OF NURSING PRACTICE; AND	
c. 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;	c. UTILIZE SUBCOMMITTEES TO: 1.) PROPOSE AND PERIODICALLY REVIEW MODELS LAWS AND REGULATIONS PERTAINING TO THE DEFINITIONS OF THE PRACTICE AND ROLES OF NURSING, STANDARDS FOR INITIAL AND ONGOING DISCIPLINARY ACTION AND APPROVAL OF NURSING EDUCATION PROGRAMS;	
d. conduct educational conferences as authorized by the Board of Directors or Delegate Assembly.	2.) RECOMMEND RESPONSES TO ISSUES AND TRENDS RELATED TO LEGAL SCOPE OF NURSING PRACTICE;	

**Current Bylaw****Proposed  
Bylaw Change****Rationale for  
Proposed Change**

3.) RECOMMEND RESPONSES TO LEGISLATIVE INITIATIVES AT THE STATE AND NATIONAL LEVEL THAT IMPACT STANDARDS RELATED TO NURSING PRACTICE AND NURSING EDUCATION; AND

4.) RECOMMEND RESPONSES TO ANY RELATED ISSUE, TREND OR SIGNIFICANT DATA THAT IMPACTS THE LEGAL DEFINITION, SCOPE, AND STANDARDS FOR NURSING PRACTICE AND NURSING EDUCATION.

ADD THE FOLLOWING NEW COMMITTEES:

**H. LONG RANGE PLANNING COMMITTEE**

**1. COMPOSITION**

THE LONG RANGE PLANNING COMMITTEE SHALL BE COMPOSED OF AT LEAST FIVE MEMBERS.

**2. DUTIES**

THE COMMITTEE SHALL:

a. REVIEW PERIODICALLY THE STRUCTURE OF THE NATIONAL COUNCIL AND ITS EFFECTIVENESS IN MEETING THE PURPOSE AND FUNCTIONS OF THE COUNCIL.

b. REVIEW AND EVALUATE PERIODICALLY THE MISSION STATEMENT OF THE COUNCIL FOR CONTINUITY WITH THE PURPOSE AND FUNCTIONS OF THE COUNCIL; AND

c. PROPOSE AND PERIODICALLY REVIEW GOALS, OBJECTIVES, AND STRATEGIES FOR THE COUNCIL; AND

This establishes an ongoing structure to address the Council's ongoing development through structural and periodic review.

<b>Current Bylaw</b>	<b>Proposed Bylaw Change</b>	<b>Rationale for Proposed Change</b>
	<p>d. PREPARE WRITTEN INFORMATION ABOUT THE GOALS, OBJECTIVES AND STRATEGIES FOR DISSEMINATION TO MEMBER BOARDS AND OTHER INTERESTED PARTIES.</p> <p>I. COMMUNICATIONS COMMITTEE</p> <p>1. COMPOSITION</p> <p>THE COMMUNICATIONS COMMITTEE SHALL BE COMPOSED OF AT LEAST FIVE MEMBERS.</p> <p>2. DUTIES</p> <p>THE COMMITTEE SHALL:</p> <p>a) PROVIDE RECOMMENDATIONS FOR THE TYPES AND FREQUENCY OF COUNCIL PUBLICATIONS;</p> <p>b) ANALYZE IMPLICATIONS OF AND COORDINATE PLANNING FOR COMPUTER BASED INFORMATION SYSTEMS FOR THE COUNCIL;</p> <p>c) MONITOR EFFECTIVENESS OF PUBLICATIONS AND COMPUTER BASED INFORMATION SYSTEMS;</p> <p>d) ADMINISTER AN AWARDS PROGRAM AS AUTHORIZED BY THE BOARD OF DIRECTORS;</p> <p>e) PLAN THE COUNCIL'S ANNUAL CONVENTION; AND</p> <p>f) COORDINATE EDUCATIONAL CONFERENCES AS AUTHORIZED BY THE BOARD OF DIRECTORS OR DELEGATE ASSEMBLY.</p>	

## Proposed Transfer of Standing Rules

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**Present  
Standing Rules****Proposed  
Transfer****I. Membership**

(No rule at present)

**II. Areas**

Each area shall be numbered and shall maintain a written record of each meeting.

How areas are divided is currently in Bylaws, Article IV. The requirement for a written record of meetings is being proposed as an addition to Bylaws Article. V. E. 5. b.

**III. Officers****A. President**

The president shall:

1. Prior to the annual session appoint at least the following committees to serve the Delegate Assembly:

- a. Rule committee;
- b. Registration committee;
- c. Election committee:  
3 members who are not officers or candidates for office nor members or candidates for membership on the committee on nominations;
- d. Resolution committee:  
3 members;
- e. Committee to approve minutes;

Appointment of these committees of the Delegate Assembly is authorized currently in Bylaws. The specifics will become part of the procedures for planning for meetings of the Delegate Assembly as provided for in the National Council Board of Director's Standing Rules.

**III. Officers****A. President**

2. appoint at least a rules committee and registration committee before any special session of the Delegate Assembly;
3. appoint a timekeeper and, if necessary, pages during any session of the Delegate Assembly;

Move to Board of Director's Standing Rules.

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**Present  
Standing Rules**
**Proposed  
Transfer**


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4. appoint a parliamentarian approved by a national body as qualified as a convention consultant.

Added as a proposed change to Bylaws Article V. E. 1.

B. Secretary

The secretary shall:

1. keep the minutes of sessions of the Delegate Assembly and Board of Directors in separate books;
2. keep a list of all Board of Directors standing rules;

Eliminate. Procedure established and is good organizational practice.

Incorporated intent in Bylaws Article V. E. 3. b.

**III. Officers**

B. Secretary

3. have on hand at all sessions of the Delegate Assembly and Board of Directors the minutes of at least two previous sessions of the respective body, a current copy of the articles of incorporation, bylaws, standing rules, a copy of the contracts between the Council and the test service, and a typical contract between the Council and each Member Board;

To become part of procedure for planning for meetings of the Delegate Assembly and the Board of Director's Standing Rules.

4. conduct mail votes of the Delegate Assembly and Board of Directors.

Add to Bylaws, Article V. E. 3. as a new c.

C. Qualifications

Nurses employed by or for Member Boards as stated in Article V Officers, Section 2 Qualifications, of the Bylaws shall not include a member of Member Boards whose term on the Member Board ends unless the former member becomes a permanent employee of the Member Board. The term "permanent" shall have the same meaning as "regular" or similar terms which designate employment which is not classified as temporary, intermittent or seasonal.

Intent added to Bylaws Article V. B. 1.

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**Present  
Standing Rules**
**Proposed  
Transfer**


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**IV. Nominations and Election**
**A. Nominations**

To become part of procedure for Committee on Nominations in an established committee procedures manual.

**1. Duties of the committee on nominations**
**a. The committee shall:**

- (1) invite suggestions from Member Boards, setting a date for the submission of written consent forms indicating willingness to serve if selected for the ballot by the committee;
- (2) review copies of all correspondence received by the committee;
- (3) check the qualifications of individuals who have provided written consent to serve if selected for the ballot;

**IV. Nominations and Election**
**A. Nominations**

To become a part of procedure for Committee on Nominations in an established procedures manual.

**1. Duties of the committee on nominations**

- (3)(a) Identify any candidate who holds or expects to hold an elected or appointed office in a state, regional or national association or body while serving as an officer in the Council. Such organizations may include but not be limited to the following:
  - (i) an organization or body whose members are licensed by or registered with a State Board of Nursing;
  - (ii) an organization that represents agencies whose major interest is employment of nurses; or



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**Present  
Standing Rules**
**Proposed  
Transfer**


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**IV. Nominations and Election**
**A. Nominations**
**1. Duties of the committee on nominations**

- (3)(a) (iii) an organization or body that contracts for services with either a State Board of Nursing or the Council.

See previous comment.

- (b) In the event that a candidate for elected office in the Council holds such an office, or expects to hold such an office, the nominating committee shall seek a determination by the Board of Directors in regard to a conflict of interest when a candidate for office in the Council holds office in another association or body.

**IV. Nominations and Election**
**A. Nominations**
**1. Duties of the committee on nominations (cont'd)**
**a. The committee shall:**

- (4) select by a majority decision the qualified individuals who shall be invited to accept a place on the ballot.
- (5) send a letter of invitation to each individual who is the choice of the committee for each office, setting a deadline date for receipt of response:

This section (4-6) to become part of procedure for Committee on Nominations in an established Procedure Manual for committees.

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**Present  
Standing Rules**
**Proposed  
Transfer**


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- (6) submit a report of the committee including a list of nominees and their qualifications to the executive director at least 60 days before the annual convention.

**IV. Nominations and Election**
**A. Nominations**
**1. Duties of the committee on nominations (cont'd)**

- (7) establish and review annually electioneering guidelines to be distributed to each nominee with their letter of invitation.

Add intent to proposed change to Article VI. A. 5. b.

- b. If an individual declines the nomination before the committee report is prepared, all committee members shall be notified and the committee shall select another prospective nominee. The same procedure of invitation and obtaining a written consent shall be followed.

This section (b and c) to become part of procedure for Committee on Nominations in an established Procedure Manual for Committees

- c. If a nominee withdraws after the committee report has been sent to Member Boards but before the election, the committee shall select another nominee using the same procedure of invitation and obtaining a written consent.

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**Present  
Standing Rules**
**Proposed  
Transfer**


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**IV. Nominations and Election**
**A. Nominations**

Duties of the committee on nominations (cont'd)

See previous comment.

- d. The chairperson shall read the report of the committee including any additions to the written report at the meeting of the Delegate Assembly, excluding the qualifications of nominees which were mailed to Member Boards.

**IV. Nominations and Election**
**A. Nominations (cont'd)**
**2. Nominations from the Floor**

This section's intent to be included in rules of meeting of the Delegate Assembly.

- a. Nominations from the floor shall be accepted following the report of the committee on nominations.
- b. The person making the nomination shall be permitted two minutes to give the qualifications of the nominee and to indicate that written consent of the nominee and a written statement of qualifications have been forwarded to the Committee on Nominations.
- c. No seconding speeches shall be allowed.

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**Present  
Standing Rules**
**Proposed  
Transfer**


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**IV. Nominations and Election**
**B. Elections**
**1. Electioneering**

- a. Candidates shall follow electioneering guidelines established by the committee on nominations.
- b. No electioneering for candidates shall be allowed in the vicinity of the polling place.

Process for the conduct of elections to become part of the procedure for planning meetings of the Delegate Assembly on procedures for Elections Committee.

**2. Ballots**

- a. Ballots shall contain the names of all nominees for office and for the committee on nominations. Candidates for office nominated by the committee on nominations shall be listed first.

This will be deleted because it is in conflict with Bylaws, Article IV. B.1.

- b. Ballots shall be issued only to individuals whose names appear on the official delegate list. Each delegate entitled to two votes shall receive two ballots.

See previous comment.

- c. Ballots shall include instructions about correct marking, obtaining a replacement ballot in the event a ballot is spoiled, and casting the ballot.

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**Present  
Standing Rules**
**Proposed  
Transfer**


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**IV. Nominations and Elections**
**B. Elections (cont'd)**

See previous comment.

**3. Voting**

- a. The hours of voting shall be designated in the rules for conduct of the Delegate Assembly session.
- b. The voter shall indicate his/her choice clearly in the space provided.
- c. If the voter spoils a ballot in any way, he/she shall return it to the designated member of the elections committee who will mark "spoiled" on the face of the ballot and issue another ballot to the voter.
- d. The voter shall fold each ballot and place it in the ballot box.

This section will be deleted because it is in conflict with Bylaws, Article IV, B.1.

**IV. Nominations and Elections**
**B. Elections (cont'd)**

See previous comment.

**4. Counting the Vote**

- a. All votes including votes for write-in candidates shall be counted.
- b. Where a teller has a doubt about marking, the teller shall set aside that ballot for consideration by the whole committee before completing the count. A majority vote of the committee shall be required for the recording of such a vote.
- c. In matters of recording the count not covered in the rules, *Robert's Rules of Order Newly Revised* and *Robert's Parliamentary Law* shall govern, the intent of the voter being the first consideration.

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**Present  
Standing Rules****Proposed  
Transfer**

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**IV. Nominations and Elections****B. Elections (cont'd)**

See previous comment.

**5. Re-voting**

If no candidate receives the required vote for an office and re-voting is required, the president shall announce the time for re-voting immediately after the original vote is announced.

**6. Preservation of Ballots**

Cast and spoiled ballots and tally sheets shall be sealed and given to the executive director to be preserved according to the requirements of federal law.

**V. Meetings****A. Telephone Conference Calls**

This section incorporated into Article VII, Meetings, of the Bylaws.

**1. The secretary of the body meeting by telephone conference call shall:**

- a. maintain a written record which documents that each member of the body was notified of the call;
- b. list the members taking part in the call, take each vote by roll call and write minutes of the proceedings;
- c. send the minutes of the telephone conference call to all members of the body which met.

**2. A majority vote shall be necessary to consider action valid.**

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**Present  
Standing Rules**
**Proposed  
Transfer**


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**V. Meetings****C. Minute Distribution**

A copy of the minutes of each session of the Delegate Assembly and Board of Directors shall be distributed to each Member Board, the parliamentarian and legal counsel within 30 days following approval by the committee to approve minutes unless otherwise specified in these rules. Approved minutes shall be available to others upon request for the cost of photocopying.

This section to be part of procedure for meetings of the Delegate Assembly and Board of Directors.

**V. Meetings****B. Mail Votes**

1. Each member of the body conducting a vote by mail shall be sent by first class mail an identical proposal so worded as to be answered by a "yes" or "no" vote. A deadline for return shall be indicated on the ballot.
2. A majority of the delegates or members of the body must vote in order to consider action taken on the basis of a mail vote to be valid.
3. The secretary of the body shall notify all members of the body conducting the vote of the results of the mail vote within ten days following the deadline for return of the ballot.

See previous comment.

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**Present  
Standing Rules**
**Proposed  
Transfer**


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**VI. Annual Convention and  
Delegate Assembly**

A. The agenda for any session of the Delegate Assembly shall be prepared by the president in consultation with the Board of Directors and executive director.

Add to Bylaws Article V.E.1. Duties of the President.

B. At least 45 days prior to the annual convention the following materials shall be mailed at no charge to Member Boards who in turn shall distribute copies to delegates and alternates:

Process for notifying Member Boards of the convention to become a part of the procedure for planning meetings of the Delegate Assembly.

1. agenda
2. proposed rules for conduct of Delegate Assembly session
3. current operating budget
4. annual reports of
  - a. Board of Directors
  - b. each officer
  - c. each standing committee
  - d. each special committee, except those serving the Delegate Assembly
  - e. executive director

C. The proceedings of each session of the Delegate Assembly shall be transcribed and a written transcript produced, unless otherwise specified by the Board of Directors.

To be part of procedure for planning meetings of the Delegate Assembly and the Board of Director's Standing Rules.

D. An officer may vote if the officer is a delegate representing a Member Board.

Delete - conflicts with Bylaws, Article VIII. A. 1.b.

E. The minutes of each session of the Delegate Assembly shall address and state the disposition of each main motion brought before it.

Delete--covered in Robert's Rules of Order.



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**Present  
Standing Rules**
**Proposed  
Transfer**


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**VII. Board of Directors**
**A. Duties**

Add to Board of Director's Standing Rules.

The Board of Directors shall:

1. determine the number and categories of staff employed by the Council;
2. adopt a position description, salary range and benefits program for the executive director position;
3. conduct an annual written performance appraisal of the executive director and grant periodic salary increases or additional benefits on the basis of performance;
4. adopt personnel policies for all staff, reviewing them periodically to keep the policies and practices fair and competitive;
5. assume the duties of the executive director whenever there is a vacancy in the position or appoint an acting executive director.

This section added to Bylaws, Article IX. B.

6. render opinions on conflicts of interest.
  - a. Review candidates for office in the Council when such candidates hold office in a state, regional or national association or body.
  - b. Review an officer's qualifications for continuation of service if the officer in the Council accepts an elected or appointed office as described in Rule IV.A.1.a. (3) of these rules.

This section added to Bylaws, Article IX. B.

Add to Board of Director's Standing Rules.

This section included in proposed changes in Bylaws to Article V. Board of Director's Qualifications for Office – Committee on Nominations can make necessary determinations.

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**Present  
Standing Rules**
**Proposed  
Transfer**


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**VII. Board of Directors**
**A. Duties (cont'd)**

7. permit such variations from the provisions of the standard contract between the Council and Member Boards as it shall in its discretion determine may be desirable in the case where such changes are required to conform to laws generally applicable to agencies of the state of such Member Boards and such changes do not affect examination security or integrity.

Concept added to Bylaws, Article IX.  
B.

**VII. Board of Directors**
**A. Annual Report**

The annual report shall contain at least the following information.

1. A listing of:
  - a. Member Boards
  - b. Board of Directors and committee members
  - c. staff – regular and consultant
  - d. publications;
2. Major activities of the National Council including the Delegate Assembly, the Board of Directors and standing and special committees; and
3. The financial condition of the National Council including a list of all National Council fees and the examination fees.

This section authorized in Bylaws. Precedent established for content. Transfer to Board of Director's Standing Rules.

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**Present  
Standing Rules**
**Proposed  
Transfer**


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**VIII. Committees**
**A. General Provisions**

1. Each committee chairperson for standing and special committees shall submit a brief written report of activities to the president at least one week prior to each session of the Board of Directors if he/she will not be attending the session.

This section to become a part of a developed Procedure Manual of Committees.

2. Committees may utilize consultants upon authorization of the Board of Directors.

Delete.

**B. Bylaws**

The committee shall seek assistance from the parliamentarian and legal counsel before proposing amendments to the articles of incorporation and bylaws.

Add as new b. in Bylaws, Article X. E. 2.

**C. Rules Committee**

The committee shall draft, in consultation with the parliamentarian, rules for the conduct of a specific Delegate Assembly session.

This section to become a part of procedure for planning for meetings of the Delegate Assembly.

**D. Registration Committee**

The committee shall:

1. accept registration, including fees, immediately preceding and during any session of the Council, or assist the staff in so doing;
2. give each delegate and voting alternate some form of identification which includes the number of votes to which the individual is entitled;
3. provide a list of delegates and voting alternates to the secretary with a copy to the election committee;

See previous comment.

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**Present  
Standing Rules****Proposed  
Transfer**

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**VIII. Committees****D. Registration Committee (cont'd)**

4. present an oral and written report at the opening of a session of the Delegate Assembly which includes the number of:
  - a. officers in attendance.
  - b. Member Boards in attendance.
  - c. votes represented by the delegates in attendance:
5. present an oral and written report to the Delegate Assembly immediately preceding the election which includes the number of votes represented by the delegates in attendance.
6. submit a list of delegates and voting alternates to the election committee immediately preceding the election of officers and the election of the committee of nominations;
7. present additional reports upon request of the president;
8. present an oral and written report on the last meeting day of the Delegate Assembly which includes the final count of individuals registered and in attendance, including guests.

See previous comment.

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**Present  
Standing Rules**
**Proposed  
Transfer**


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**VIII. Committees**
**E. Election Committee**

The committee shall

1. conduct the election of officers, the committee on nominations and all matters which are decided by ballot during a session of the Delegate Assembly in accordance with the bylaws and standing rules;
2. select the site for elections where secrecy will be protected;
3. provide a ballot box for the casting of ballots;
4. designate a member of the committee to handle spoiled ballots;
5. act as tellers during an election;
6. report the results of an election to the Delegate Assembly at a time specified by the president.

This section delineating responsibilities of elections committee to become part of the procedure for planning meetings of the Delegate Assembly on procedures for the elections committee.

**VIII. Fees and Finance**
**F. Resolutions Committee**

The committee shall:

1. receive, consider, edit and evaluate all resolutions referred to it;
2. initiate resolutions, if deemed desirable;
3. present oral and written reports of resolutions and the recommendations of the committee to the Delegate Assembly at a time designated by the president.

This section to become part of the procedure for planning for meetings of the Delegate Assembly.

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**Present  
Standing Rules****Proposed  
Transfer**

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**VIII. Committees****G. Committee to Approve Minutes**

The committee shall review the minutes of the Delegate Assembly which were prepared by the secretary and approve the minutes, returning the approved version to the secretary. Any discrepancies shall be resolved by reviewing the transcript of the session and arriving at a consensus.

**IX. Fees and Finance****A. Fee Schedule for Member Boards**

This section is currently in Bylaws, Article III. C.

1. The annual fee payable each fiscal year by each Member Board shall be \$3,000.00
2. In addition to membership fees, delinquent fees shall be assessed as follows:
  - a. Ninety days after the beginning of the Council's fiscal year, a delinquent fee of \$500.00 shall be added to the annual fee.
  - b. A member, whose annual fee is not paid within the designated 90 day period, shall be subject to review and possible termination by the NCSBN Board of Directors at its next regular meeting.

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**Present  
Standing Rules**
**Proposed  
Transfer**


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**IX. Fees and Finance**
**B. Expense Reimbursement  
Schedule**

Members of the Board of Directors and Council committees, staff, and authorized representatives of the Council shall be reimbursed according to the following schedule:

1. travel: cost of least expensive commercial air travel or personal automobile at the mileage rate designated by the Internal Revenue Service, receipt for air, train, bus and rented car required.
2. lodging: cost of a moderately priced single room, receipts required:
3. meals: no designated allowance, receipt required for each meal, including gratuity, which is over \$15.00;
4. other expenses: cost of expense, receipts required for emergency secretarial services or other unusual items or amounts.

This section of reimbursement schedule to be added to Board of Director's Standing Rules

**C. Budget Control**

The Executive Director, under the direction of the Board of Directors, shall manage the budget, shifting between categories as necessary; however, the total expenditure level authorized by the Board of Directors shall not be exceeded except for emergency situations for which designated expenditures are authorized by the Board of Directors.

Intent added to Bylaws, Article IX, B. 9, with phrase: approve, adopt and direct the management of the annual budget. The detail will be added to the Board of Directors Standing Rules.

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**Present  
Standing Rules**


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**Proposed  
Transfer**


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**IX. Fees and Finance****D. Registration Fees (cont'd)**

1. The registration fee for each function held under the auspices of the Council shall be set so that the anticipated income as nearly as possible equals the anticipated expenditure.

Transferred to Board of Director's Standing Rules.

2. Persons who are not members or staff employed by or for Member Boards may be charged a higher registration fee.

This section added to Board of Director's Standing Rules.

3. The Board of Directors, staff, parliamentarian, legal counsel and others designated by the Board of Directors shall not be required to pay the registration fee for the annual convention.

**X. Headquarters and Staff**

The executive director may hire staff for authorized positions, perform annual performance appraisals and grant salary increases and other benefits in accordance with the established personnel policies.

To be part of the position duties of the Executive Director as delineated in the Board of Director's Standing Rules.



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**Present  
Standing Rules****Proposed  
Transfer**

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**XI. Amendment and Revision of  
Standing Rules**

The standing rules may be amended or revised at any session of the Delegate Assembly as follow:

- A. by a majority vote of the delegates present and voting, provided copies of the proposed amendment or revision 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 two-thirds vote of the delegates present and voting.

Delete this section because it is not applicable if Standing Rules are repealed.

# Report of the Examination Committee

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## Recommendations and Rationales:

1. That each year all Member Boards will be invited to submit nominations for item writers and panel of content experts for NCLEX licensure examinations.  
RATIONALE: The purpose is to broaden the selection process in order to more effectively and efficiently develop quality test items.
2. This is a joint recommendation from the Examination Committee and the Committee for Special Projects: That field testing for the Computerized Adaptive Testing (CAT) project proceed when the preliminary developmental phase for field testing is completed by the Committee for Special Projects. RATIONALE: See report from the Committee for Special Projects.
3. That the Delegate Assembly authorize the Examination Committee to prepare a revision of the NCLEX-PN test plan. RATIONALE: See report of job analysis study: *Job Analysis of Newly Licensed Practical/Vocational Nurses: 1986-1987*
4. That the Delegate Assembly adopt strategy IA10 of the Operational Plan, "Explore producing licensure examinations through computer based technology."
5. That the structure and function of the Examination Committee, as currently defined in the Bylaws, be maintained, and that provisions be made for the chairpersons of all the committees whose functions impact on examinations to meet at least twice a year for the purpose of coordinating activities.
6. That the Delegate Assembly adopt the Resolution on Review of Experimental Items (Attachment B)

## Meeting Dates:

During Fiscal Year 1988, the Examination Committee met at Nordic Hills Resort, Itasca, Illinois on 21-25 October 1987 and in Monterey, California on 30 November-3 December 1987, 21-25 March 1988 and 15-19 May 1988. The Committee had one emergency meeting on 9 February 1988 to review the currency of the DP 288 examination. Two Committee members attended each of the panel of content experts sessions.

## Test Development Activities:

1. Adopted real and tryout items for NCLEX-PN 488 and 088.
2. Adopted real and tryout items for NCLEX-RN 788 and 289.
3. Reviewed the DP 288 and the examination for indeterminate status candidates for currency.
4. Adopted Confidential Directions for NCLEX-PN 088 and 489.
5. Adopted Confidential Directions for NCLEX-RN 788 and 289.
6. Adopted Confidential Directions for the July 1987, August 1987, January 1988, June 1988 and CAT RN item writing sessions.
7. Evaluated item writing and panel of content experts sessions for process and productivity.

- 
- a. July 1987 RN item writing
    - i. 10 writers
    - ii. 214 items written
  - b. August 1987 RN item writing
    - i. 8 writers
    - ii. 235 items written
  - c. January 1988 RN item writing
    - i. 14 writers
    - ii. 311 items written
  - d. July 1987 PN-PCE
    - i. 15 panel members
    - ii. 359 items reviewed
    - iii. 321 items approved
    - iv. 29 items omitted
  - e. September 1987 RN-PCE
    - i. 16 panel members
    - ii. 471 items reviewed
    - iii. 454 items approved
    - iv. 17 items omitted
    - v. 344 six-year-old items reviewed
      - 91 approved
      - 172 to be modified
      - 62 to be completely revised
      - 19 omitted
  - f. March 1988 RN-PCE
    - i. 17 panel members
    - ii. 441 items reviewed
    - iii. 402 items approved
    - iv. 39 items omitted
8. Evaluated licensing examinations following administration. This included a review of item performance, passing score, mean score, standard deviation, reliability, mean difficulty level, mean discrimination index, deleted items and mean ability estimate. The following examinations were evaluated:

- 
- a. NCLEX-PN 487 and 087
  - b. NCLEX-RN 787 and 288
  - c. NCLEX-PN 488 (preliminary report)
9. Reviewed the RN job analysis study update presented by Dr. Michael Kane of American College Testing (see supplement). Percentages of items to be given in each test plan category were recalculated, based on the new data, and it was determined that no changes in the test plan ranges were needed.
  10. Reviewed the PN job analysis study submitted by Dr. Kane, ACT (see supplement).

### **Related Activities:**

1. Established goals and objectives for 1988-89 (see attachment A).
2. Revised the Committee's policies and procedures.
3. Completed knowledge, skills and abilities statements (KSAs) for the NCLEX-RN test plan adopted by the 1987 Delegate Assembly.
4. Revised procedures used to screen and select item writers and panel of content experts.
5. Submitted recommendations regarding revision of the disaster plan.
6. Met with the Chairperson of the Task Force on Examinations for the Future and discussed their plans and progress.
7. Revised the Diagnostic Profiles for practical nursing and registered nursing examinations.
8. Evaluated the Review and Challenge Policy.
9. Reviewed and disposed of items questioned by Member Boards on drafts of experimental items.
10. Obtained continuing education units for item writers and panel of content experts.
11. Chairperson participated in the following activities:
  - a. member of the Panel of Judges to establish the criterion-referenced passing standard for NCLEX-RN 788;
  - b. annual contract evaluation meeting with the test service;
  - c. discussions regarding the NCLEX-RN 288 security break.
12. Began exploring the issue of continued competency in preparation for working with Nursing Practice and Standards Committee next year.
13. Evaluated items for use in a research project that will look at the difference in knowledge-based versus performance-based items.
14. Developed policies regarding use of six-year-old items.

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15. Developed recommendations regarding the impact on the item pool of full disclosure as a strategy to respond to truth-in-testing concerns.
  16. Finalized a project to develop an audio-visual program on test development for use by Member Boards.
  17. Began developing a document that discusses the implications of Member Boards setting different pass scores.

**Motion:**

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

**Committee Members**

Harriet Johnson, New Jersey, Chairperson  
Karen Brumley, Colorado, Area I  
Dorothy Chesley, Texas-RN, Area III  
Terry DeMarcay, Louisiana, PN Board  
Richard Sheehan, Maine, Delegate-At-Large  
Rosa Weinert, Ohio, Area II

**Alternates**

Caroline Ace, Pennsylvania  
Anita Daus, Michigan  
Mauhee Edmondson, Kentucky (appointed as regular member in February to replace Richard Sheehan)  
M. Ursula Guthormsen, California  
Larry Loden, Mississippi  
Midlean Sanders, Florida  
Mary Snodgrass, Massachusetts

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## **Examination Committee Goals and Objectives for 1988-89**

**Goal 1:** Monitor the licensing examinations according to established policies and procedures.

**Objectives:**

1. Develop confidential directions for item writing sessions to meet the needs of the pool.
2. Develop confidential directions for forms of the examination.
3. Approve forms of the examination which meet the test plan specifications and established criteria.
4. Approve items for tryout according to established criteria.
5. Evaluate licensing examinations after administration according to established criteria.
6. Select Panel of Content Experts and Item Writers using established criteria.
7. Evaluate process for Panel of Content Experts and Item Writers nomination and selection.
8. Evaluate the process and productivity of Item Writers and Panel of Content Experts utilizing established criteria.
9. Represent Examination Committee at the Panel of Content Experts sessions.
10. Develop methods to monitor the effectiveness of the diagnostic profiles.
11. Evaluate the reliability of the NCLEX-RN and NCLEX-PN.
12. Continue to monitor current trends in the health care delivery system relative to content validity of examination items.
13. Review and revise committee policies and procedures.

**Goal 2:** Engage in liaison with committees and task forces dealing with matters related to examinations.

**Objectives:**

1. Establish and maintain communication with the other committees and Task Forces dealing with matters related to examinations.
2. Review periodic progress reports on the development of Computerized Adaptive Testing and Computerized Clinical Simulated Testing as they relate to the Examination Committee.
3. To be determined after Delegate Assembly action on Bylaws revisions.

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**Goal 3: Provide direction for investigation, study and research impacting on licensing examinations.**

**Objectives:**

1. Review periodic progress reports on results of job analysis studies and make recommendations.
2. Plan for additional meetings as needed in relationship to test plan revision.
3. Explore impact of use of different passing scores and determine whether such a practice would constitute misuse of the NCLEX-RN and NCLEX-PN examinations and make recommendations.

**Goal 4: Provide direction for investigation, study and research impacting on mechanisms for measuring continued competence.**

**Objectives:**

1. Testing and research staff in cooperation with the Examination Committee, examine job analysis, role delineation, and domain of item pools for identification of core competencies for continued practice.
2. Subcommittee to meet with Nursing Practice and Standards Committee to explore and propose to the Board of Directors mechanisms to measure continued competency.

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## Review of Experimental Items

WHEREAS Member Boards have direct input into test item development by nominating qualified item writers; and

WHEREAS Member Boards have direct representation in test item review by nominating qualified nurses who are current in nursing practice to serve on the Panel of Content Experts; and

WHEREAS The Panel of Content Experts evaluates test items for legal scope of nursing practice, current nursing practice, and appropriateness for entry-level nurses; and

WHEREAS Compilation, analysis and disposition of Member Boards comments on experimental items add significantly to the workload of the Examination Committee (one day, or 6% of meeting time per year) and National Council staff (4 days per year); and

WHEREAS Preparation of review drafts for dissemination requires numerous hours of work by test service staff, spanning more than two months for each review period, and entails the additional security risk of shipping the newest items across the country;

THEREFORE, BE IT RESOLVED that:

Member Boards discontinue review of experimental test items.

Submitted by The Examination Committee

Co-sponsored by the Maine Board of Nursing and the Ohio Board of Nursing.



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**FISCAL IMPACT STATEMENT - DESCRIPTION**

Will this proposal generate revenue? Time Please describe below:

It would free time of the Examination Committee (one day, or approximately 6% meeting time), National Council staff (4 days), and test services staff (over two weeks)

**EXPENSES**

1. Does this proposal require a committee? no

How many members are anticipated including the chairperson? \_\_\_\_\_

How often would the committee meet? \_\_\_\_\_

2. How many mailings would this proposal require? none

To whom? \_\_\_\_\_

3. Printing (surveys, special reports, etc.) Please describe:

4. Other than committee meetings, is travel required? no

Please describe: \_\_\_\_\_

5. What type of consultation is required (i.e., legal, computer, etc.)?

6. Projected beginning date: 9/88

Projected completion date: ongoing

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**FISCAL IMPACT - SUMMARY**
**EXPENSES****1. Committee Meetings**

\$550 per member per meeting (Travel) = \$\_\_\_\_\_

\$150 per day per member = \$\_\_\_\_\_

\$50 per telephone conference = \$\_\_\_\_\_

**2. Professional and support time required:**

Total \_\_\_\_\_ hrs. = \$\_\_\_\_\_

**3. Mailings**

\$0.25 per letter = \$\_\_\_\_\_, or

\$2.00 per 9 x 12 manila envelope (First Class) = \$\_\_\_\_\_

**4. Printing and copying**

\$0.05 per page = \$\_\_\_\_\_

**5. Other Travel (including staff)**

\$550 per person per meeting (Travel) = \$\_\_\_\_\_

\$150 per day per member (Expenses) = \$\_\_\_\_\_

**6. Consultation**

\$125 per day = \$\_\_\_\_\_

**7. Other: \_\_\_\_\_**

\$\_\_\_\_\_ per \_\_\_\_\_ = \$\_\_\_\_\_

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**Subtotal Expenses: \$\_\_\_\_\_****Subtotal Revenue: \$\_\_\_\_\_****Net: \$\_\_\_\_\_**

Rev. 06-07-88 EMD

# Report of Administration of Examination Committee

184

## Recommendations

1. The Committee recommends the following dates for the 1998 administration of NCLEX examinations: RN, February 3 and 4 (T-W) and July 14 and 15 (T-W); PN, April 7 (T) and October 20 (T).
2. The Committee recommends as alternate dates for the 1998 administration of the NCLEX examinations, in case of disaster, the following: RN, March 3 and 4 (T-W) and September 15 and 16 (T-W); PN, May 12 (T) and November 17 (T).
3. The Committee recommends that in accordance with the Operational Plan Goal 1, Objective B, the Committee shall continue to develop policies and procedures for computerized testing.

## Meeting

The Administration of Examination Committee (AEC) held three meetings. These were held on October 24-25, 1987, March 2-4, 1988 and April 11-12, 1988.

## Activities

The Committee conducted its business according to directives of the Delegate Assembly and the Board of Directors. The objectives as defined by the Committee in accordance with the National Council Bylaws and Operational Plan were accomplished.

## Activities related to directives:

1. The Committee reviewed the Delaware Board of Nursing administration of NCLEX-PN in Germany as requested. Reports were received and reviewed from the Delaware Board of Nursing, the examiners who administered the examination and the test service. The Delaware Board carried out the Germany administration without incident and in compliance with security measures and established procedures.
2. The Committee evaluated the Review and Challenge Policy adopted by the Delegate Assembly in 1986. In 1987-88, ten candidates in two states requested reviews of NCLEX 787 or 288. There has been one challenge but only of the number of items counted correctly; the count was confirmed by the test service. Based on our experience using the policy, and after discussion by AEC and the Examination Committee, no changes were recommended to the Review and Challenge policy.

## Activities of importance as related to duties specified in the Bylaws:

1. The majority of the March meeting was devoted to the investigation of the NCLEX-RN 288 security break and related activities.

The Committee's focus was to determine the cause of the security break and to see how this may be prevented in the future. The Chair of AEC assisted the President and staff in determining that a security break had occurred. The disaster plan was put

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into effect. On January 21, 1988, correspondence was sent to all Member Boards regarding the security break and the options available for NCLEX-RN 288. By February 29, 1988, all jurisdiction options were verified to Member Boards. A memo was sent to Member Boards administering NCLEX-RN 288 with a statement to read to candidates if jurisdictions chose to share the information with the candidates.

The actual investigation of the security break was carried out by CTB/McGraw-Hill staff and the California Department of Consumer Affairs Division of Investigation. The Committee received reports and provided input. As a result of the security break, the Committee reviewed and recommended revisions to the Disaster Plan. A thorough review of the security measures is being done and major changes will be recommended for action of the 1989 Delegate Assembly.

Facts of Security Break NCLEX-RN 288. The break involved the shipment of NCLEX-RN 288 examination booklets to an examination site in southern California. At the time of delivery, on January 18, 1988, representatives of the California Board of Registered Nursing determined that the shipment delivered was one carton short. Their investigation showed that the carton contained copies of booklet two. The California Board immediately informed the shipper of the shortage and notified CTB early on January 19th. CTB continued investigations with the shipper on the 19th and notified the National Council of the problem on January 20th. The missing carton was located at a facility of the shipper late on the 20th. The carton had been opened and the shrink wrap slit on one packet of examination booklets. There was evidence that a booklet had been removed, opened and replaced. The investigation later revealed a readable palm print inside the examination booklet and a readable finger print on the exterior of the booklet.

On March 15, the Los Angeles County District Attorney arrested an employee of the shipping company on the charges of felony theft and embezzlement of the National Council Licensure Examination for Registered Nurses.

2. A joint meeting was held with the Committee for Special Projects to provide recommendations on the security procedures for implementation of the 1988 Computerized Adaptive Testing pilot tests. A member of the AEC visited the RN pilot test and observed the testing. The security procedures were evaluated post testing and were found to have worked well.

3. In addition to the annual random procedure review, procedures were reviewed whenever a jurisdiction had a significant unusual incident where the security of the examination may have been breached. Investigations were carried out on all unusual incidents. Several concerned problems with shipments of books and CTB has been responsive to solving shipping problems.

4. As a result of a typhoon in October, the Northern Marianas Islands Board was unable to administer the NCLEX-087 as scheduled. A disaster plan examination given on November 17, 1987, was approved by President Ruth Elliott and AEC Chairperson Gail McGuill.

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5. Procedures and use of forms to make administrative details easier continue to be important. With National Council staff assistance, standardized report forms for administration of the examination were developed and implemented. The Committee developed Model Guidelines for Prevention and Management of Suspected Cheating. A major revision of the Candidate Information Brochures was accomplished with the help and cooperation of CTB staff.

6. As requested by the Board of Directors, AEC studied and provided input to the Board on Truth-in-Testing legislation and its impact on security. In particular, attention was given to the adequacy of our security measures under the potential strategy of disclosure of NCLEX item pools.

7. AEC reviewed and approved National Council staff authorizations for modifications issued for 67 handicapped candidates (dyslexia/learning disability - 43, reading disability - 4 and learning impairment - 1). Extension of time was granted for 46 candidates, readers were approved for 25 candidates and recorders were granted for 6 candidates. (Three candidates used magnifiers, one required a large print book and one candidate was allowed to be accompanied by a "hearing ear" dog.)

The members of the Committee thank the Board of Directors and Delegate Assembly for the opportunity to serve the National Council and Member Boards in this manner. The Committee has found it a pleasure to work with National Council Testing Services staff and CTB staff. A special thanks is extended to Debra Tomsy for her administrative assistance to the Committee.

#### **Administration of Examination Committee:**

Gail McGill, AK, Chairperson  
Betty Blake, GA-RN  
Dolores Brown, IN  
Betty Clark, ME  
Janice Kerley, WI  
Sandra Stone, OR

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## Goals and Objectives 1988-1989

**Goal I. Safeguard the security of the licensure examination.**

**Objective A. Recommend to the Delegate Assembly changes or modifications in the criteria and procedures for maintaining security of the licensing examination.**

**Strategy 1. Modify Security Measures to develop procedures for implementation of CAT.**

**Strategy 2. Initiate research into the development of security measures for CST.**

**Objective B. Evaluate the Manual for Administration of Examination of NCLEX annually.**

**Objective C. Evaluate the compliance of member boards and the test service with established criteria and procedures for maintaining the security of the licensing examinations.**

**Strategy 1. Randomly select at least one member board from each Area annually for review of procedures to implement the Security Measures.**

**Strategy 2. Survey member boards for information on statutes pertaining to licensing examinations and to determine the responsible investigative agencies.**

**Strategy 3. Review and evaluate the administration of the examination in Germany by the Delaware Board of Nursing.**

**Objective D. Recommend dates for administration of the examination to the Delegate Assembly.**

**Objective E. Evaluate policies and procedures for responding to the needs of handicapped candidates and report to the Delegate Assembly.**

**Objective F. Evaluate other related examination administration materials.**

**Objective G. Evaluate procedure for review and challenge and report to the Delegate Assembly.**

**Goal II. Investigate alleged failure to maintain the security of the licensing examination.**

**Objective A. 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.**

**Strategy 1. Conduct site visits as deemed necessary.**

**Strategy 2. Recommend to the Board of Directors that letters of concern or letters of reprimand be sent to member boards as appropriate.**

**Goal III. Conduct educational conferences.**

**Objective A. Identify needs for educational conferences.**

**Objective B. Explore the development of audio/visual presentation for member boards on examination administration and security.**

# Report of Nursing Practice and Standards Committee

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## Recommendations

The Committee recommends that the Delegate Assembly adopt the following:

- Revision of the Model Nursing Practice Act
- Revision of the Model Administrative Rules
- Data collection regarding continued competence and entry into practice be incorporated into the National Council Annual Survey process.

## Meeting Dates

The Committee met four times: October 23-25, 1987, December 11-14, 1987, February 19-21, 1988 and 4 March 1988. The Committee further met by telephone conference call on 3 May 1988 to complete a final review of the proposed revisions of the two models. The Committee was directed by the Delegate Assembly to: bring update reports on entry into practice and continued competence, including the extent of the inclusion of peer review as a continued competence mechanism into nursing practice acts; and to collect data on requirements for endorsement for the purpose of recommending to the 1989 Delegate Assembly a model set of endorsement requirements.

## Activities

The Committee accomplished the following activities:

1. Revision of the Model Nursing Practice Act and the Model Administrative Rules and Regulations (appendix to the Book of Reports):
2. Surveys on entry into practice, continued competence, and endorsement requirements. The Endorsement Questionnaire developed by the Nursing Practice and Standards Committee included endorsement information related to education, practice requirements, verification requirements, examination requirements, and disciplinary requirements. The data collected were reviewed by the Nursing Practice and Standards Committee and where data indicated high compliance among states, the requirements were included in the revisions of the models. The data will be used in FY89 to complete the directive of the 1987 Delegate Assembly to develop a model set of endorsement requirements.
3. An update Report on Entry Into Practice; (Attachment A);
4. An update Report on Continued Competence, including the inclusion of peer review as a continued competence mechanism into nursing practice acts (Attachment B);
5. The distribution of the Monograph entitled *The Regulatory Management of the Chemically Dependent Nurse*; and
6. A Concept Paper on the Omnibus Reconciliation Act, Subtitle C, Nursing Home Reform Act, (PL 100-203).



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Additionally the Committee worked on the following:

1. A review and response to the Task Force on Future Examinations' work on future competencies of registered nursing practice.
2. The preparation of a resource list on nursing and regulatory issues (circulated June 1988)

Committee Objectives for 1988 - 1989 are as follows:

1. To develop a research proposal for submission to an outside agency for funding to study the effectiveness and cost implications of the various regulatory models of intervention presented in the Monograph, *The Regulatory Management of the Chemically Dependent Nurse*;
2. To prepare a model set of endorsement standards;
3. To monitor the use of continued competence mechanisms, particularly peer review, by Boards of Nursing;
4. To review existing PN competency statements to determine how they relate to the competencies hypothesized by the Task Force on Future Examinations.
5. Monitor the development of the qualitative instrument for practice implications;
6. Monitor the implementation of the Omnibus Reconciliation Act, Subtitle C., Nursing Home Reform Act (PL 100-203) for regulatory implications.

### **Nursing Practice and Standards Committee**

Sr. Lucie Leonard, Chairperson, Louisiana, Area III  
Elnora Daniels, Virginia Area III  
JoAnne Griffin, New York, Area IV  
Judy Guillum, New Mexico, Area I  
Judy Otto, Illinois, Area II  
Ann Mowery, Iowa, Area II

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## Entry Into Practice Report

In 1986 the Delegate Assembly of the National Council of State Boards of Nursing, Inc., directed the Nursing Practice and Standards Committee to prepare a yearly update report on entry into practice to the Delegate Assembly. In the Fall of 1987, the Committee circulated the extensive questionnaire developed in 1986 by the Entry Into Practice Report Committee, (revised in 1987 by the Nursing Practice and Standards Committee), and requested Member Boards to update the information if changes had occurred since 1987.

### Results

Fifty-five Member Boards (90%) responded to the Entry into Practice Questionnaire and reported the following results:

- 18 Member Boards of the fifty-five Member Boards responding have taken a formal position on entry. Only one state (Alaska) reported taking a formal position since the update report presented to the 1987 Delegate Assembly.
- No Member Boards reported new activity relative to independent or collaborative activity to study or implement the profession's goal, presented by the American Nurses Association, of two levels of nursing education with two new titles and distinct scope of practices. The North Dakota Board of Nursing reported the implementation of its regulations requiring a baccalaureate degree for registered nursing practice and an associate degree for licensed practical nursing.
- Twenty-nine Member Boards reported the authority to implement changes to educational requirements for entry into registered nursing practice or licensed practical nursing practice through the administrative rules process. This reflects no change from the data reported in 1987.

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## Continued Competence Update Report

In 1986 the Delegate Assembly of the National Council of State Boards of Nursing, Inc. directed the Nursing Practice and Standards Committee to monitor the use of continued competence mechanisms by Boards of Nursing and to present a yearly update report to the Delegate Assembly. The 1987 Delegate Assembly further directed the Nursing Practice and Standards Committee to monitor the inclusion into nursing practice acts, the requirement of peer review as the mechanism for measuring continued competence.

The Nursing Practice and Standards Committee used the questionnaire, with minor revisions, developed in 1986 to collect the data requested by these directives.

### Results

Fifty-seven Member Boards (93%) responded to the questionnaire. The tabulated data resulted in the following results:

- Three states (AZ, TX and OR) reported the use of peer review
  - Oregon requires peer review for nurse practitioners and Arizona has a requirement that nurses have a "duty to report";
- Fourteen states reported the use of the following continuing education mechanisms for renewal of licensure:
  - three states reported the use of continuing education for advanced practitioners;
  - one state reported the use of continuing education if a licensee has been out of active practice for one year; and
  - one state reported using continuing education as a part of stipulations in discipline cases for licensed vocational nurses;
- No states reported the use of client review;
- Nineteen states reported the use of periodic refresher courses, with various conditions, for reentry into active practice after a prolonged absence from practice;
- One state reported the use of a competence examination;
- Sixteen states reported the use of a practice requirement for renewal of license and two states reported the use of a practice requirement for advanced practice; and

- 
- Eleven states reported the use of other mechanisms as follows:
    - two states reported the practice and/or continuing education requirement of certification for advanced practice, as built in requirements for certification to enact an advanced role;
    - two states reported the use of a variety of options available to the licensee in case of a lapsed license or inability to meet the required mechanism;
    - one state reported the possible use of NCLEX for renewal or reinstatement;
    - two states reported Board review for determination of competence;
    - one state reported issuing temporary licenses for endorsement and lapsed license when a licensee is out of practice for more than 5 years;
    - two states reported the use of refresher course or additional courses; and
    - one state reported using a variety of requirements as deemed necessary as a part of conditions for reinstatement of a disciplined license.

The three most often used mechanisms are continuing education, refresher course and a practice requirement. The three least often used mechanisms are peer review, competency examination and client review. These data, as reported by Member Boards, have not significantly changed from the report on continued competence presented to the 1987 Delegate Assembly.

Currently, there is no research data to indicate any one mechanism as superior to any other in measuring the continued competence of nurses.

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**FISCAL IMPACT STATEMENT - DESCRIPTION**

(Objective number 1 for FY89)

Will this proposal generate revenue? no Please describe below:**EXPENSES**1. Does this proposal require a committee? yesHow many members are anticipated including the chairperson? 4How often would the committee meet? 2 times, 2 days each2. How many mailings would this proposal require? 3To whom? Committee Members

3. Printing (surveys, special reports, etc.) Please describe:

Proposal to be submitted to an external agency or organization for funding consideration.4. Other than committee meetings, is travel required? no

Please describe: \_\_\_\_\_

5. What type of consultation is required (i.e., legal, computer, etc.)?

funding sources; theoretical (for proposal development.)6. Projected beginning date: 9/15/88Projected completion date: 6/30/89

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**FISCAL IMPACT - SUMMARY**
**EXPENSES**

1. Committee Meetings - 4 people, two two day meetings

\$550 per member per meeting (Travel) = \$ 4400.00

\$150 per day per member = \$ 2400.00

\$50 per telephone conference = \$                     

2. Professional and support time required:

Total 18 days = \$ 3750.00

3. Mailings - 3

\$0.25 per letter = \$ 4.00, or

\$2.00 per 9 x 12 manila envelope (First Class) = \$                     

4. Printing and copying

\$0.05 per page = \$                     

5. Other Travel (including staff) - Consultant

\$550 per person per meeting (Travel) = \$ 1100.00

\$150 per day per member (Expenses) = \$ 600.00

6. Consultation - 4 days

\$125 per day = \$ 500.00

7. Other: Printing final proposal - 50 pages

\$ 0.05 per page = \$ 2.50

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Subtotal Expenses: \$ 12,756.50

Subtotal Revenue: \$                     

Net: \$ 12,756.50

Rev. 06-07-88 EMD

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**FISCAL IMPACT STATEMENT - DESCRIPTION**

(Objective number 4 for FY89)

Will this proposal generate revenue? no Please describe below:**EXPENSES**1. Does this proposal require a committee? yesHow many members are anticipated including the chairperson? 5How often would the committee meet? 3 times, 4 days each2. How many mailings would this proposal require? 7To whom? 5 to Committee, 2 to Member Boards

3. Printing (surveys, special reports, etc.) Please describe:

PN competencies will go out to Member Boards for comment4. Other than committee meetings, is travel required? no

Please describe: \_\_\_\_\_

5. What type of consultation is required (i.e., legal, computer, etc.)? none6. Projected beginning date: 9/1/88Projected completion date: 5/30/89

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**FISCAL IMPACT - SUMMARY**
**EXPENSES**

1. Committee Meetings - five people, three three-day meetings

\$550 per member per meeting (Travel) = \$ 8250

\$150 per day per member = \$ 3000

\$50 per telephone conference = \$ \_\_\_\_\_

2. Professional and support time required:

Total 54 days = \$ 11,250 (30 days professionals plus 24 days support)

3. Mailings - 7

\$0.25 per letter = \$ \_\_\_\_\_, or

\$2.00 per 9 x 12 manila envelope (First Class) = \$ 274

4. Printing and copying

\$0.05 per page x 66 x 2 = \$ 99.00

5. Other Travel (including staff)

\$550 per person per meeting (Travel) = \$ \_\_\_\_\_

\$150 per day per member (Expenses) = \$ \_\_\_\_\_

6. Consultation

\$125 per day = \$ \_\_\_\_\_

7. Other: \_\_\_\_\_

\$ \_\_\_\_\_ per \_\_\_\_\_ = \$ \_\_\_\_\_

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Subtotal Expenses: \$ 22,873

Subtotal Revenue: \$ 0

Net: \$ 22,873

Rev. 06-07-88 EMD



# Report of Task Force on Examinations for the Future

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## Recommendation

The following recommendation is submitted to the 1988 Delegate Assembly for its consideration:

That the Delegate Assembly authorizes the Nursing Practice and Standards Committee to review data relative to PN/VN competencies during FY 89, synthesize competencies and determine their relationship to the competencies synthesized by the Task Force on Examinations for the Future during FY 88.

## Historical Background and Purpose of Task Force

The Task Force on Examinations for the Future began in August 1986, at which time, the Delegate Assembly adopted a Resolution which stated:

Resolved that a task force be appointed to explore and plan the development of new licensure examinations based upon minimum competencies of evolving levels of practice.

As a result of this resolution, a six member Task Force on Examinations for the Future was subsequently appointed. In August of 1987, the Delegate Assembly authorized the continuation of the Task Force for an additional year. Several factors have had a major impact on the activities of the Task Force and have played a significant role in guiding its work toward the planning of development of new examinations. Constitutional mandates (Title VII of the Civil Rights Act of 1964) and federal regulations (Equal Employment Opportunity Commission [EEOC]) guidelines) which set forth job-related validity requirements were one factor; the concern that the new examinations meet the standards for psychometrically sound examinations was another. In addition, a significant factor was the National Council's position of neutrality on the entry-level issue.

At the August 1986 Delegate Assembly, the same year the Task Force was established, the Delegate Assembly also adopted a Resolution which stated:

Resolved that the National Council of State Boards of Nursing, Inc. adopt a formal position of neutrality on changes in nursing educational requirements for entry into practice and that it be disseminated along with its rationale to the nursing profession.

In keeping with the Council's position of neutrality, the purpose of the Task Force was not to debate the entry issue; rather to explore how the Council could best respond to the needs of individual Member Boards for licensure examinations, should states enact statutory or regulatory changes, which redefine legal scopes of practice and minimum competencies. Throughout the past two years, the Task Force avoided attaching any educational requirements to levels in either the testing models proposed or the competencies synthesized.

The following is a brief review of the Task Force activities during the first year, and a report on the activities during FY 88.

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### **First Year Activities - FY 87**

An initial Task Force activity was to develop a list of assumptions which would guide its work throughout the year. A review of literature was also conducted for the purpose of identifying statements describing the competencies of individuals practicing within various levels of nursing practice, legal and psychometric issues which must be addressed in the development of licensure examinations, and national trends and issues which may impact on future examinations. Subsequently, the Task Force conceptualized five testing models, four of which the Task Force felt could be effectively used as a potential framework for the development of new examinations in response to regulatory changes and changes in practice. The implications of each model were identified in terms of:

1. the transition process for implementation of the new testing model,
2. the number of examinations a candidate might have to write,
3. the impact of new examinations on interstate mobility, and
4. fiscal implications.

The final activity during the first year was the development of a Plan of Action, including a sequence of events that would need to occur in the development of new examinations.

In August 1987 the Task Force reported its progress to the Delegate Assembly and then requested, and received, authorization and funding to continue its work for an additional year in order to begin implementation of Step One of the Plan of Action. (For a more in-depth report of the first year, Member Boards are referred to the Task Force report in the 1987 *Book of Reports*.)

### **Second Year Activities - FY 88**

The second year activities began in October 1987 at which time the Task Force began implementation of Step One of the Plan of Action. The plan, as written and authorized, included the following activities:

1. Initiate a process leading to a recommendation on a testing model for future examination(s).
  - a. Collect competency statements and job descriptions regarding professional and technical nursing at entry-level and synthesize.
  - b. Reach consensus on future competencies based on synthesis of data collected.
  - c. Consider results of PN job analysis study to be completed in Spring 1988.
  - d. Identify samples of evolving levels of practice.
  - e. Obtain input from Member Boards regarding models.
  - f. Recommend a testing model to Delegate Assembly.
2. Collection and Synthesis of Competency Statements

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The Task Force began this activity by reviewing over twenty (20) sets of competency statements obtained from various national, regional, and state level groups. Criteria were established for identifying the sets of competency statements that would be used to synthesize the expected entry-level competencies for evolving levels of practice. (See Attachment A for criteria and list of organizations from which statements were obtained.)

Recognizing that the process of synthesizing available competencies and relating them to future examinations would have to be initiated via expert judgment at this time, the Task Force felt it imperative to be able to validate the competency statements through empirical research prior to using them as a basis for the selection of a testing model. The Task Force's hypothesis for the empirical research is that the competency statements describe evolving nursing practice. If the research, a limited-scope job analysis study, validates the hypothesized competency statements, they will be used to select an appropriate testing model. If they are not validated, then they would be revised as indicated by results of the study, and recycled through another limited-scope job analysis.

The process of synthesizing the competency statements was as follows:

1. Reviewed available competency statements of state boards of nursing and nationally recognized nursing organizations.
2. Determined if competencies reflected current or future orientation toward nursing practice.
3. Identified commonalities among sets of statements.
4. Used future-oriented competencies to project knowledge, judgment, and skills needed by future nurses to meet the needs of clients in the health care delivery system.
5. Circulated the synthesized competencies to Member Boards (Draft 1).
6. Reviewed comments and revised the statements extensively to reflect more differentiation in depth and complexity and organized them under a single framework of the steps of the nursing process in response to input from Member Boards.
7. Circulated revised competency statements to Member Boards (Draft 2).
8. Reviewed comments and incorporated as appropriate.
9. Incorporated the synthesized competency statements into a hypothesis to be investigated through job analysis.

In reviewing the available future-oriented competency statements, the Task Force found that they mainly fell into two categories. As the wording in Step One of the Plan of Action stated "collect competency statements and job descriptions regarding professional and technical nursing at entry-level and synthesize," the two levels were initially labeled professional and technical. Due to the misinterpretation of these terms with respect to the National Council's position of neutrality, the Task Force has subsequently relabeled as "Level X" and "Level Y" the existing two levels of competency statements. (Attachment B)

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During the second year, the Task Force also became involved in another activity which related significantly to the development of future examinations. In response to the 1987 Delegate Assembly action, and subsequent Board of Directors approval of Operational Plan Activities for FY 88, the Task Force monitored the beginning stages of the development of a qualitative job analysis instrument. The purpose of this instrument will be to allow future job analysis studies to identify qualitative or contextual components of practice in conjunction with the components currently identified - frequency and criticality. The competency statements that have been developed will provide a framework which will assist in the development of a new instrument. The new instrument will be used in future job analyses.

### **Other Task Force Activities Related to Step One of the Plan of Action**

A verbal update of the preliminary data on the Practical Nursing job analysis study was given to the Task Force at its May meeting. Because the final results were not available by the May meeting. The Task Force felt that it would be premature to base any of its work on this preliminary data.

The Task Force this year also began identifying possible sites of differentiated practice as part of its implementation of Step One of the Plan of Action. The major activity in this area was notification of state boards of nursing, national nursing organizations, and professional nursing journals, requesting assistance with the identification of different practice sites to provide a pool of potential participants for a job analysis study.

### **Recommendation of a Testing Model**

During the first meeting of the second year in October 1987 the Task Force determined that the decision on a final selection of a testing model must be based on empirical data and sound scientific principles of research. It followed then, that the recommendation of a testing model could not be made in August 1988, but nurse wait until the competencies had been validated through empirical research. The statements could then be used as a basis for the selection of a testing model. Due to this decision, input from Member Boards on testing models was not sought; rather input on the hypothesized competency statements was requested.

The Task Force developed a decision chart to demonstrate the relationship between testing models and the validated competency statements. (Attachment C) The approach taken in developing a decision chart was to systematically examine the "fit" of the hypothesized competencies to the testing models previously proposed. Each box of the decision chart contains a yes/no question which is based on assumptions of a model as written in the 1987 *Book of Reports*, and poses questions that must be answered in accepting or rejecting a model of testing.

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The decision chart also demonstrates that the Task Force avoided any preconceptions about:

1. the number of levels of nursing practice in the future
2. the relative position of these levels with respect to current levels, and
3. the connections or pathways between current and future examinations.

### **Proposed Plan of Action for the Future**

The Task Force also developed and subsequently revised a *Timeline and Sequence of Events in the Development of New Licensure Examinations Based Upon Minimum Competencies of Evolving Levels of Nursing Practice* (Attachment D). The timeline incorporates major National Council activities which will impact on future examinations - validation of competency statements, development of qualitative job analysis instrument and ongoing job analysis. The fiscal impact of this timeline and sequence of events is attached (Attachment E).

The decision of the Task Force to approach the development of new examinations via an empirical study had many implications; the most significant one being that the answer to many substantive questions such as how many new examinations will be needed, how many test plans will need to be developed, what are the new levels likely to be for the new examinations, etc. cannot be answered until the steps indicated in FYE 89 and FYE 90 of the timeline have occurred.

### **Summary**

The Task Force has been in existence two years for the purpose of exploring and planning for the development of future licensure examinations should Member Boards enact statutory or regulatory changes which would redefine legal scope of nursing practice and minimum competencies.

In the process of planning for future examinations, the Task Force realized that its activities must be guided by a research design. As such, the Task Force identified potential models of testing for future exams, synthesized entry-level competencies to be validated through job analyses, developed a timeline and sequence of events chart to demonstrate the process which must occur in the development of new examinations, formulated a decision chart to indicate how the validated competencies would be used to select a testing model and calculated the fiscal impact of the above activities.

At all times throughout the past two years, the Task Force has been cognizant of, and respectful of, the National Council's position of neutrality on requirements for entry into practice. The Task Force avoided attaching any educational requirements to the levels of the testing models, the competency statements, or any other activity of the Task Force.

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## Recommendation

That the Delegate Assembly authorize the Nursing Practice and Standards Committee to review data relative to PN/VN competencies during FY 89, synthesize competencies and determine their relationship to the competencies synthesized by the Task Force on Future Exams during FY 88.

## Rationale

The directive of the Delegate Assembly in 1987 was for the Task Force to synthesize professional and technical competencies. In reviewing future oriented competency statements available for synthesis, the Task Force found that there were very few PN/VN future oriented competency statements in existence. Due to the fact that the results of the PN job analysis study were not yet available for the Task Force's consideration in May, 1988, and because the Task Force was aware that additional competencies are scheduled to be developed by a national organization of licensed practical nurses, the Task Force believes this information should be utilized to synthesize PN competency statements, and then determine their relationship to the competency statements developed in FY 88.

The proposed plan of action indicates that the major activities in the next two years in regard to future examinations will be the development of an instrument to measure the qualitative (contextual) components of nursing practice and then to conduct a limited-scope job analysis using both qualitative and quantitative instruments in differentiated practice sites.

The Task Force believes the synthesis of PN competency statements and the monitoring of the development of the qualitative job instrument could be assimilated into an existing committee or a sub-committee of a standing committee. The Task Force, in consultation with the Chairperson of the Nursing Practice and Standards Committee, is recommending these activities be incorporated into the goals of that committee for FY 89 rather than recommending the continuation of the Task Force on Exams for the Future for another year. To provide for continuity and consistency between the existing Task Force and the Nursing Practice and Standards Committee, members of the Task Force could be appointed as liaison members of the Nursing Practice and Standards Committee.

In FY90, the Task Force on Examinations for the Future could be reconvened as a committee or a sub-committee for the sole purpose of reviewing all data from job analysis studies and recommending a specific testing model to the Delegate Assembly in August 1990.

The Task Force acknowledges that the Plan of Action it has presented is not the only way to approach the planning for the development of future exams. However, the Task Force believes that this plan of action does provide a framework which is consistent with the National Council's ongoing objectives and activities and that it provides the National Council with a research based/empirical approach to the development of psychometrically sound and legally defensible examinations for the future.

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**Committee Members:**

Joan Bouchard, OR, Chair  
Virginia Minske, MN  
Mary Ann Parsons, SC  
Louise Sanders, TX-RN  
Carol Stuart, SD  
Madeline K. Turkeltaub, MD

**Meetings held-FY 88:**

October 20-25, 1987  
February 16-19, 1988  
May 2-5, 1988

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### Criteria for Selection of Sets of Competency Statements

1. Origination:
  - a. Competency statements generated through group process and validated via research, or
  - b. Competencies demonstrated and identified based on practice.
2. Based on input from:
  - a. Wide geographical area, AND
  - b. Representatives from nursing service, nursing education, and/or boards of nursing.
3. Recency: Developed or revised within last 3-4 years.

### Competency Statements Collected and Viewed

American Association of Colleges of Nursing (AACN)

American Nurses Association (ANA)

Guidelines for Associate Degree Curriculum for Licensed Practical/Vocational Nurses (NFLPN)

Idaho Commission on Nursing and Nursing Education

Louisiana State Board of Practical Nurse Examiners

Louisiana State Nurses Association

Maine State Nurses Association

Maryland Council of Directors of Diploma, Associate Degree and Baccalaureate Nursing Programs

Midwest Alliance in Nursing (MAIN):

1. Consensus on Entry Skills
2. Defining and Differentiating Nursing Competencies

Mississippi Council of Deans and Directors of Schools of Nursing of the Board of Trustees of State Institutions of Higher Learning



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National Commission on Nursing Implementation Project (NCNIP)  
National League for Nursing (NLN)  
New Jersey State Nurses Association  
New York State Nurses Association  
North Dakota Board of Nursing Administrative Rules  
Nursing Research Consortium of Long Island  
South Carolina Statewide Master Planning Committee  
South Dakota State Nurses Association  
Southern Regional Education Board  
Texas Nurses Association  
Vermont State Nurses Association  
Western Interstate Commission on Education-Nursing (WICHEN)  
Wisconsin State Nurses Association  
Yale-New Haven Hospital - Integrated Competencies of Nurses Project (ICON)

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## Hypothesized Entry-Level Competency Statements for Evolving Levels of Nursing Practice

### Assessment

#### Level X Nursing Practice

Collects and validates data to identify health care needs using an established assessment format.

Uses communication skills with the *client* and other members of the health care team to collect data.

#### Level Y Nursing Practice

Collects, validates and expands data collection to reflect physical, psychosocial, cultural, familial, occupational and environmental factors influencing the interaction between the *client* and the environment.

Applies knowledge from a variety of communication theories in abstracting assessment data.

Identifies, analyzes, and interprets patterns of behavior from the health data collected.

Integrates information that is obtained through interdisciplinary communication in order to determine the *client's* health status and potential.

\*To be validated according to procedure outlined in "Timeline and Sequence of Events in the Development of New Licensure Examinations Based Upon Minimum Competencies of Evolving Levels of Nursing Practice".

NOTE: *Italicized* items are defined in the attached listing.

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## Nursing Diagnosis

### Level X Nursing Practice

Communicates and documents assessments according to established communication systems.

Identifies appropriate *nursing diagnoses* based on assessment data.

Communicates and documents *nursing diagnoses* according to established communication systems.

### Level Y Nursing Practice

Uses and modifies systems for communicating and documenting assessments.

Identifies, modifies, or formulates *nursing diagnoses* derived from an analysis of a comprehensive data base.

Determines interactive relationships among multiple *nursing diagnoses*.

Uses and modifies systems for communicating and documenting *nursing diagnoses*.

\*To be validated according to procedure outlined in "Timeline and Sequence of Events in the Development of New Licensure Examinations Based upon Minimum Competencies of Evolving Levels of Nursing Practice".

NOTE: *Italicized items are defined in the attached listing.*

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## Planning

**Level X Nursing Practice**

Develops an *individualized plan of nursing care* based on *nursing diagnoses* and consistent with the *comprehensive plan of nursing care*.

Establishes goals and selects interventions with the *client* and significant others to implement the *individualized plan of nursing care*.

Plans effective and efficient use of human and material resources to meet *client* needs.

Establishes priorities for implementation of an *individualized plan of nursing care*.

Establishes criteria for evaluation of progress toward the goals of the *individualized plan of nursing care*.

**Level Y Nursing Practice**

Develops a *comprehensive plan of nursing care* based on *nursing diagnoses* and nursing implications derived from plans of other health care providers.

Establishes goals and selects interventions with the *client* and significant others to implement the *comprehensive plan of nursing care*.

Plans effective and efficient use of human and material resources to meet *client* needs.

Establishes priorities for coordinating the implementation of a *comprehensive plan of nursing care*.

Monitors consistency between the *comprehensive plan of nursing care* and the plans of other health care providers.

Establishes criteria for evaluation of progress toward the goals of the *comprehensive plan of nursing care*.

\*To be validated according to procedure outlined in "Timeline and Sequence of Events in the Development of New Licensure Examinations Based Upon Minimum Competencies of Evolving Levels of Nursing Practice".

NOTE: *Italicized* items are defined in the attached listing.

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**Planning (continued)****Level X Nursing Practice**

Uses principles derived from research in planning nursing care.

Communicates and documents *individualized plan of nursing care* according to established communication systems.

**Level Y Nursing Practice**

Analyzes research studies and incorporates valid and relevant findings in planning nursing care.

Uses and modifies systems for communicating and documenting *the comprehensive plan of nursing care*.

\*To be validated according to procedure outlined in "Timeline and Sequence of Events in the Development of New Licensure Examinations Based upon Minimum Competencies of Evolving Levels of Nursing Practice".

NOTE: *Italicized* items are defined in the attached listing.

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## Implementation

**Level X Nursing Practice**

Formulates nursing orders to implement the *individualized plan of nursing care*.

Performs, assists with or delegates nursing interventions necessary to accomplish goals of the *individualized plan of nursing care*.

Performs and modifies nursing interventions based on scientific principles to promote a safe environment for the *client*.

Delegates aspects of nursing care to appropriate nursing and ancillary personnel, consistent with their ability and legal authority, in order to meet *client* needs.

Supervises, guides and directs nursing and ancillary personnel to whom *client* care has been delegated.

Coordinates services for the management of *client* care consistent with the *comprehensive plan of nursing care*.

**Level Y Nursing Practice**

Formulates nursing orders to implement the *comprehensive plan of nursing care*.

Performs, assists with or delegates nursing interventions necessary to accomplish goals of the *comprehensive plan of nursing care*.

Anticipates the need for, promotes and monitors the provision of a safe environment for *clients* and personnel in the health care environment.

Delegates aspects of nursing care to appropriate nursing and ancillary personnel, consistent with their ability and legal authority, in order to meet *client* needs.

Supervises, guides, and directs nursing and ancillary personnel to whom *client* care has been delegated.

Provides leadership in the management of *client* care.

\*To be validated according to procedure outlined in "Timeline and Sequence of Events in the Development of New Licensure Examinations Based upon Minimum Competencies of Evolving Levels of Nursing Practice".

NOTE: *Italicized* items are defined in the attached listing.

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### Implementation (continued)

**Level X Nursing Practice**

Refers *clients* to appropriate health care providers, departments and agencies consistent with the *comprehensive plan of nursing care*.

Assists *clients* to communicate needs to their support systems and other health care providers.

Implements a teaching plan to meet *client* needs identified in the *individualized plan of nursing care*.

Maintains accountability for own care and care delegated to others to assure adherence to ethical and legal standards.

Communicates and documents nursing interventions according to established communication systems.

**Level Y Nursing Practice**

Manages and coordinates the referral process through initiation of interdisciplinary conferences and external consultations to promote health and continuity of care.

Assists *clients* to communicate needs to their support systems, other health care providers and to the health care system.

Identifies change strategies appropriate to the improvement of care and the promotion of health.

Designs and implements a teaching plan to meet *client* needs identified in the *comprehensive plan of nursing care*.

Maintains accountability for own care and care delegated to others to assure adherence to ethical and legal standards.

Uses and modifies systems for communicating and documenting nursing interventions.

\*To be validated according to procedure outlined in "Timeline and Sequence of Events in the Development of New Licensure Examinations Based upon Minimum Competencies of Evolving Levels of Nursing Practice".

NOTE: *Italicized* items are defined in the attached listing.

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## Evaluation

### Level X Nursing Practice

Evaluates client responses to nursing interventions to determine if the goals of the *individualized plan of nursing care* are met and revises the plan as needed.

Communicates and documents evaluation of *client* responses to nursing interventions and interventions initiated by other health care providers.

Evaluates quality of care given by self and those to whom care has been delegated by comparing outcomes with established standards.

Communicates and documents evaluative findings.

### Level Y Nursing Practice

Evaluates client responses to nursing interventions to determine if the goals of the *comprehensive plan of nursing care* are met and revises the plan as needed.

Uses and modifies systems for communicating and documenting evaluation of *client* responses to nursing interventions and interventions initiated by other health care providers.

Evaluates quality of care given by self and those to whom care has been delegated by comparing outcomes with established standards.

Communicates and documents evaluative findings.

Participates in developing methods for evaluating quality of nursing practice.

Participates in the evaluation of the nursing care delivery system.

\*To be validated according to procedure outlined in "Timeline and Sequence of Events in the Development of New Licensure Examinations Based upon Minimum Competencies of Evolving Levels of Nursing Practice".

NOTE: *Italicized* items are as defined in the attached listing.



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## Definitions

### Client of X Nurse

Individuals in the context of *families* and small groups.

### Client of Y Nurse

Individuals, *families*, and groups within the context of the *community*.

### Community

A group of individuals bound by common interests, organization, laws, geographical boundaries or actual or potential health care needs.

### Comprehensive Plan of Nursing Care

An organized, multidimensional approach to promote health and meet the health, illness and/or disability needs of *clients* from initial contact to discharge from the health care system. It is based on *nursing diagnoses* and *client* preferences in collaboration with the *client* and other health care providers.

### Entry-Level Competency

Performing skillfully and proficiently the functions that are within the role of the nurse and demonstrating the interrelationship of essential knowledge, judgment and skills. The time period for entry level is defined as the first year of practice following initial licensure.

### Family

A psychosocial unit composed of two or more people who have a commitment to each other and who may or may not live together. This definition encompasses both typical and atypical families encountered in the health care system.

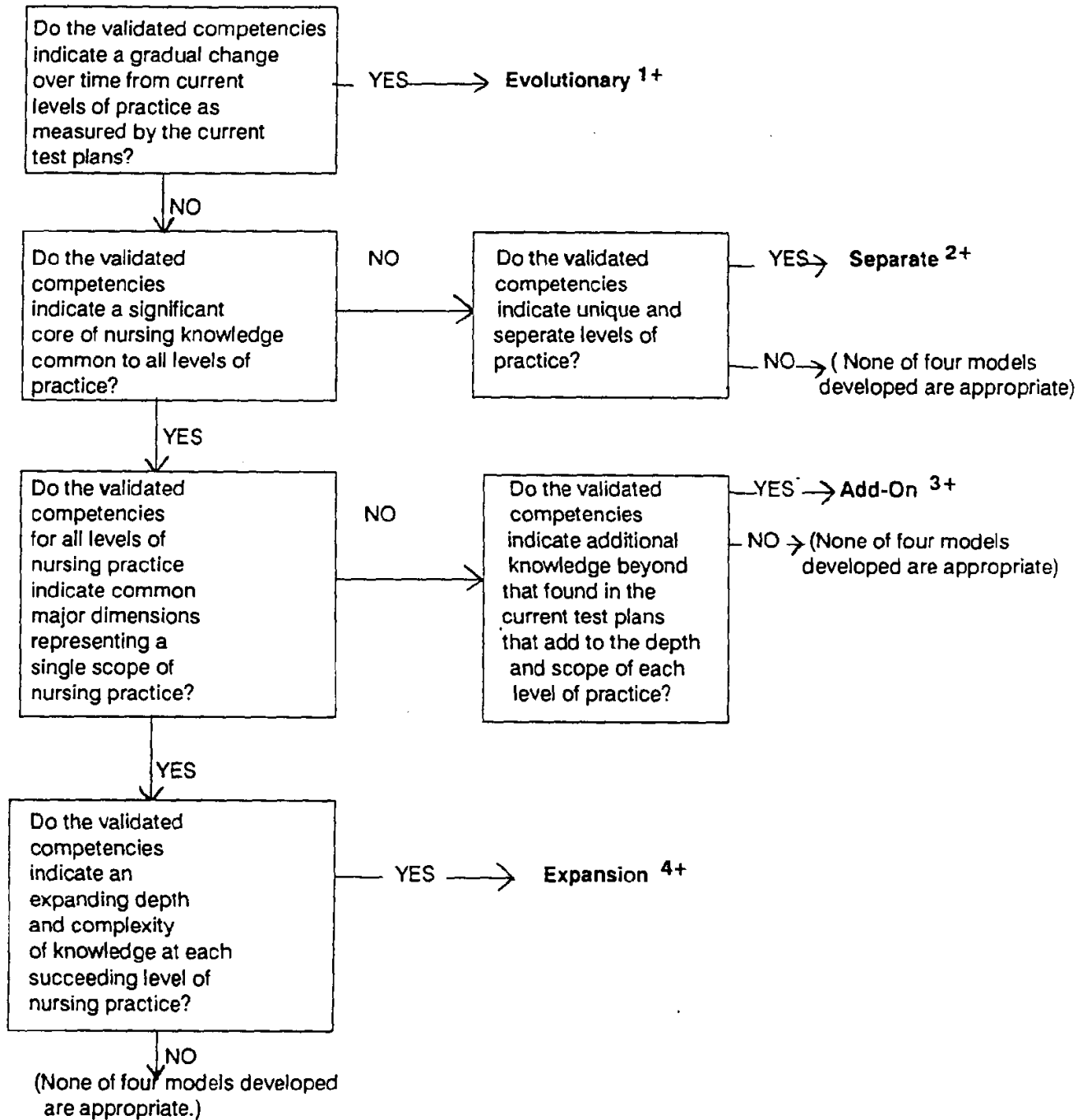
### Individualized Plan of Nursing Care

An organized approach to promote health and meet the health, illness and/or disability needs of *clients* based on *nursing diagnoses* and *client* preferences, and consistent with the *comprehensive plan of care*.

### Nursing Diagnosis

A clinical judgment about an individual or *family* or group that is derived through a deliberate, systematic process of data collection, analysis, and synthesis.

### Relationship of Validated Competencies To Selection of Testing Model \*



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**+ Brief Description of Models**

1. The test plan(s) and content of the current examination(s) would change over time to reflect evolving practice based on the results of ongoing job analysis.
2. The test plan(s) and content of future examination(s) would represent significant change from currently defined level(s), and each examination would be separate and distinct.
3. The test plan(s) and content of future examination(s) would require an additional component to measure the depth and scope of knowledge beyond that tested on current examination(s).
4. The test plan(s) and content of future examination(s) would use one test plan based on common dimensions of nursing practice, within which different levels may be tested using different examination(s).

\* Scheduled for use in decision-making in FY 1991 after completion of limited-scope job analysis to validate hypothesized competencies, according to , *Timeline and Sequence of Events in the Development of New Licensure Examinations Based upon Minimum Competencies of Evolving Levels of Nursing Practice*.

+ Refer to, " Report of the Task Force on Examinations for the Future" in the 1987 *Book of Reports* for in-depth description of models.

**Timeline and Sequence of Events in the Development  
of New Licensure Examinations Based upon Minimum  
Competencies of Evolving Levels of Nursing Practice**

FYE*	Activities Related to the Development of Future Examinations	Other NCSBN Activities Impacting on Future Exams
June 30, 1988	Delegate Assembly authorized FEX to implement Step One of Plan of Action.	Delegate Assembly authorized design of a qualitative job analysis instrument.
	FEX synthesizes future competencies and demonstrated their relationship to proposed testing model(s).	Results of PN job analysis using quantitative instrument are reported.
June 30, 1989	Delegate Assembly action on authorization to review PN competency statements to determine their relationship to the hypothesized competencies synthesized during FY 88.	Design and pilot test qualitative instrument.
	Monitor the design and pilot testing of the qualitative instrument.	
June 30, 1990	Conduct a limited-scope job analysis in sites with differentiated job descriptions reflecting evolving practice, using the qualitative and quantitative instruments to validate hypothesized competencies.	Job analysis using qualitative and quantitative instruments is conducted.
June 31, 1991	Prepare report of findings and propose a testing model(s) (See "Relationship of Validated Competencies to Selection of Testing Model")	Ongoing job analysis is conducted, if authorized.
June 30, 1992	Delegate Assembly action on testing model(s) recommendations.	Ongoing job analysis is conducted, if authorized.
	Develop test plan(s).	Assess test item pools.

\*FYE = Fiscal Year Ending

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FYE*	Activities Related to the Development of Future Examinations	Other NCSBN Activities Impacting on Future Exams
June 30, 1993	Delegate Assembly action on proposed test plan(s).  Develop and test new items.	Ongoing job analysis is conducted, if authorized.
June 30, 1994	Construct new examination(s).	Ongoing job analysis is conducted, if authorized.
June 30, 1995	Administer new examination(s).	Ongoing job analysis is conducted, if authorized.

\*FYE = Fiscal Year Ending

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### Estimated Fiscal Impact of the Development of New Examinations

The Task Force projected approximate costs for proceeding with the timeline and sequence of events. These represent best estimates at this point in time but are necessarily tentative. They are summarized below by fiscal year:

FYE 6-30-88	\$23,875 budgeted
FYE 6-30-89	\$10,800 budget request + 19 days staff time (for synthesis of competencies - see attached fiscal impact statement)
FYE 6-30-90	\$20,340 + 24 days staff time (for limited scope job analysis with 300 practitioners: sampling consultant, data collection materials, postage & supplies, scanning and tabulation of quantitative instrument, content analysis panel meetings for qualitative instrument, data analysis & interpretation)
FYE 6-30-91	\$10,050 + 12 days staff time (for special committee meeting to review findings and propose testing model, printing and mailing to Member Boards, Chairperson travel to present at Area Meetings)

(Note: FYE = fiscal year ending)

Fiscal impact beyond FY 91 is not possible to project at this point, but would depend upon the 1991 Delegate Assembly selection of an appropriate testing model. The following factors would affect costs beyond that point:

1. the model selected
2. the number of test plans needed
3. the number of new test items needed
4. the mode of test administration
5. the number of candidates
6. future job analysis needs

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**FISCAL IMPACT STATEMENT - DESCRIPTION**Will this proposal generate revenue? no Please describe below:**EXPENSES**1. Does this proposal require a committee? yesHow many members are anticipated including the chairperson? 5How often would the committee meet? twice (four days, three days) in Chicago; by telephone conference2. How many mailings would this proposal require? 0

To whom? \_\_\_\_\_

3. Printing (surveys, special reports, etc.) Please describe:

4. Other than committee meetings, is travel required? no

Please describe: \_\_\_\_\_

5. What type of consultation is required (i.e., legal, computer, etc.)?

none6. Projected beginning date: October 1988Projected completion date: May 1989

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**FISCAL IMPACT - SUMMARY**
**EXPENSES**

## 1. Committee Meetings

\$550 per member per meeting (Travel) = \$ 5,500\$150 per day per member = \$ 5,250\$50 per telephone conference = \$ 50

## 2. Professional and support time required:

Total 152 hrs = \$ 4,856

## 3. Mailings

\$0.25 per letter = \$ \_\_\_\_\_, or

\$2.00 per 9 x 12 manila envelope (First Class) = \$ \_\_\_\_\_

## 3. Printing and copying

\$0.05 per page = \$ \_\_\_\_\_

## 4. Other Travel (including staff)

\$550 per person per meeting (Travel) = \$ \_\_\_\_\_

\$150 per day per member (Expenses) = \$ \_\_\_\_\_

## 5. Consultation

\$125 per day = \$ \_\_\_\_\_

## 6. Other: \_\_\_\_\_

\$ \_\_\_\_\_ per \_\_\_\_\_ = \$ \_\_\_\_\_

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**Subtotal Expenses: \$ 15,656**
**Subtotal Revenue: \$ \_\_\_\_\_****Net: \$ \_\_\_\_\_**



# 1987 Delegate Assembly Action And Subsequent Implementation

222

Action	Implementation
<b>Bylaws:</b>	
Approved a total Bylaws revision.	Newly revised Bylaws document circulated to Member Boards, September 1987.
Approved the Special Bylaws Committee to continue study for possible revision of the National Council's Standing Rules.	Motion to be presented to the 1988 Delegate Assembly about disposition of Standing Rules.
Approved the Special Bylaws Committee to continue study of committees and their functions for possible revision.	Motion to be presented to the 1988 Delegate Assembly regarding proposed changes to the committees of the National Council.
<b>Finance:</b>	
Approved that the portion of the examination fee for the National Council be established at \$11.49 per candidate effective for the period of October 1988 through July 1990.	Notified Member Boards of change and directed revision of application instructions for candidate application fees starting with the October 1988 PN examination.
Adopted that the Finance Committee explore the impact of designated funding for the National Council budget especially when funds are collected for specific purposes such as the contingency and reserve funds.	The Finance Committee studied the impact of designated funding for the National Council's budget and will present the findings as a part of its report to the 1988 Delegate Assembly.

Action	Implementation
<b>Testing Activities:</b>	
<b>I. Administration:</b>	
Adopted the proposed and alternate 1997 examination dates.	The newly adopted date and alternate date examination schedule was circulated to Member Boards in September 1987.
<b>II. Examination:</b>	
Adopted the revised NCLEX-RN Test Plan to become effective July 1988.	The new Test Plan was printed, circulated to Member Boards and is available for a fee to candidates and other interested persons.
	The Examination Committee and testing staff began utilizing the Test Plan for preparation of the 1988 RN Examination.
Adopted a pass/fail policy for reporting scores on the nursing licensure examinations, effective with the October 1988 examination with failing candidates receiving enhanced diagnostic profiles.	The new reporting policy of pass/fail for scores on the nursing licensure examinations was circulated to Member Boards.
	The Examination Committee and testing staff began planning for reporting scores as pass/fail for the October 1988 PN examination and for the use of an enhanced diagnostic profile for failing candidates commencing with the October 1988 administration of the PN examination.
<b>Nursing Practice &amp; Standards:</b>	
Adopted the Statement on the Nursing Activities of Unlicensed Persons.	The Statement on the Nursing Activities of Unlicensed Persons was circulated in September 1987 to Member Boards, nursing organizations, and to numerous

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<b>Action</b>	<b>Implementation</b>
Adopted the monograph entitled <i>The Regulatory Management of the Chemically Dependent Nurse</i> .	requesting persons and agencies.  The monograph entitled <i>The Regulatory Management of the Chemically Dependent Nurse</i> was circulated in February 1988 to Member Boards and has been made available to requesting persons and agencies.
<b>Task Force on Examinations For the Future</b>	
Approved the Task Force on Examinations for the Future to implement step one of the Task Force's plan of action which included making recommendations on synthesized data collected on competencies and job descriptions and on a testing model for the future to the 1988 Delegate Assembly.	The Task Force on Examinations for the Future met four times and completed its work on competencies. A report will be presented to the 1988 Delegate Assembly.
<b>National Nursing Licensee Data Base Committee:</b>	
Adopted the implementation of activities, which included field testing of individual and collective state data from selected Member Boards, to establish a National Nursing Information System.	The National Nursing Licensee Data Base Committee met twice in FY '87 and will report findings of its field testing of individual and collective state data.
<b>Board of Directors:</b>	
Adopted a resolution that the National Council be authorized to enter into an agreement with the Puerto Rico Board of Nurse	Contract negotiations have been entered into and are continuing at this time.

**Action****Implementation**

Examiners for use of NCLEX as the sole and exclusive examinations in English for registered and practical nurses in the Puerto Rico Board's jurisdiction; and that Puerto Rico also continue to administer its own examination in Spanish.

Adopted that the RN Job Analysis scheduled for Fall, 1987 be completed as scheduled using the same questionnaire as used in the original study, to determine the impact of Diagnostic Related Group's (DRG's) implementation, and "the nursing shortage" on nursing care activities engaged in by newly-licensed registered nurses and subsequently on the validity of the NCLEX-RN Test Plan.

Adopted that the National Council explore mechanisms for identifying minimum levels of continued competence of licensed nurses and methods for determining the maintenance of minimum competence; and that the National Council may work conjointly with other professional organizations.

Adopted that data collection instruments developed for use in future job analysis studies be redesigned to facilitate identification of qualitative differences.

The RN Job Analysis Study using the same questionnaire as used in the original study was completed. A report will be provided to the 1988 Delegate Assembly.

The Examination Committee and the Nursing Practice and Standards Committee began preliminary work and discussion on mechanisms of identifying and on methods for determining minimum competence levels of nurses. This activity will continue in FY 89 and beyond.

Research staff have begun planning for the qualitative instrument design with input from the Task Force on Examinations for the Future and the Examination Committee. Instrument design will be completed in FY 89.

Action	Implementation
<b>General Business</b>	
<b>Resolutions:</b>	
<u>Germany Administration of NCLEX-PN:</u>	
Adopted the resolution on the administration of NCLEX-PN for a 3-year pilot project.	Two NCLEX-PN examinations (October 1987 and April 1988) were administered. No administration or security difficulty reported.
<u>Endorsement Requirements:</u>	
Adopted the resolution that requirements for licensure by endorsement of each Member Board be collected and distributed by August 1, 1988; and that the Nursing Practice and Standards Committee (NPSC) study the differences in endorsement requirements and by August 1, 1989 recommend to the Delegate Assembly desirable and reasonable standards which, if implemented, would facilitate licensure by endorsement; and that the NPSC monitor problems related to licensure by endorsement.	Data were collected and distributed to Member Boards related to endorsement requirements. Those requirements that were viewed as essential or common to all Boards were included in the NPSC's revisions of the <u>Model Nursing Practice Act</u> and the <u>Model Administrative Rules and Regulations</u> .  Model endorsement requirements will be developed in FY 89 and presented to the 1989 Delegate Assembly for consideration.
<u>Quality Assurance Mechanisms:</u>	
Adopted a resolution to determine the extent quality assurance measures are being incorporated into statutes; and authorize the NPSC to review the Model Practice Act and develop recommended	The NPSC included data on quality assurance mechanisms called continued competence mechanisms by the Committee in earlier reporting to the Delegate Assembly. It is reporting its findings and

## Action

revisions to incorporate quality assurance measures; and that the NPSC continue to monitor quality assurance mechanisms and submit a report at the next Delegate Assembly.

### Actions by Delegate Assembly:

Adopted a resolution that beginning with the 1988 annual convention, the Book of Reports contain a document which lists the actions taken by the previous Delegate Assembly and describes what progress has been made in the implementation of the Assembly's decisions.

### Different Passing Scores:

Adopted that the Examination Committee explore the impact of the use of different passing scores and determine whether such a practice would constitute a misuse of the NCLEX-RN and NCLEX-PN with a report to the 1989 Delegate Assembly.

### Test Service by National Council:

Adopted that all considerations of the National Council becoming its own test service be discontinued.

## Implementation

recommendations to the 1988 Delegate Assembly.

This resolution resulted in preparation and presentation of this report to the 1988 Delegate Assembly.

The Examination Committee, testing, and research staff have begun a study of the impact of the use of different passing scores and will present a report to the 1989 Delegate Assembly.

Any planning or references to planning activities related to this strategy in the National Council's Operational Plan have been eliminated.

## New Business

228

## Position on AMA Registered Care Technologist (RCT) Proposal

229

WHEREAS the American Medical Association (AMA) is proposing the creation of a new category of licensed health care worker, to be called a basic or advanced "registered care technologist"; and

WHEREAS the stated objective for the creation of the RCT role is to increase the availability of bedside care givers; and

WHEREAS the role description for the RCT is "execution of medical protocols at the bedside with special emphasis on technical skills"; and

WHEREAS the AMA proposal calls for RCTs to substitute for nurses at the bedside even though it acknowledges that the scope of nursing practice is much broader than that envisioned for RCTs; and

WHEREAS the lack of clarity in roles would create public confusion about what caregivers are responsible for; and

WHEREAS the recruitment of persons for the proposed RCT role would be pulled from the same recruitment pool for nurses; and

WHEREAS the use of the same person pool to recruit bedside care givers would diminish available numbers for nursing.<sup>1, 2</sup>

BE IT THEREFORE RESOLVED that the National Council of State Boards of Nursing strongly oppose the AMA Registered Care Technologist Proposal; and

BE IT FURTHER RESOLVED that the National Council support all efforts in concert with its Member Boards and the nursing community to prevent its implementation; and

BE IT FURTHER RESOLVED that the National Council send the message of strong opposition to the RCT Proposal to the American Medical Association's Board of Directors; and

BE IT FURTHER RESOLVED that National Council's Delegate Assembly support working cooperatively with AMA's Advisory Nursing Consultant Panel to resolve the critical issues of the nursing shortage; and

BE IT FURTHER RESOLVED that a copy of this resolution be widely disseminated by Member Boards.

<sup>1</sup> AMA Implementation Report: CC(1-87) Nursing Education and the Supply of Nursing Personnel in the United States

<sup>2</sup> The Kentucky Board of Nursing's Statement on the AMA Registered Care Technologist (RCT) Proposal Analysis



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Submitted by:

The Kentucky Board of Nursing

Supported by:

Delaware Board of Nursing

Idaho Board of Nursing

Texas Board of Vocational Nurse Examiners

West Virginia State Board of Examiners for Practical Nurses

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**FISCAL IMPACT STATEMENT - DESCRIPTION**

Will this proposal generate revenue? \_\_\_\_\_ Please describe below:

**EXPENSES**

1. Does this proposal require a committee? no

How many members are anticipated including the chairperson? \_\_\_\_\_

How often would the committee meet? \_\_\_\_\_

2. How many mailings would this proposal require? 3

To whom? AMA Board of Directors; ANA Board of Directors; AMA Advisory Nursing Consultant Panel

3. Printing (surveys, special reports, etc.) Please describe: Resolution

4. Other than committee meetings, is travel required? x 2 meetings

Please describe: Strategy meetings at National level (To participate if they occur may not be expended)

5. What type of consultation is required (i.e., legal, computer, etc.)?

6. Projected beginning date: Upon adoption (August 20)

Projected completion date: Ongoing at least through FY89

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**FISCAL IMPACT - SUMMARY**
**EXPENSES**

## 1. Committee Meetings

\$550 per member per meeting (Travel) = \$ none

\$150 per day per member = \$ \_\_\_\_\_

\$50 per telephone conference = \$ \_\_\_\_\_

## 2. Professional and support time required:

Total 18 hrs = \$ 661

## 3. Mailings - 3

\$0.25 per letter = \$ .75, or

\$2.00 per 9 x 12 manila envelope (First Class) = \$ \_\_\_\_\_

## 4. Printing and copying

\$0.05 per page x 6 page (2 page resolution x 3 mailings) = \$ .30

## 5. Other Travel (including staff)

\$550 per person per meeting (Travel) = \$ 1100 (1 person x 2 trips for 1 day)\$150 per day per member (Expenses) = \$ 300 (1 person x 2 trips for 1 day)

## 6. Consultation

\$125 per day = \$ none

## 7. Other: \_\_\_\_\_

\$ \_\_\_\_\_ per \_\_\_\_\_ = \$ \_\_\_\_\_

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**Subtotal Expenses: \$ 2136.30**
**Subtotal Revenue: \$ \_\_\_\_\_****Net: \$ \_\_\_\_\_**

Rev. 06-07-88 EMD

# Resolution on the Relationship Between NLN Accreditation and State Board Approval of Nursing Programs

233

WHEREAS the Board of Nurse Examiners for the State of Texas is mandated by state law to prescribe the minimum requirements and the standards for a course of study in programs which prepare professional nurse practitioners, and

WHEREAS the elimination or modification of State Board Accreditation for NLN-accredited programs can result in the application of different accreditation standards to nursing programs within the Board's jurisdiction, and

WHEREAS a broader use of NLN accreditation by the Board of Nurse Examiners may restrict the right of the State of Texas to prescribe the minimum requirements and standards for accreditation of nursing programs in Texas, and

WHEREAS a broader use of NLN accreditation by the Board of Nurse Examiners may decrease the introduction of flexible and innovative curricula in nursing programs within the Board's jurisdiction, and

WHEREAS the National Council of State Boards of Nursing has not communicated its position on the issue of the relationship between NLN accreditation and state board program approval of nursing programs, therefore, be it

RESOLVED that the Nursing Practice and Standards Committee review the relationship between the criteria for state approval and criteria for voluntary accreditation and report to the 1990 Delegate Assembly the comparison and possible models of approval relationships for Member Board consideration.

Submitted by:

The Board of Nurse Examiners for the State of Texas

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**FISCAL IMPACT STATEMENT - DESCRIPTION**

Will this proposal generate revenue? no Please describe below:

**EXPENSES**

1. Does this proposal require a committee? yes (as a subcommittee of the NPSC)

How many members are anticipated including the chairperson? 5

How often would the committee meet? 5 times-2 day meetings in FY89; 3 day meetings in FY90)

2. How many mailings would this proposal require? 184 (1 NLN; 3-61 Member Boards)

To whom?

1. Letter requesting voluntary criteria from the National League for Nursing
2. Letter requesting state criteria from Boards of Nursing or other state approving agencies
3. Letter with report of data collected
4. Letter with report for review by Member Boards at Area Meetings

3. Printing (surveys, special reports, etc.) Please describe:

1. letters x 123
2. special report x 10 pages (FY90)

4. Other than committee meetings, is travel required? \_\_\_\_\_

Please describe: Potential visit by Chairperson and Committee Chair to NLN x 1 day - (plan for)

5. What type of consultation is required (i.e., legal, computer, etc.)? legal

6. Projected beginning date: Upon adoption of the resolution (Aug. 20, 1988)

Projected completion date: August 1990

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**FISCAL IMPACT - SUMMARY**
**EXPENSES - (FY89)**

## 1. Committee Meetings

\$550 per member per meeting (Travel) = \$ 4400\$150 per day per member = \$ 2400

\$50 per telephone conference = \$ \_\_\_\_\_

## 2. Professional and support time required:

Total \_\_\_\_\_ hrs = \$ 3,755

## 3. Mailings

\$0.25 per letter = \$ 30.75, or

\$2.00 per 9 x 12 manila envelope (First Class) = \$ \_\_\_\_\_

## 4. Printing and copying

\$0.05 per page = \$ 6.15

## 5. Other Travel (including staff)

\$550 per person per meeting (Travel) = \$ 1100\$150 per day per member (Expenses) = \$ 300

## 6. Consultation (legal - 5 days)

\$125 per hour = \$ 3000

## 7. Other: \_\_\_\_\_

\$ \_\_\_\_\_ per \_\_\_\_\_ = \$ \_\_\_\_\_

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**Subtotal Expenses: \$ 23,395.75**
**Subtotal Revenue: \$ \_\_\_\_\_****Net: \$ \_\_\_\_\_**



## Entry into Practice Resolution

237

WHEREAS the 1986 National Council Delegate Assembly adopted a formal position of neutrality on changes in nursing educational requirements for entry into practice; and

WHEREAS the objectives of the National Council of State Boards of Nursing, Inc. include the development and regulation of the use of licensing examinations for the registered nurse and licensed practical/vocational nurse; and

WHEREAS all member boards of the National Council of State Boards of Nursing, Inc. utilize one or two of the two licensing examinations for registered nurse and licensed practical/vocational nurse entry into practice; and

WHEREAS any change in the focus or structure of the examination development and implementation can have a profound effect on individual jurisdiction utilization of the examinations;

THEREFORE BE IT

RESOLVED that the National Council of State Boards of Nursing, Inc. continue to develop and utilize two entrance examinations for the respective categories of registered nurse and licensed practical nurse; and be it further

RESOLVED that the Examination Committee study and report to the 1989 Delegate Assembly the feasibility of renaming the two examinations to NCLEX-I or NCLEX-II or equally neutral titles; and be it further

RESOLVED that the position of neutrality identified in the 1986 Resolution on Entry into Practice be altered to a position of support for the two current licensure examinations as reflective of both the current status of entry into practice and any foreseeable change in entry licensure requirements within the member jurisdictions; and be it further

RESOLVED that this position be communicated to the nursing public as a position of support for the current two entry level licensure examinations and the position of neutrality is specifically directed towards any potential or proposed changes set forth by other entities to alter the current structure of entry licensure examinations.

Submitted by the North Dakota Board of Nursing



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**FISCAL IMPACT STATEMENT - DESCRIPTION**

Will this proposal generate revenue? no Please describe below:

**EXPENSES**

1. Does this proposal require a committee? Exam (standing)-no additional meeting days

How many members are anticipated including the chairperson? \_\_\_\_\_

How often would the committee meet? \_\_\_\_\_

2. How many mailings would this proposal require? one

To whom? Member Boards

3. Printing (surveys, special reports, etc.) Please describe:

survey re statutory and regulatory references to current titles, opinions re renaming

4. Other than committee meetings, is travel required? no

Please describe: \_\_\_\_\_

5. What type of consultation is required (i.e., legal, computer, etc.)? legal

Test Service will have to provide implications for application and examination materials which would require reprinting.

6. Projected beginning date: 9/88

Projected completion date: 5/89

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**FISCAL IMPACT - SUMMARY**
**EXPENSES****1. Committee Meetings**

\$550 per member per meeting (Travel) = \$\_\_\_\_\_

\$150 per day per member = \$\_\_\_\_\_

\$50 per telephone conference = \$\_\_\_\_\_

**2. Professional and support time required:**Total 64 hrs = \$ 1,892**3. Mailings**

\$0.25 per letter = \$\_\_\_\_\_, or

\$2.00 per 9 x 12 manila envelope (First Class) = \$\_\_\_\_\_

**4. Printing and copying**

\$0.05 per page = \$\_\_\_\_\_

**5. Other Travel (including staff)**

\$550 per person per meeting (Travel) = \$\_\_\_\_\_

\$150 per day per member (Expenses) = \$\_\_\_\_\_

**6. Consultation: legal - two days at \$1000 per day**\$125 per hour = \$ 2,000**7. Other: \_\_\_\_\_**

\$\_\_\_\_\_ per \_\_\_\_\_ = \$\_\_\_\_\_

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**Subtotal Expenses: \$ 3,892****Subtotal Revenue: \$ \_\_\_\_\_****Net: \$ \_\_\_\_\_**

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for the company's financial health and for providing a clear audit trail. The text notes that without proper record-keeping, it would be difficult to identify discrepancies or errors in the accounts.

2. The second part of the document outlines the specific procedures for recording transactions. It details the steps from the initial receipt of goods or services to the final entry in the accounting system. This includes instructions on how to handle invoices, receipts, and other supporting documents. The goal is to ensure that every transaction is recorded promptly and accurately.

3. The third part of the document addresses the issue of reconciling accounts. It explains how to compare the company's internal records with the bank statements to ensure they match. Any differences should be investigated immediately to prevent them from becoming larger problems. Regular reconciliation is presented as a key practice for maintaining the integrity of the financial data.

4. The final part of the document provides a summary of the key points discussed. It reiterates the importance of consistency and accuracy in all financial reporting. The document concludes by stating that these practices are essential for the long-term success and stability of the organization.