



## Advisory Groups, Board Ad Hoc Committees, and Standing Committees

Board Member Policy B-09

Last review: July 2021

### Advisory Groups

1. Advisory Groups provide advice regarding the regulation of on-going Board programs such as regulation of nursing education and dialysis programs and approving continuing education. Section 4723.02, ORC, requires that Advisory Groups be given a specific charge in writing and report to the Board.
2. Advisory Groups are composed of public members, a Board member who serves as the Chairperson, and Board staff. Additional Board members may participate as members, as directed by the Board.
3. Advisory Groups are established at the Board's discretion. Unless otherwise specified in law, the Board determines the structure of the group and appoints members and Chairpersons.
4. When seeking applications for membership, the application, information about the Advisory Groups, and this Board Policy are provided on the Board website. The applications are reviewed by a Board Committee and the Board Committee makes recommendations to the Board for the appointment of members. Applicants must reside in Ohio, and if the applicant is a health care provider, have an active, unrestricted license and/or certificate in Ohio and no past disciplinary action to be considered. If applicants are not qualified based on licensure, residency, or past disciplinary action, Board staff will notify the applicant upon review of the application.
5. An individual's appointment to an Advisory Group is for a term of two years, and the individual may be reappointed for an additional two-year term.
6. For Advisory Group member vacancies, the Board may appoint an individual to fill the unexpired term. If the unexpired term is for one year or more, the person appointed is eligible for reappointment to one additional full term. If the unexpired term is for less than one year, the person appointed is eligible for reappointment for two full terms.
7. Individuals, who met the appointment criteria at the time of appointment, may complete the appointed term if appointment criteria change during their term.

8. Members of Advisory Groups serve without compensation but may receive their actual and necessary expenses incurred in the performance of their official duties (Section 4723.02, ORC). According to the Board Member Compensation and Reimbursement Policy, Board members who serve as Chairpersons may be compensated for chairing the meeting and reimbursed for travel expenses but are not compensated for preparation time.
9. Advisory Group meetings are held in accordance with the requirements of the Ohio Open Meetings Act.
10. The Chairperson may provide a report to the Board or the meeting minutes may be provided to the Board. Minutes of meetings are maintained in the Board office.
11. Advisory Group members are expected to attend meetings on a regular basis during each calendar year. If a member has frequent absences, the Chairperson may make a recommendation to the Board for removal of the individual from the Advisory Group. The Board may consider attendance as a factor for reappointment.

#### Advisory Group on Continuing Education

Members: One representative from each OBN Approver; four continuing education providers approved in Ohio; one individual who is actively involved with a national accreditation system for nursing continuing education. OBN Approvers are standing members of the Advisory Group with no limitation of terms.

Charge/purpose: Review requirements related to OBN Approvers and continuing education and proposed revisions for the Nurse Practice Act and administrative rules relating to continuing education.

#### Advisory Group on Dialysis

Members, appointment of members, and charge/purpose are set forth in Section 4723.71, ORC. Section 4723.71(B), ORC, specifies that the Board shall appoint, among others, a representative of the Ohio Hospital Association; a representative from the End-Stage Renal Disease Network; and a physician, recommended by the State Medical Board, who specializes in nephrology or an APRN, recommended by the Nursing Board, who specializes in nephrology. If an individual is recommended by their respective organization or board to serve additional terms, the Board may appoint them to serve additional terms.

Charge/purpose: Section 4723.71(A), ORC, provides that the Advisory Group shall advise the Board regarding the qualifications, standards for training, and competence of dialysis technicians and dialysis technician interns and all other related matters.

### Advisory Group on Nursing Education

Members: Two educators in PN programs; two educators in ADN programs; two educators in BSN programs; one educator in a Diploma program; one nurse in acute care practice; one nurse in long-term care practice; one administrator or employer of nurses; one administrator or employer of nurses in a rural area; one staff development nurse; one consumer; and two LPNs, one of whom may be the representative for long-term care practice.

Charge/purpose: Discuss information and issues related to nursing education programs; and provide comment and review on proposed revisions for the Nurse Practice Act and administrative rules relating to nursing education.

### Advisory Group on Certified Community Health Workers

Members: Two Certified CHWs representing geographical and role diversity; two educators in CHW Training Programs with geographical representation; one administrator or employer of certified CHWs from an urban area; one administrator or employer of certified CHWs from a rural area; one hospital executive nurse representative; one public health representative; and one consumer member.

Charge/purpose: To discuss information and issues related to certified CHW roles and training programs; assist in identifying and promoting recognition and understanding of certified CHW roles and responsibilities in the health care community; identify and discuss opportunities for certified CHW employment in community based organizations and hospitals/health systems; and provide review and comment regarding proposed revisions for the Nurse Practice Act and administrative rules relating to certified CHW roles and education.

<b>Board Ad Hoc Committees</b>
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1. The Board may establish Ad Hoc Committees at its discretion. Board members volunteer to participate and Chair Board Ad Hoc Committees.
2. Board Ad Hoc Committees are established as needed to carry out specified tasks. Experts and other interested parties are asked to participate in discussions and provide review and comments regarding specific issues. Committee meeting discussions are summarized and reported by the Chair or Board staff at the Board meeting.
3. A Board Ad Hoc Committee ceases to exist upon completion of the task and reporting to the Board or upon the stated expiration of the Committee's term.

## **Standing Committees**

1. Standing Committee members, appointment of members and chairpersons, terms, and charge/purpose are set forth in the Nurse Practice Act and administrative rules.
2. Applications for membership, information about the Standing Committees, and this Board Policy are provided on the Board website. The applications are reviewed by a Board Committee and the Board Committee makes recommendations to the Board for the appointment of members. Applicants must reside in Ohio, and if the applicant is a health care provider, have an active, unrestricted license and/or certificate in Ohio and no past disciplinary action to be considered. If applicants are not qualified based on licensure, residency, or past disciplinary action, Board staff will notify the applicant upon review of the application.
3. Members of Standing Committees serve without compensation but may receive their actual and necessary expenses incurred in the performance of their official duties (Section 4723.493, ORC). According to the Board Member Compensation and Reimbursement Policy, Board members who serve on the Committee may be compensated for chairing or attending the meeting and reimbursed for travel expenses but are not compensated for preparation time. All Board Members appointed to the Board Hearing Committee are compensated for their time in hearing cases.
4. Meeting minutes are provided to the Board and maintained in the Board office.
5. Standing Committees are held in accordance with the requirements of the Ohio Open Meetings Act.
6. Individuals, who met the appointment criteria at the time of appointment, may complete the appointed term if appointment criteria change during their term.
7. Standing Committee members are expected to attend meetings on a regular basis during each calendar year. If a member has frequent absences, the Chairperson may make a recommendation to the Board for removal of the individual from the Standing Committee. The Board may consider attendance as a factor for reappointment.
8. The Board, in its discretion, may appoint the same person to serve on more than one Standing Committee.

### Advisory Committee on Advanced Practice Registered Nursing

Members, appointment of members and the Chair, terms, quorum, and charge/purposes are set forth in Section 4723.493, ORC.

The Committee advises the Board regarding the practice and regulation of APRNs.

Members include: one CRNA actively engaged in practice in Ohio in a clinical setting; one CNM actively engaged in practice in Ohio in a clinical setting; one APRN actively engaged in providing primary care in Ohio and practicing in a clinical setting; one APRN actively engaged in practice in Ohio in a clinical setting; two APRNs who each serve as a faculty member of an approved program of nursing education that prepares students for licensure as APRNs; one representative of an entity that employs ten or more APRNs actively engaged in practice in Ohio; a member of the Board who is an APRN.

Recommendations for filling vacancies may be submitted to the Board from organizations representing APRNs practicing in Ohio and from schools of advanced practice registered nursing. The Board appoints initial members and fills vacancies according to the recommendations it receives. If it does not receive any recommendations or receives an insufficient number of recommendations, the Board appoints members and fills vacancies on its own advice.

The Committee may recommend to the Board that an individual with expertise in an advanced practice registered nursing specialty be appointed as an additional member of the Committee.

The Committee selects the Chairperson from among its members and may transact official business if at least five members are present. The Committee selects a temporary Vice-Chairperson from among its members to preside over a meeting in the absence of the Chairperson.

#### Board Hearing Committee

The Board Hearing Committee is a Standing Committee of not less than three Board members appointed by the Board at a public meeting, to conduct administrative hearings and provide a report and recommendation to the Board as set forth in Rule 4723-16-13, OAC. (Rule 4723-16-01(A)(2), OAC)

The Board appoints three members of the Board to serve on the Board Hearing Committee annually. The Board also appoints two or three alternates who may serve in the absence of a member. One Board Hearing Committee member serves as the Presiding member.

The Board Hearing Committee convenes to conduct Chapter 119., ORC, administrative hearings. Administrative hearings are open to the public in accordance with Chapter 119., ORC. The case discussions of the Board Hearing Committee are quasi-judicial and are not open to the public.