

The Florida
Board of Nursing

Meeting Agenda

November 21, 2014
Telephone Conference Call
Call in Information: 888-670-3525
Public Code: 3652039883



Linda Horton, EdD, PhD, MSN, NS-C
Vice Chair

Joe Baker, Jr.
Executive Director

Florida Board of Nursing Meeting Agenda November 21, 2014

Board Members:

Linda Horton, EdD, PhD, MSN, RN, JD - *Vice-Chair*
Ann-Lynn Denker, PhD, ARNP
Jessie Colin, PhD, RN, FRE, FAAN
Leonard Connors, Esq., Consumer
Cathy Oles Gordon, LPN, BPS
Jody Bryant Newman, EdD, EdS Consumer
Kathryn L. Whitson, MSN, RN
JoAnn Trybulski, PhD, ARNP, DPNAP
Todd Katz, Consumer
Diana Forst, BA, RN, RN
Deborah Wakefield McKeen, LPN, LPN
Vacant RN Position
Vacant LPN Position

Attorneys:

Lee Ann Gustafson, Senior Assistant Attorney General
Rachell Clark, Assistant Attorney General

Board Staff:

Joe Baker, Jr., Executive Director
Will Spooner, Program Operations Administrator
Sarah Starling, Program Operations Administrator
Sherri Sutton-Johnson, MSN, RN, Director of Nursing Education
Amanda Bowen, Regulatory Supervisor

Disciplinary Hearings & General Business

Friday, November 21, 2014 at 1:30pm

Call to Order

Roll Call

A. Elections

1. Chair

2. Vice Chair

B. Delegation of Authority to Board Staff

Adjournment

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I. Policy

This policy creates a clear and concise process for documenting any authority delegated to staff by a board. These actions reflect our commitment to excellent customer service.

II. Authority

Section 456.0132, F.S.

III. Supportive Data

Not applicable.

IV. Signature Block with Effective Date

(signature on file)

Lucy C. Gee, M. S.
Director, Division of Medical Quality Assurance

11/22/2013

Date

V. Definitions

Not applicable.

VI. Protocol

Not applicable.

VII. Procedures

- A. Board staff may request or a board/council may request staff to perform specific administrative functions.
1. Board may delegate duties to staff.
 - a. Simultaneous with board elections, a vote for delegation of authority will be scheduled.
 - b. A memo signed by the board chair shall be used to document the delegation of authority.
 - c. Any clarification shall be in writing and submitted to the board at a regularly scheduled meeting.
 2. Duties that may be delegated to staff include, but are not limited to:
 - a. Issuance of licenses

- b. Referral of complaints
 - c. Signing any document at the direction of the Board
 - d. Setting board agenda
3. Documentation of the delegation of authority shall be maintained in a readily retrievable manner. The delegation of authority shall be signed by the board chair and maintained in the board office files.

VIII. Distribution List

Division Director, MQA
Bureau Chief, Bureau of Enforcement
Bureau Chief, Bureau of Health Care Practitioner Regulation
Bureau Chief, Bureau of Operations
Manager, Strategic Planning Services Unit
Asst. Chief, Investigative Services Unit
Investigation Manager, Consumer Services Unit and Compliance Management Unit
General Counsel, MQA
Chief Legal Counsel, Prosecution Services Unit
Policy Coordinator, Director's Office
MQA Web Manager, electronic copy

IX. History Notes

This policy supersedes DOHP 385-HC09-05, dated January 14, 2005; DOHP 385-HC09-07, dated August 23, 2007; Distribution list updated November 22, 2013.

X. Appendix

Not applicable.