



Clinical Nurse Specialist Advisory Committee Meeting

SUPPLEMENTAL MATERIALS

January 18, 2024

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Agenda Item 2.0

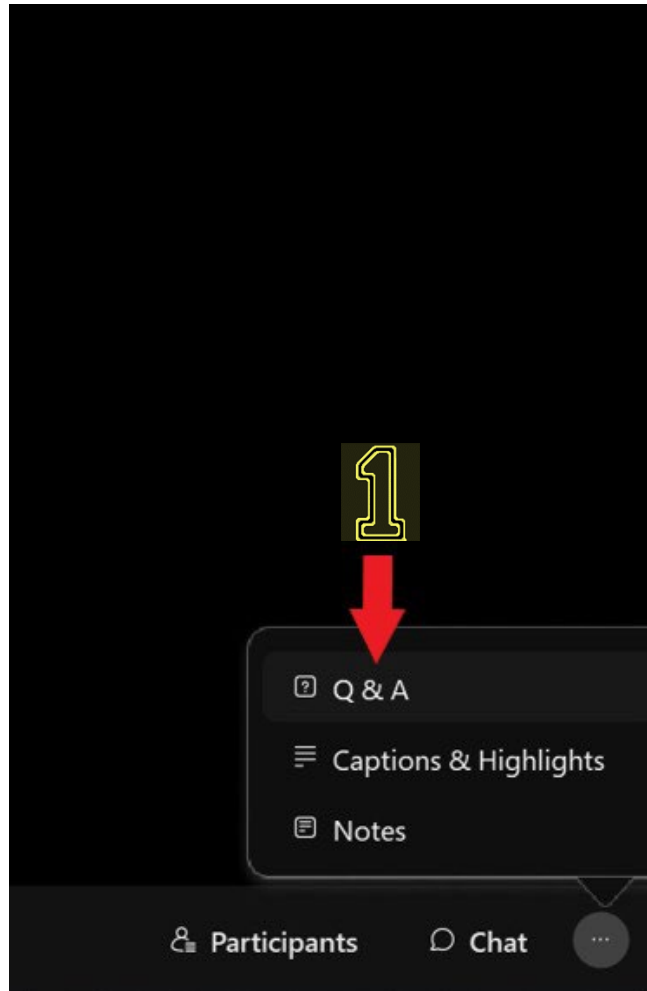
General instructions for the format of a teleconference meeting

Clinical Nurse Specialist Advisory Committee (CNSAC) Meeting | January 18, 2024

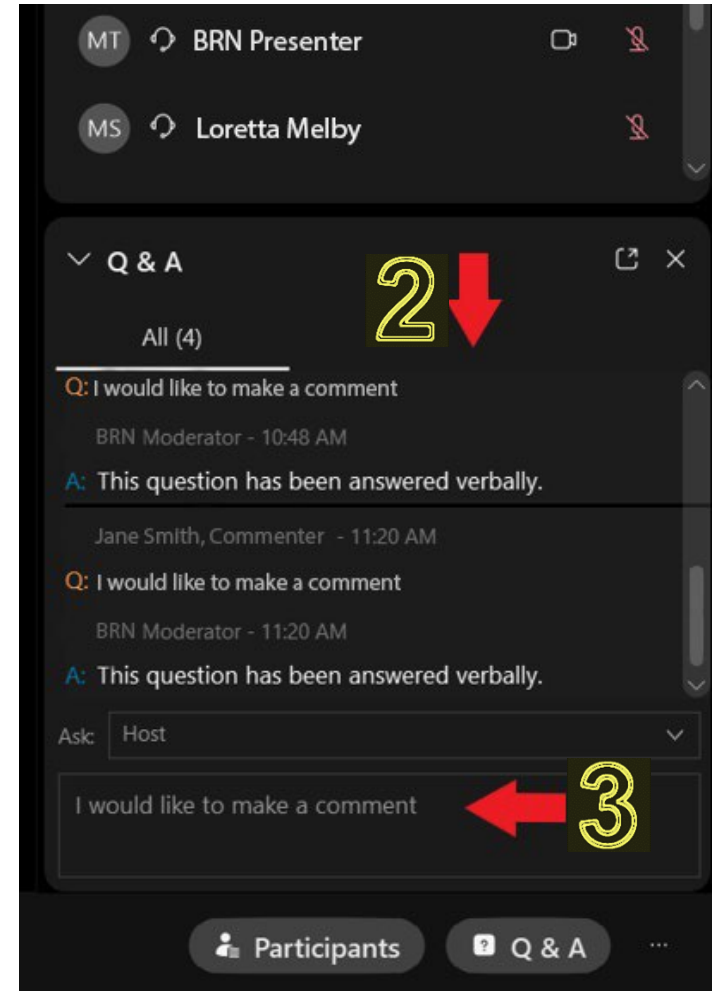
Participating During a Public Comment Period (if joining the meeting remotely via WebEx)

If you would like to make a public comment:

1. Click on the 'Q & A' button at the lower right of your WebEx session (you may need to click the three dots (...) to find this option).



2. The 'Q & A' panel will appear.



3. In the 'Q & A' panel, type "I would like to make a comment". You will be identified by the name or moniker you used to join the WebEx session, your line will be opened (click the 'Unmute me' button), and you will have **two (2) minutes** to provide comment. Every effort is made to take comments in the order which they are requested.

NOTE: Please submit a new request for each agenda item on which you would like to comment.



Agenda Item 4.0

Information only: Advisory committee member training

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BOARD OF REGISTERED NURSING
Clinical Nurse Specialist Advisory Committee Meeting
Agenda Item Summary

AGENDA ITEM: 4.0
DATE: January 18, 2024

ACTION REQUESTED: Information only: Advisory committee member training

REQUESTED BY: Loretta Melby, RN, MSN
Executive Officer

BACKGROUND:

As the Clinical Nurse Specialist Advisory Committee (CNSAC) is a new advisory committee, Loretta Melby, Executive Officer, Reza Pejuhesh, Legal Counsel, Marissa Clark, Chief of Legislative Affairs, and Steven Vong, Regulations Counsel, will provide a training of the following topics:

- Roles and Responsibilities
 - CNSAC Members
 - Board Staff
 - Meeting Etiquette
- Meeting Structure
 - Bagley-Keene Open Meeting Act
 - Quorum
 - Member Roles
 - Voting
 - Public Records Act
- Legislation, Regulations and Rulemaking

RESOURCES:

Nursing Practice Act, Article 9 (Clinical Nurse Specialists) - Business and Professions Code sections 2838-2838.4:

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=BPC&division=2.&title=&part=&chapter=6.&article=9.

Bagley-Keene Open Meeting Act – Government Code sections 11120-11132:

https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=3.&title=2.&part=1.&chapter=1.&article=9.

DCA Guide to the Bagley-Keene Open Meeting Act:

https://www.dca.ca.gov/publications/bagleykeene_meetingact.pdf

Public Records Act – Government Code sections 7920.000-7931.000:

https://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=GOV&division=10.&title=1.&part=&chapter=&article=

NEXT STEPS:

FISCAL IMPACT, IF ANY: None

PERSON(S) TO CONTACT:

McCaulie Feusahrens
Chief of the Licensing Division
California Board of Registered Nursing
mccaulie.feusahrens@dca.ca.gov



Agenda Item 5.0

Discussion and possible action: Regarding election of Chair and Vice Chair positions

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BOARD OF REGISTERED NURSING
Clinical Nurse Specialist Advisory Committee Meeting
Agenda Item Summary

AGENDA ITEM: 5.0
DATE: January 18, 2024

ACTION REQUESTED: Discussion and possible action: Regarding election of Chair and Vice Chair positions

REQUESTED BY: Loretta Melby, RN, MSN
Executive Officer

BACKGROUND:

CNSAC members will identify and vote on a committee Chair and Vice Chair to facilitate meetings in collaboration with the Board's Executive Officer. The Chair will develop the meeting agendas in collaboration with the Board's Executive Officer, staff liaison, and other Board support staff. Only appointed CNSAC committee members vote on meeting agenda items when a vote is required. This may include items such as approval of minutes and specific recommendations to be moved forward to Board Committees or the full Board. The Vice Chair has the authority to perform the committee Chair's duties in the Chair's absence and is knowledgeable regarding issues that impact CNSAC and the policies and procedures by which the committee must be run. Members must be available for telephone and email consultation with BRN staff relative to program work and other program issues.

RESOURCES:

NEXT STEPS:

FISCAL IMPACT, IF ANY: None

PERSON(S) TO CONTACT: McCaulie Feusahrens
Chief of the Licensing Division
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mccaulie.feusahrens@dca.ca.gov



Agenda Item 6.0

Discussion and possible action: Regarding meeting dates for 2024

Clinical Nurse Specialist Advisory Committee (CNSAC) Meeting | January 18, 2024

BOARD OF REGISTERED NURSING
Clinical Nurse Specialist Advisory Committee Meeting
Agenda Item Summary

AGENDA ITEM: 6.0
DATE: January 18, 2024

ACTION REQUESTED: Discussion and Possible Action: Regarding meeting dates for 2024

REQUESTED BY: Loretta Melby, RN, MSN
Executive Officer

BACKGROUND:

The CNSAC will meet twice per year. Meetings will be open to the public and adhere to the Bagley-Keene Open Meeting Act requirements. Special meetings may be held at such times as the Board may elect, or on the call of the Board President or the Executive Officer.

A proposed schedule is included in the meeting materials.

RESOURCES:

NEXT STEPS:

FISCAL IMPACT, IF ANY: None

PERSON(S) TO CONTACT: McCaulie Feusahrens
Chief of the Licensing Division
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BRN Board, Committee, and Advisory Committee Meetings in 2024

January 18, 2024	Advisory Committees Clinical Nurse Specialist Advisory Committee (CNSAC) Certified Registered Nurse Anesthetist Advisory Committee (CRNAAC)
January 25, 2024	Board Committee Meetings Nursing Practice Committee Education/Licensing Committee Enforcement/Intervention Committee Legislative Committee
February 28-29, 2024	Board Meeting
March 7, 2024	Advisory Committee Nursing Education and Workforce Advisory Committee (NEWAC)
March 26, 2024	Advisory Committees Nurse-Midwifery Advisory Committee (NMAC) Nurse Practitioner Advisory Committee (NPAC)
April 18, 2024	Board Committee Meetings Nursing Practice Committee Education/Licensing Committee Enforcement/Intervention Committee Legislative Committee
May 22-23, 2024	Board Meeting
June 20, 2024	Board Committee Meetings Nursing Practice Committee Education/Licensing Committee Enforcement/Intervention Committee Legislative Committee
July 2024	No Scheduled Meetings
August 9, 2024	Advisory Committees Clinical Nurse Specialist Advisory Committee (CNSAC) Certified Registered Nurse Anesthetist Advisory Committee (CRNAAC)
August 21-22, 2024	Board Meeting
September 12, 2024	Advisory Committee Nursing Education and Workforce Advisory Committee (NEWAC)
September 24, 2024	Advisory Committees Nurse-Midwifery Advisory Committee (NMAC) Nurse Practitioner Advisory Committee (NPAC)
October 24, 2024	Board Committee Meetings Nursing Practice Committee Education/Licensing Committee Enforcement/Intervention Committee Legislative Committee
November 20-21, 2024	Board Meeting
December 2024	No Scheduled Meetings



Agenda Item 7.0

Discussion and possible action: Regarding CNSAC members' terms of office as specified in the charter

Clinical Nurse Specialist Advisory Committee (CNSAC) Meeting | January 18, 2024

BOARD OF REGISTERED NURSING
Clinical Nurse Specialist Advisory Committee Meeting
Agenda Item Summary

AGENDA ITEM: 7.0
DATE: January 18, 2024

ACTION REQUESTED: Discussion and possible action: Regarding CNSAC members' terms of office as specified in the charter

REQUESTED BY: Loretta Melby, RN, MSN
Executive Officer

BACKGROUND:

To ensure continuity of membership and retention of institutional knowledge in all advisory committees, the charters include a staggered membership with different term lengths for the initial appointed members of the committee (modeled after statutory language establishing initial Board member terms when the Board was reconstituted).

The CNSAC will discuss the length of terms and vote on which members will serve each term. The NMAC's approved charter is included in the meeting materials for reference during the discussion.

RESOURCES:

NEXT STEPS:

FISCAL IMPACT, IF ANY: None

PERSON(S) TO CONTACT: McCaulie Feusahrens
Chief of the Licensing Division
California Board of Registered Nursing
mccaulie.feusahrens@dca.ca.gov



BOARD OF REGISTERED NURSING

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The California Board of Registered Nursing's Clinical Nurse Specialist Advisory Committee

The mission of the California Board of Registered Nursing (Board or BRN) is to protect the health, safety, and well-being of the public through the fair and consistent application of the statutes and regulations governing nursing practice and education in California. The Board values include effectiveness, integrity, transparency, collaboration and equity.

Background

On November 14, 2018, the Board appointed the initial members to the Advanced Practice Registered Nurse Advisory Committee (APRNAC). The APRNAC was structured on request of the Senate Committee on Business, Professions and Economic Development and the Assembly Business and Professions Committee with a goal to survey existing laws and regulations to determine what is lacking for regulation of Advance Practice Registered Nurses (APRNs) including the direction to seek legislation, promulgate regulations, and develop advisories to ensure APRNs have sufficient guidance in all practice settings. This committee was comprised of four Nurse Practitioners (NP), two Certified Nurse-Midwives (CNM), two Certified Registered Nurse Anesthetists (CRNA), and two Clinical Nurse Specialists (CNS).

In September 2020, Governor Newsom signed both Senate Bill (SB) 1237 and Assembly Bill (AB) 890 into law which created the Nurse-Midwifery Advisory Committee and the Nurse Practitioner Advisory Committee, respectively. To address the statutorily required activities of these new advisory committees and to eliminate duplicity of work, the APRNAC was brought to the Board for discussion and possible action regarding the continuation and the role of this committee. At the August 2021 Board meeting, the motion was made to maintain the APRNAC with focus on Certified Registered Nurse Anesthetists (CRNA), Clinical Nurse Specialists (CNS) and issues that affect all APRN groups to exclude Nurse Practitioner (NP) and Certified Nurse-Midwife (CNM) issues.

During the November 2022 Board meeting, the members completed their annual review of non-statutory advisory committees and voted to sunset the APRNAC and develop two new advisory committees, one committee for CNSs and one for CRNAs and to move the CNS and CRNA members of the APRNAC to the prospective new advisory committees.

Clinical Nurse Specialist Advisory Committee (CNSAC) Purpose/Charge

The CNSAC provides a mechanism for nurses and other members of the public to advise and make recommendations to the Board on all matters relating to CNS practice, including but not limited to, education, appropriate standard of care, and other matters specified by the Board. This committee will focus on Business and Professions Code (BPC) section [2838.2](#) and make recommendations to the Board to:

establish categories of clinical nurse specialists and the standards required to be met for nurses to hold themselves out as clinical nurse specialists in each category. The standards shall take into account the types of advanced levels of nursing practice that are or may be performed and the clinical and didactic education, experience, or both needed to practice safely at those levels. In setting the standards, the board shall consult with clinical nurse specialists, physicians and surgeons appointed by the Medical Board of California with expertise with clinical nurse specialist, and health care organizations that utilize clinical nurse specialists.

(BPC 2838.2, subd. (b).)

Relationship to the Board

CNSAC is an advisory committee of the Board. CNSAC meetings are conducted pursuant to the Bagley-Keene Open Meeting Act as set forth in Government Code (GOV) sections [11120-11132](#). CNSAC information and recommendations may be forwarded to the Nursing Practice Committee, where Board members assigned to that committee will hear and refer the information to the full Board. The Board's Executive Officer (EO) or CNSAC staff liaison will facilitate the referral of CNSAC recommendations. If time does not allow information and recommendations to be forwarded to the Nursing Practice Committee, referral may be made to the full Board. Referral to the Nursing Practice Committee or the full Board will depend on the relevance of the topic/issue to laws and regulations, the Board's public protection mandate, time-sensitivity, and other factors. Referred recommendations may be information-only or may request Board action in some instances.

Membership

In accordance with the Board's motion during the meeting on February 15-16, 2023, the CNSAC shall be composed of the following:

- Four (4) qualified CNSs, and
- One (1) public member.

Except as provided below, all appointments shall be for a term of four years and vacancies shall be filled for the unexpired term. No person shall serve more than two consecutive terms.

The initial appointments shall be for the following terms:

- Two of the four licensed CNSs shall serve a term of four years. One licensed CNS shall serve a term of three years and the remaining CNS shall serve a term of two years.
- The public member shall serve a term of four years.

CNSAC members will identify and vote on a committee Chair and Vice-Chair to facilitate CNSAC meetings in collaboration with the Board's EO or CNSAC staff liaison. The CNSAC Chair will develop the meeting agendas in collaboration with the Board's EO, staff liaison, and other Board support staff. Only appointed CNSAC members vote on meeting agenda items when a vote is required. This may include items such as approval of minutes and specific recommendations to be moved forward to Board Committees or the full Board. The CNSAC Vice-Chair has the authority to perform the committee Chair's duties in the Chair's absence and is knowledgeable regarding issues that impact CNSAC and the policies and procedures by which the committee must be run. Members must be available for telephone and email consultation with BRN staff relative to program work and other program issues.

A listing of CNSAC members will be maintained by the BRN and include appointment start and end dates. A public listing of the CNSAC members will be posted on the [BRN website](#). Appointed members resigning before their appointed term ends are asked to submit a letter of resignation directed to the attention of the CNSAC Chair and the Board's EO. The Board's EO or designee will facilitate the application process to fill committee vacancies and submit for Board appointment, as needed. Committee members may be removed by the Board prior to expiration of their term for dereliction of duties as a committee member, misconduct, or other good cause.

Meetings

The CNSAC meets twice per year. The meetings will typically be scheduled for 90 minutes and will be held virtually and/or at various locations throughout the state. All CNSAC meetings will be open to the public and will adhere to the Bagley-Keene Open Meeting Act requirements.

Special meetings may be held at such times as the Board may elect, or on the call of the Board President or the Board's EO. The CNSAC agenda and materials are posted on the [BRN website](#) per GOV section [11125](#). Committee members will be asked to provide agenda items, a brief agenda item summary, and meeting materials in advance of meetings according to the requested submission timelines established by BRN staff. Meeting materials will be posted on the BRN website in the same location as the specific meeting agenda, meeting location, minutes etc. Meeting materials received during or after a meeting will subsequently be posted on the BRN website along with other already posted meeting materials and will be labeled as

addenda/supplemental materials.

Meeting agenda items will be discussed using standard meeting management procedures. Members of the public and other interested parties will be provided opportunities to speak during public comment periods or as requested by committee members during meetings. Time allocated for public comment may be limited by the CNSAC meeting chair to facilitate effective meeting time management consistent with GOV section [11125.7](#).

CNSAC meeting minutes are prepared by the designated BRN staff. The Board EO or designee, Legal Counsel and CNSAC Chair will review meeting minutes for accuracy and needed edits in advance of submission to the CNSAC members. The Committee will vote to approve draft minutes at CNSAC meetings. Finalized meeting minutes will be signed and dated by the EO or designee and CNSAC Chair and subsequently posted on the [BRN website](#) in the same section as the meeting agenda and the meeting materials.

Quorum:

Three (3) CNSAC members at any CNSAC meeting constitutes a quorum.

Board Staff:

BRN staff will regularly support the committee by providing meeting assistance, advice, consultation, reports/presentations and other forms of help as requested. Such staff include: the Board EO, the Assistant EO, the Chief of Licensing, the Chief of Enforcement, the CNSAC staff liaison, Nursing Education Consultants (NEC)/Supervising NECs, and other staff as needed.

Review of CNSAC Advisory Committee:

All advisory committees of the Board are required to engage in a self-evaluation annually. Annual review of the original goals of the committee should be completed to ensure the work of the committee continues to be relevant to the BRN, licensees, and the public. The terms of the committee members and the Chair and Vice-chair should be reviewed, and the committee should vote on an election process and determine if any exceptions are applicable based on the original mandate of the committee.

Additionally, the CNSAC shall periodically review and update this document to ensure the document remains relevant to current statutes, regulations, the Board's mission and strategic plan, CNS practice and workforce changes/updates, etc. At minimum, it will be reviewed and re-approved by the CNSAC membership at least every four years from the last effective approval date. This document will include a signature page for the Board's EO and the CNSAC Chair and Vice-Chair to sign and date once this document is approved by the membership in each review cycle.



Agenda Item 8.0

Discussion and possible action: Regarding the formation of subcommittees

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BOARD OF REGISTERED NURSING
Clinical Nurse Specialist Advisory Committee Meeting
Agenda Item Summary

AGENDA ITEM: 8.0
DATE: January 18, 2024

ACTION REQUESTED: Discussion and possible action: Regarding the formation of subcommittees

REQUESTED BY: Loretta Melby, RN, MSN
Executive Officer

BACKGROUND:

Loretta Melby, Executive Officer, will provide an overview of advisory committee subcommittees and how forming subcommittees is beneficial to ensure the work of CNSAC progresses efficiently. CNSAC members will discuss the formation of and roles of subcommittees, as necessary, and may identify and vote on subcommittee topics and members.

RESOURCES:

NEXT STEPS:

FISCAL IMPACT, IF ANY: None

PERSON(S) TO CONTACT: McCaulie Feusahrens
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