



An Advisory Opinion adopted by the Alaska Board of Nursing (AKBON) is an interpretation of Alaska law. While an advisory opinion is not law, it is the AKBON's official opinion on whether certain nursing procedures, policies, and other practices comply with the standards of nursing practice in Alaska. Facility policies may restrict practice further in their setting and/or require additional expectations related to competency, validation, training and supervision to assure the safety of their patient population and/or decrease risk.

**OPINION: Governance Policies**  
**APPROVED DATE: 2/7/2018**  
**REVIEWED DATE: August 7, 2024**  
**REVISED DATE: 7/2024**

## ADVISORY OPINION

The Alaska State Board of Nursing (AKBON) receives frequent questions regarding Governance. The purpose of this opinion is to provide guidance and information of the board's governance model and processes.

### Mission of the Board of Nursing:

The mission of the Alaska Board of Nursing is to actively promote and protect the health of the citizens of Alaska through governance of the practice of nursing.

### Vision Statement of the Board of Nursing:

To lead through ethical pursuit of the principles of right-touch regulation.

### Guiding Principles of the Board of Nursing:

- Protection of the public.
- Minimum competency of all nurses and nurse aides regulated by the Alaska Board of Nursing.
- Due process and conduct
- Collaboration and transparency
- Evidenced-based regulation

- Responsive to the marketplace and healthcare environment.

### **Values of the Board of Nursing:**

The Alaska Board of Nursing endorses the following values for application within all board activities and decisions, including those delegated to staff and themselves.

- **Integrity:** Doing the right thing for the right reason through informed, transparent, and ethical debate.
- **Accountability:** Taking ownership and responsibility for board processes and outcomes.
- **Quality:** Pursuing excellence and continuous improvement in all aspects of board work.
- **Vision:** Using the power of imagination and creative thought to foresee potential future nursing practice innovations.
- **Collaboration:** Forging solutions through appropriate partnerships, examining all sides of issues.
- **Leadership:** Providing positive direction for safe nursing practice in Alaska.

**Goals:** Refer to Strategic Plan

### **Meetings and Attendance:**

Board meetings are held quarterly to conduct the business of the board. These meetings are typically, two days in duration and are held in person or virtually. The board may hold periodic publicly noticed and quasi-judicial telephonic meetings to conduct its business. Board member attendance at regularly scheduled meetings by phone or videoconference is acceptable when necessary.

Absences for emergencies are understandable and happen infrequently. The member should notify the executive administrator as soon as an absence becomes necessary. These absences shall be excused. Members are expected to plan vacations, work obligations, and other events around scheduled board meetings. These absences shall be unexcused. Partial attendance at board meetings (leaving early or arriving late) may affect the board's quorum and is a misuse of state resources. If more than three unexcused absences occur during a member's term, the board chair will discuss with the member whether continued service on the board is in the best interest of the state.

Materials for board consideration are sent at least 10 days in advance of the meeting. Board members are expected to carefully review the material in advance of the meeting.

### **Roles and Responsibilities:**

The Alaska Board of Nursing is under the Division of Corporations, Business, and Professional Licensing. The board partners with the division to fulfill its mission as directed in AS 08. All board staff are employees of the division: the board's Executive Administrator supervises the licensing staff and reports to the deputy Director, while the board's investigators report to the Chief Investigator. The Department of Law supplies attorney support for board matters.

The Executive Administrator is a partially exempt appointee of the Governor. The position is recruited by the division after seeking input on the nursing knowledge, training, and expertise desired by the board. The board may evaluate the Executive Administrator and provide its commendations and concerns to the Deputy Director for consideration.

Board members and staff should read the divisions *Guide to Excellence in Regulation* and refer to it regularly for education and advice on a variety of topics for which the members are legally responsible.

### **Election of Officers:**

Alaska statute, 08.68.070 requires the board to annually elect a chairman and secretary from among its members. The board holds the election at the end of the last meeting of the calendar year, and the officers begin their terms January 1 of the next year. Members may serve multiple officer terms in either of the positions provided they are elected annually. The board may vote at any time to fill a vacancy or to hold an election, if the officer does not have the confidence of the board to continue in that position.

### **Position Descriptions:**

**Board Chair:** This position generally directs the flow of the board meetings and ensures the work of the board progresses efficiently and effectively. Some responsibilities include:

- Working closely and collaboratively with the executive administrator to foster maximum effectiveness of the board.
- Preparing the meeting agenda and materials in collaboration with the executive administrator.
- Leading and facilitating the meeting, ensuring that business is conducted in harmony with the board's mission, vision, values, goals, applicable laws, and organizational best practices.
- Understanding and effectively using Robert's Rules of Order.
- Ensuring that all board members are given the opportunity to express opinions and that members participate in all votes of the board.
- Maintaining a meeting pace that protects the board's agenda while preserving the integrity of the meeting content.
- Requesting the board's self-evaluation of its performance at least annually.
- Directing the board's completion of an annual report in accordance with statute.
- Delegating appropriately to the executive administrator.

**Secretary:** The secretary reviews the accuracy of the meeting minutes for the board review and approval and may be delegated additional duties by the chair or by board motion.

**Executive Administrator:** In accordance with 12 AAC 44.980, the Executive Administrator (EA) is the chief advisor to the board and works closely with the chair to ensure the work of the board is accomplished in harmony with the board's mission, vision, values, goals, applicable laws, and organizational best practices.

### **Decision-Making and Procedures:**

In addition to the administrative procedures established in division policy and procedure, as well as in accordance with state law, regulation, and policy, the board has established the following decision-making guidance.

- APRN application review is delegated to the EA or to a licensed board member
- APRN cases are reviewed by the APRN member of the board or expert witness as determined appropriate by the investigator
- Affirmative professional fitness answers are reviewed by the board chair or delegated to the EA.
- Non-Disclosure Matrix is delegated to the EA, approved in May 2022
- Publication of board advisory notices will occur within 30 days of the board meeting via the board's website and listserv.
- Disciplinary guidelines. Outline of historical precedent is drafted by investigative staff and presented to the board to help inform decision making on a case-by-case basis.

REFERENCE: Authority 08.68.070, 08.68.090, 08.68.275(f), 12 AAC 44.980