

| Volume 17 | Number 4 | Fall 2019 |

DAKOTA NURSE

C O N N E C T I O N

2019 ANA Hill Day and Membership
Assembly in Review

South Dakota Board of Nursing
Delegation Decision-Making Algorithm

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C O N N E C T I O N

FALL 2019
EDITION 68

10

Frequently Asked Questions
Renewal Requirements

14

2019 ANA Hill Day and Membership
Assembly in Review

22

HELP US HELP YOU

24

Registered Nurse Scholarship Recipients Announced



SOUTH DAKOTA HIGHLIGHTS

4 Message from the Executive Director

19 South Dakota Board Highlights

21 E-Notify®

26 South Dakota Board of Nursing
Delegation Decision-Making Algorithm

NORTH DAKOTA HIGHLIGHTS

5 Message from the Executive Director

7 North Dakota Board Highlights

9 Get to Know a Board Staff

16 The North Dakota Board of Nursing
Partners with CE Broker

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Created by Publishing Concepts, Inc.
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For Advertising info contact
Victor Horne • 1-800-561-4686
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The *Dakota Nurse Connection* is published by the South Dakota and North Dakota Boards of Nursing.
Direct *Dakota Nurse Connection* questions or comments to:

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4305 S. Louise Ave., Suite 201, Sioux Falls, South Dakota 57106-3115 • 605-362-2760

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A message from the Executive Director

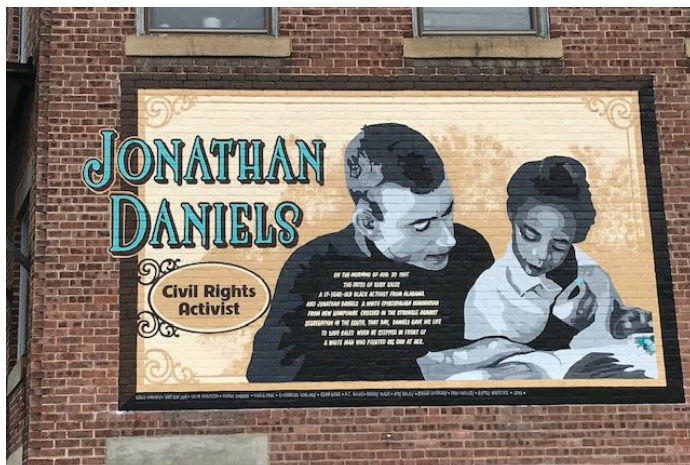
Gloria Damgaard, RN, MS, FRE
South Dakota Board of Nursing

Happy Autumn to all of our readers of the Dakota Nurse Connection. The snow is falling outside my window today as I write this message to you. The trees are rapidly dropping their leaves and it is a brisk 36 degrees. Hopefully, we will return to autumn before winter officially arrives! For my message this quarter, I am writing about an experience I had in September while visiting friends in New England.

This fall, I had the opportunity to spend a few days near the town of Keene, New Hampshire. In June 2019, Keene hosted a celebration known as the Keene Walldog Festival. Never having heard of a "Walldog" before, I was very interested in learning about this event. Walldogs are a group of highly skilled painters from around the world who gather together once a year to transform a single town into an art gallery. The art features multiple historic murals on the walls of the town's buildings. The "Walldogs" have been doing this for over 25 years. They are a dedicated group of individuals that have a goal of passing down the traditional methods of their trade so that the skill will not be lost. Perhaps you have witnessed a large-scale Coca-Cola sign on the side of a building. If so, that was the work of a walldog. Most of these signs are old and fading away. They are commonly referred to as ghost signs.

In Keene, NH, over the course of four days, Walldogs painted sixteen murals on the walls of buildings in the town. I was able to observe all sixteen of them. I will never forget the mural of Jonathon Daniels. Daniels was a Keene native, episcopal seminarian, and civil rights activist. He was killed in Alabama in 1965 at the age of 26, while shielding a black teenager from gunfire. As it turns out, Daniels is a part of all of our history.

There must be a life lesson in bearing witness to the work of the Walldogs in Keene, NH. As I walked away from the experience, I began to think of the nursing profession and how wonderful it would be to preserve our history in such a manner. Is there a creative way to preserve the traditional "art of nursing?" As I contemplate the retirement of many nurse leaders in



South Dakota, I wonder how we will pass down the skills that these leaders have acquired over a lifetime of practice. How do we keep the legacies so they don't fade away and become ghosts? It is doubtful that we will paint the walls of our town's buildings, but perhaps we could come together in a spirit of preserving our nursing history.

The year 2020, has been named by the World Health Organization as the Year of the Nurse, in honor of Florence Nightingale's 200th Anniversary. There will be celebrations planned to honor the profession of nursing and elevate its profile and importance throughout the world. The house of nursing in South Dakota needs to participate in this historic celebration of the nursing profession. How will you celebrate? We could paint the town (red) as they say, but that has new meaning for me having experienced the work of the Walldogs. What murals would we paint?

Have a great fall, I will be in touch with you again next quarter.

Sincerely,

Gloria Damgaard
Executive Director



A message from the Executive Director

Stacey Pfenning, DNP, APRN, FNP, FAANP
North Dakota Board of Nursing

Greetings and welcome to the Fall edition of the *Dakota Nurse Connection*, the official publication of the North Dakota Board of Nursing (NDBON).

NDBON Update

The NDBON is currently in the process of rule promulgation to address the following:

- Statutory mandate from the 66th Legislative Assembly providing exemption from practice of pharmacy for the registered nurse dispensing in title X clinics;
- Repeal of a duplicate section related to late renewals; and
- Adjustment of licensure and registration fees to maintain operational functions required for the Board to meet the statutory duties mandated in N.D.C.C. 43-12.1. Many of the fees have been in effect since either 1992, 2003, 2008, or 2012.

To review the full publication of notice and proposed rules visit www.ndbon.org Latest News.

The NDBON welcomed a new staff member dedicated to the Compliance Division. Corrie Lund, RN, started her position as the Compliance Investigator on August 1, 2019. As the Compliance Investigator, Corrie conducts pre-disciplinary investigations for complaints alleging violations of N.D.C.C. 43-12.1. To learn more about Corrie, please refer to this edition of the *Dakota Nurse Connection* article titled, "Get to Know a Board Staff".

The Governor recently appointed three Board members to the NDBON, fulfilling the mandated Board composition of 9 members. The Board welcomed back Michael Hammer, RN Board member from Velva, ND. Michael was appointed to a second term and brings expertise in long-term care and rural community facilities. The Board also welcomed Julie Dragseth, resident of Watford City, as the newly appointed LPN Board member and Cheryl Froelich, resident of Mandan, as the newly appointed Public member. More information about these two newly appointed Board members will be published in the Winter edition of the *Dakota Nurse Connection* article titled, "Getting to Know the New ND Board of Nursing Members".

Committees and Meetings

Select member and staff of the NDBON represented North Dakota at the National Council of State Board of Nursing (NCSBN) Annual meeting held in August. As a member state of NCSBN, North Dakota has two delegates assigned to vote during the delegate assemblies when decisions are made regarding nursing regulation. Highlights of the meeting included Occupational Licensure Panel exploration of Federal Trade Commission topics and

legal perspectives; presentations on the Future of Nursing Regulation; and other topics related to licensure, education, legislation, compliance, and interstate compacts.



Figure 1 NCSBN Delegate Assembly

During the 2019 NCSBN Annual Meeting, Tammy Buchholz, Associate Director for Education, presented her Institute of Regulatory Excellence project titled, "Rules Permitting Use of Educationally Underqualified Nursing Faculty by U.S. Board of Nursing". Tammy was awarded the status of Fellow of the NCSBN Institute of Regulatory Excellence for her completed research work.



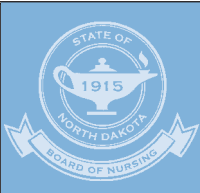
Figure 2 Tammy Buchholz receives Award of Fellowship



Figure 3 Tammy Buchholz and NCSBN President.

The NDBON will continue to post news on licensure, education, practice, and pertinent legislative activities on the website. Watch for the Winter edition of the *Dakota Nurse Connection* as the Board and staff continue to provide regulatory updates and publications.

Sincerely,
Dr. Stacey Pfenning DNP APRN FNP FAANP



North Dakota Board of Nursing Officers and Members

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Jane Christianson, RN, Bismarck

VICE PRESIDENT

Janell Holth, RN, Grand Forks

TREASURER

Dr. Kevin Buettner, APRN, Grand Forks

Michael Hammer, RN, Velva

Mary Beth Johnson, RN, Bismarck

Wendi Johnston, LPN, Kathryn

Jamie Hammer, RN, Minot

Julie Dragseth, LPN, Watford City

Cheryl Froelich, Public Member

NORTH DAKOTA BOARD OF NURSING 2018-2019 BOARD MEETING DATES

October 24, 2019

January 23, 2020

April 23, 2020

July 16, 2020 Annual Meeting

Please note:

All meetings will be held in the Board office conference room, 919 South Seventh Street, Suite 504, Bismarck, ND and are open to the public. Observers are welcome to attend.

Agendas will be listed on the Board website, www.ndbon.org, and will include the time. The agenda will be available 5 business days prior to each meeting.

As a service to the citizens of North Dakota, the Board provides a PUBLIC FORUM during each Board meeting (refer to agenda of each meeting for time). This is a time when anyone may address the Board about any issue regarding nursing. Prior notification is not necessary. Individuals will be recognized in the order of their signature on a roster available at the meeting.

MISSION

The mission of the North Dakota Board of Nursing is to assure North Dakota citizens quality nursing care through the regulation of standards for nursing education, licensure and practice.

NDBON Contact Information

ND Board of Nursing

919 S 7th St

Suite 504

Bismarck, ND 58504-5881

Phone: 701-328-9777

Fax: 701-328-9785

Email: contactus@ndbon.org

ND Board of Nursing Office Security Announcement

The NDBON implemented office security including entrance control. If you plan to visit the Board office, please consider the following:

1. A visit to a Director requires an appointment. To schedule an appointment, call 701-328-9777
2. Email items to contactus@ndbon.org or fax to 701-328-9785.
3. If you do plan to visit the Board office, you will need to push the buzzer at the door, state your name and the reason for the visit prior to admittance.
4. If you have any questions, please call 701-328-9777

NORTH DAKOTA BOARD OF NURSING

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Wallet licensure cards are no longer issued for:

RN & LPN Renewal
License by Examination
License by Endorsement
UAP/Technician/Medication Assistant III
www.ndbon.org

ND Board of Nursing invites nursing and non-nursing public members to participate on the Advisory Panel. Visit www.ndbon.org for information and application.

NURSES *Have you moved recently?*

UPDATE YOUR ADDRESS ON THE
ND BOARD OF NURSING WEBSITE

Change of Address and Contact Information

To ensure receipt of correspondences from the ND Board of Nursing, all licensees, registrants, and applicants are responsible for providing accurate, current address and other contact information may result in the inability to receive official notices or requests, which can lead to default or adverse action against the licensee or registrant. To change your address and other contact information visit www.ndbon.org. Choose Demographic Updates under Nurse Licensure.

LICENSURE VERIFICATION

North Dakota License Verification Options

The North Dakota Board of Nursing provides the following options for individuals attempting to verify a ND nursing license:

- North Dakota Board of Nursing Website – go to www.ndbon.org
Choose "Verify"
- Nursys® QuickConfirm at www.nursys.com
 - Look up a license from any QuickConfirm participating board of nursing and print/download a report with the licensure and discipline status information for that nurse.
- Nursys® E-Notify at www.nursys.com
 - Institutions: Enroll your entire nurse list and e-Notify will send regular updates of changes to licenses from e-Notify participating boards of nursing.
 - Nurses: Sign up to receive license expiration reminders and status updates via email or SMS for all your licenses from e-Notify participating boards of nursing.

NORTH DAKOTA BOARD HIGHLIGHTS

April 2019

The Board:

- Recommended that the Governor withdraw or rescind the appointment of registered nurse license #R35121 prior to the effective date of July 1, 2019 pursuant to NDCC 43-12.1-06.
- Requested the Governor's reconsideration of a re-appointment of Michael Hammer RN member and Board of Nursing Vice President for a second 4-year term effective July 1, 2019.
- Directed staff and SAAG to revise the current potential violation policy and procedure to include detail related to informal and formal resolution and disposition by the board and address criteria for ALJ proceedings.
- Bank of North Dakota - NEL checking & savings: Pfenning and board treasurer
- Bank of North Dakota – merchant account – Pfenning and board treasurer
- Dakota community bank, BND, BNC, Kirkwood bank (investment/reserve funds) –Pfenning
- On-line banking transfers – Becker
- KBT safety deposit box – Pfenning, Becker, Rossman
- Heard the ND Center for Nursing (ND CFN) representative, Patricia Moulton, present on the ND CFN Final 2019–2020 Strategic Plan within ND Center for Nursing performance objectives and budgets of staff, sponsorships and grants to align business platforms for recruitment, research and the collaboration from Nursing School programs on the subscription payments of Nurse-Tim webinar resources
- Approved the draft revisions to the PVR process policy and procedure adding investigative case presentation under informal resolution and disposition by the board.
- Approved the draft investigative case presentation policy and procedure with amended edit on item 2 to reference that both parties agree to inclusion or exclusion of witnesses.

July 2019

Compliance Division investigations and list of all disciplinary actions taken by the Board are published in the July 2019 Public Notice available at <https://www.ndbon.org/Publications/PublicNotice.asp>

The Board:

- Accepted the January through June 30, 2019 strategic plan progress report with the noted amendments of two incorrect dates.
- Approved the 2019-2020 fee schedule change to include APRN & prescriptive authority license within the category of non-disciplinary fees practice without license- doubles licensure renewal fee plus: APRN - first month \$300 and after first month \$700 and prescriptive authority (RX) - first month \$700 and after first month \$800.
- Approved the management of the following accounts:
 - Kirkwood bank - main checking, Pfenning, Buchholz, Hanson, and board treasurer
 - Kirkwood savings: Pfenning and board treasurer
- Found the compliance report submitted by the Sitting Bull College, Division of Nursing, associate degree practical nurse program nurse administrator addressing the issue of partial compliance with 54-03.2-02-06. Financial support. Partially meets the standard; and found the Sitting Bull College, associate degree practical nurse program in substantial compliance with ND administrative code 54-03.2; and continued full approval of the Sitting Bull College, associate degree practical nurse program until November 2020 as granted November 19, 2015 and required an onsite survey fall 2020.
- Approved the request for an exception to NDAC 54-03.2-04-08 employment of academically unqualified faculty, subsection 3. Other circumstances as approved by the board for a period of no longer than five years for the University of North Dakota, CNPD, DON, post-baccalaureate doctor of nursing practice (PD-DNP) nurse anesthesia program allowing
- the notification and plan for voluntary closure of the UTTC AASPN program to be effective May 10, 2019 upon graduation of the last enrolled class. During the teach out phase of program closure the Board required monthly progress reports. Board staff received progress reports as required from the acting program nurse administrator, Dr. D'Arlyn Bauer. All eight students successfully completed program requirements and graduated May 10, 2019. To date 5 of the 8 students have taken the PN licensure examination, with 4 passing and 1 failure. The remaining 3 graduates have test dates scheduled in August. The Board and staff are grateful to Dr. Bauer and Dr. Messmer for their commitment to ensure the 8 students enrolled in the program this spring were able to complete degree requirements with adequate faculty support.
- Found the Rasmussen College baccalaureate degree nursing education program in substantial compliance with ND administrative code 54-03.2. Standards for nursing education programs; and granted continued initial approval of the Rasmussen College baccalaureate degree nursing education program until July 2020; and required an onsite survey of the Rasmussen College baccalaureate degree nursing education program in May 2020.
- Heard the following update: At the December 27th special meeting of the NDBON, the Board moved to approve

continued on page 8

continued from page 7

master's prepared certified registered nurse anesthetist (CRNA) faculty to teach for the PD-DNP program with oversight by doctorate prepared CRNA faculty and nurse administrator. And; Master's prepared CRNA faculty must enroll in a doctorate program within one year of employment and the program must submit all requirements under NDAC 54-03.2-04-08.1 faculty developmental program quarterly for each academically unqualified faculty member to ensure compliance with the required 85% academically prepared faculty requirement for the program. The UND, PD-DNP program nurse administrator will submit a compliance report by July 1, 2020.

- Approved the request of the addition of a satellite site in Fargo, ND beginning spring 2020 for the North Dakota state college of science (NDSCS), associate of applied science practical nurse program as the program has full approval and the change complies with NDAC 54-03.2-06-02. Programmatic changes.
- Approved the request for the addition of course NUR 361 and a change to overall credit hours from 70 to 71 in the traditional and accelerated tracks and from 60 to 61 in the LPN to BSN track for the University of Mary, school of health sciences, division of nursing, baccalaureate programs as the programs have full approval and the

changes comply with NDAC 54-03.2-06-02. Programmatic changes.

- Approved the request for an exception to NDAC 54-03.2-04-08 employment of academically unqualified faculty, subsection 3. Other circumstances as approved by the board for the 2019 fall semester that allows the University of Jamestown, DON, BSN program to use baccalaureate-prepared registered nurses not enrolled in a graduate program for clinical practice instruction required for course NRSG 424 child/adult health III.
- Approved the attached 39 individuals for the nursing education loan for a total awarded of \$84,850.00 according to NDAC 54-04.1 nursing education loans.
- Approved the following licensure policies:
 - If the nursing education program does not meet the clinical experience requirements according to NDAC 54-03.2-06, 400 hours of licensed nursing practice for the level of licensure sought is required prior to application for licensure in ND.
 - International/foreign educated nurse applicants must submit a credentials evaluation service report of the transcript along with the official transcript for issuance of a single state license. If the international/foreign educated applicant also submits a copy of the CGFNS certificate program verification letter or CGFNS

visa screen verification letter a multistate license may be issued. The board may accept verification of these reports from another jurisdiction if North Dakota qualifications are met.

- International/foreign educated nurse applicants must submit a verification of employment form validating 400 practice hours in the previous four years.
- Neither supported nor opposed the ND nurse practitioner association ketamine white paper.
- Directed staff to post draft role of nurse in aesthetic practices for public comment after SAAG review and include public forum during October 24, 2019 convened meeting.
- Approved the new standing orders for laboratory testing for syphilis as proposed by the NDDoH.
- Directed staff and SAAG to draft proposed rules to address mandates from 66th legislative session, explore licensure fee adjustments to support core board functions and project funding, and propose additional amendments to update licensure, education, practice, and compliance; convene committees as needed.
- Reviewed and discussed the 3 current board member vacancies (public member since October 2018; RN member and LPN member since June 2019). Reviewed correspondences and updates from governor's office.
- Approved Janell Holth as interim vice-president until October 2019 board meeting.

- Approved Kevin Buettner as treasurer for a two-year term ending July 2021.

- Approved the following 2019-2020 committee appointments:
 - Executive committee: chair: President Jane Christianson; vice-president interim Janell Holth; treasurer Kevin Buettner

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- Nursing education committee: chair: Mary Beth Johnson; Janell Holth; Jamie Hammer
 - Finance committee: chair: treasurer Kevin Buettner; Jane Christianson; Wendi Johnston
 - Risk management: Mary Beth Johnson
 - ND center for nursing board of directors (2019-2022): Stacey Pfenning; alternate Wendi Johnston
 - ND PDMP advisory council: Stacey Pfenning, Jane Christianson
 - Approved the proposed 2019-2020 committee charges as distributed.
 - Approved the revised NDBON member verification of practice form.
 - Approved the 2019-2020 governance manual as distributed.
 - Approved the 2019-2020 board and committee meeting dates:
 - NDBON: July 18, October 24, January 23, April 23, July 16, 2020
 - Nursing education committee: October 2, April 15, July 15, 2020
 - Finance committee: April 6, 2020
 - Executive committee: April 23, 2020
 - Other meetings, including special meetings, may be added as needed or per board request.
 - Ratified the following position descriptions:
 - Revised: executive director
 - New: operations manager, compliance investigator, compliance and licensing specialist, and administrative and licensing specialist, and associate director for practice
 - Retire: administrative III, assistant director for compliance and practice, accounting and licensing specialist.
- ### September 2019 Special Meeting
- Approved the draft amendment to the NDAC Title 54 for public hearing which proposes addition of 54-05-02-08 Dispensing in Title X Clinic.
 - Approved the draft revisions of the NDAC Title 54 for public hearing which propose repeal of 54-02-05-04 Late Renewal Fee and amendments to licensure and registration fees as follows:
 - Addition of \$40 for APRN renewal; and
 - Addition of \$30 for SPRN renewal; and
 - Addition of \$25 for each: APRN and SPRN initial; Prescriptive authority (RX) initial; RX renewal; and
 - Addition of \$20 for each: LPN and RN renewal; APRN, SPRN, and LPN/RN reactivations; and
 - Addition of \$15 for each: LPN and RN by exam; and
 - Addition of \$10 for each: UAP initial; LPN/RN endorsements; and UAP renewals.
 - Rejected the proposed addition of NDAC Article 54-10 North Dakota Center for Nursing, concluding rule drafting pertaining to the NDCFN.



Get to Know a Board Staff

Corrie Lund

Position: ND Board of Nursing Compliance Investigator

Date of Hire: August 1, 2019

Prior work experience: I have over 13 years of experience as a RN, BSN in a variety of settings. These settings include: RN in Palliative Care, Long-Term Care, Home Health/ Hospice, Health Facility Surveyor with the State of ND and an Infection Preventionist and Quality Assurance nurse manager

in Long-Term Care. Each position challenged me in different ways and developed my skills and knowledge in nursing.

Tell us a bit about yourself:

I received my BSN from the University of Mary. My husband Nels and I have a sweet six-month old baby named Hattie. She is such a joy! I enjoy spending as much time as possible with my family and friends, reading, watching football, being outdoors, volunteering and being an active member of Legacy South Church in Bismarck.

Frequently Asked Questions Renewal Requirements

The North Dakota Board of Nursing frequently receives calls regarding the renewal process. Following are some of the common questions we receive.

Practice Requirements

Are there practice requirements for license renewal in North Dakota?

Yes, all individuals renewing a nursing license must meet or exceed 400 hours of nursing practice in the preceding four years. Hours practiced in another regulated profession cannot be used for nursing practice hours.

- Nurses who have completed a refresher course within the preceding year or graduated from a nursing undergraduate or nursing graduate program in the last four years with less than 400 hours of nursing practice will be able to renew their license without meeting this requirement.

Continuing Education Requirements

Is continuing education (CE) required for license renewal in North Dakota?

Yes, all individuals renewing a nursing license must complete 12 contact hours of CE obtained within the preceding two (2) years.

- An applicant that obtained initial licensure through examination will not need to complete additional contact hours of approved continuing education before that first renewal of a nursing license. The requirements have been met through the academic coursework.
- An applicant for reactivation of a license can use the refresher course contact hours for the first renewal cycle after reactivation of a license.
- An APRN with Prescriptive Authority must complete fifteen (15) contact hours of education during the previous two (2) years in pharmacotherapy related to the scope of practice. The

pharmacotherapy CE must be itemized on the certificate of attendance. These contact hours may fulfill the registered nurse renewal continuing education requirement.

Am I required to obtain continuing education in specific areas?

No

What is the time frame for getting my continuing education?

The continuing education is to be completed within the 2 years prior to the expiration date on the license.

How much continuing education should I get?

LPN, RN, APRN – Each person licensed as a Licensed Practical Nurse, a Registered Nurse, or an Advanced Practice Registered Nurse in ND must complete at least 12 contact hours of approved CE to renew their license.

APRN with Prescriptive Authority – Advanced Practice Registered Nurse with Prescriptive Authority must complete 15 contact hours of CE related to pharmacology. These 15 contact hours may fulfill the RN/APRN renewal contact hour requirements of 12 CE.

I completed 40 contact hours last licensure period and only needed 12. Does that mean that I can use the other 28 hours for this licensure period?

No. Contact hours do not carry over from one license renewal period to another. You must complete at least 12 contact hours of approved CE in each license renewal period in order to renew a license to practice nursing in North Dakota.

What if I am unable to complete the required contact hours needed for renewal. Can I get an extension?

No, the Board does not issue extensions – the continuing education must be met before renewal. Failure to

meet the CE requirement may result in disciplinary action and penalty fees.

- Continuing education completed after December 31 in the year of renewal will be assessed a fee of \$50 per contact hour earned after that date (i.e. - \$600 for 12 contact hours done after December 31).
- If audited, failure to provide proof of continuing education may result in sanctions against your nursing license (i.e. - \$500 for LPN Reprimand or \$600 for RN Reprimand).

I am currently maintaining my certification in another health care profession. Can I use the continuing education to fulfill my license renewal requirements for contact hours?

The North Dakota Board of Nursing will accept, at face value, the number of hours awarded for an educational activity that has been approved for CE, provided it was approved by one of the following:

- The North Dakota Board of Nursing
- A health care regulatory board or professional organization of any state that is nationally/internationally accredited to approve CE.
- Credit received for successful completion of a course taken through an accredited college or university may be used to meet the CE requirement. Contact hours obtained for renewal of license or certification in another regulated profession cannot be used for maintaining nursing licensure.

Do I send my CE records to the Board?

No. Send your CE records ONLY if you have received a "Notice of Continuing Education Audit" from the North Dakota Board of Nursing.

Who keeps track of my Continuing Education?

You do. As a professional, you are responsible for keeping track of your own CE records. You must keep your CE documents for at least 4 years. The Board may audit your CE records for up to 4 years.

Then how does the Board know I met the Continuing Education Requirement?

Each time you renew your license you verify through attesting to the statement on the renewal form that you have completed the 12 contact hours. It is important that you have **completed** the continuing education when you attest to this.

But, I was just licensed in North Dakota for the first time.

License by Exam - If you recently

received your first license in North Dakota and took an examination to receive it, and this is your first renewal of that nursing license, you are **NOT REQUIRED** to have completed CE courses. You have met the requirement through your academic coursework and **MUST** verify through attesting to the statement on the renewal form.

License by Endorsement - If you recently received your first license in North Dakota and have moved from another state, you are considered to have received your license or certificate by "ENDORSEMENT". Even though this may be your first renewal you **MUST** verify through attesting to the statement on the renewal form that you have completed the required 12 contact hours. Credit received for successful completion of a course taken through an

accredited college or university may be used to meet the CE requirement.

I'm not working right now.

Whether you are working or not has no bearing on your CE requirement. The CE requirement is directly related to renewal of your license in ND.

I don't plan to renew my license. What do I need to do?

Inactive Status - If you do not renew your license it will be on "Inactive Status". You may not work as a nurse if your license is on inactive status. There is an additional fee to reactivate a license from inactive status.

View the Approved Continuing Education FAQ

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Frequently Asked Questions

Approved Continuing Education (CE) For Renewal**How do I know if a particular educational activity is acceptable to the North Dakota Board of Nursing as approved CE?**

The North Dakota Board of Nursing will accept, at face value, the number of hours awarded for an educational activity that has been approved for CE, provided it was approved by one of the following:

- The North Dakota Board of Nursing
- A health care regulatory board
- A professional organization of any state that is nationally accredited to approve CE
- An accredited college or university

The Statement on my certificate states that the course meets the requirements for continuing education (CE) of another board of nursing. Does this mean it is approved CE for my North Dakota nursing license renewal?

No. Approval is a formal process that involves review of the program components *prior* to offering the continuing education. A statement that the CE meets a requirement alone is not approval and therefore is not acceptable for continuing education required by the ND Board of Nursing.

I am taking college courses. Can I use these courses to meet my CE Requirement?

Yes. Credit received for successful completion of a course taken through an accredited college or university may be used to meet the CE requirement. This is called "Academic Credit" and translates into contact hours as follows:

- 10 contact hours = One academic quarter hour
- 15 contact hours = One academic semester hour

I can't always get to the classes when they are offered. Can I get my CE at home?

Yes, many individuals receive CE through independent study activities. Independent studies may be taken through mail order courses or the internet. There is no limit to the number of contact hours you may obtain through independent study.

CAUTION!! It is up to you to make sure that the educational activities you choose are acceptable to meet the CE requirement to renew your license. Look at the advertising for the course/function - approval should be mentioned.

I took a course that met the requirements for continuing education of another board of nursing. Does that mean it is approved CE?

No. Approval is a formal process that involves review of the program components. Meeting a requirement alone is not approval.

I taught a course that was approved for contact hours; can I use the contact hours to meet the CE requirement for renewal?

Yes, you may use the approved contact hours up to 6 CH for teaching a course one time during a renewal period. The presentation or lecture must be outside of the normal duties of the job and approved for contact hours.

I had a nursing article published in a refereed journal, can I use contact hours to meet the CE requirement for renewal?

Yes, Evidence of publication of one article related to nursing practice in a refereed journal, one book chapter, or research project published in the license renewal time frame may be submitted for verification of the 12 contact hours.

The educational activity I took was not approved for CE.

The Board does not retroactively approve courses for CE. It is the responsibility of the course provider to get the activity approved for CE before you take it. If the educational activity was not approved for CE or you did not receive academic credit, you will not receive credit toward the CE required to renew your license.

I'm required by my employer to take CPR or Advanced Life Support Courses. Do these count?

No, not all educational activities completed are acceptable as CE. The

following is a list of activities that DO NOT MEET the CE requirement in ND:

- Basic Life Support classes;
- CPR classes;
- Advanced Skills Renewal Courses (ACLS, PALS, NALS, etc)
- Repetition of any educational activity with identical content and objectives within a single reporting period;
- Agency specific orientation or in-service programs;
- Self-directed independent study activities that have not been approved for CE;
- A personal development activity;
- Community service or volunteer practice;
- Board-ordered CE;
- Membership in a professional nursing organization;
- Professional meetings or conventions except for those portions approved for CE;
- UpToDate activity certificates do not meet the requirement for Pharmacology specific CE for Prescriptive Authority.

Advanced Practice Prescriptive Authority CE**How many pharmacology specific CE contact hours are required for renewal of prescriptive authority?**

Renewal requires 15 pharmacology CE contact hours in the past 2 years (24 months).

Must the pharmacology CE contact hours be indicated or itemized on the CE certificates for Prescriptive Authority?

Yes. Only certificates which itemize pharmacology CE will be accepted.

Does the NDBON accept UpToDate Certificates for the pharmacology CE requirement?

No. UpToDate activity certificates do NOT meet the requirement for pharmacology specific CE for prescriptive authority.

Board approved: 3/04
Reviewed/Revised: 08/18

Frequently Asked Questions Renewal CE Audit

The Board monitors compliance with the CE requirement through an audit system. If you receive a "Notice of Continuing Education Audit" during your online renewal you are required to send photocopies of your CE records to the Board along with the Notice of Continuing Education Audit Form. It is important that you send *copies* of the actual documents received upon completion of the education activities attended. Information received in the Board office in response to an audit of your continuing education records will not be returned to you. You should keep your original documents.

How long should I keep my continuing education records?

Records must be kept for at least 4 years.

What records should I keep?

Documentation of completion of CE activities should be supplied to you by the provider of the activity. Upon audit, you will be required to send photocopies of documents that contain all of the following information:

- Your name;
- Title of the education activity or course;
- Code or course number;
- Date of program completion;
- Name of the provider/instructor;
- Name of the organization which approved the program for CE;
- Contact hours or number of credits.

For academic credit, an official college transcript or grade report showing your name, the name of the school, the number of credits received, and the dates attended is also acceptable.

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2019 ANA Hill Day and Membership Assembly in Review

Washington, DC

June 20-22, 2019

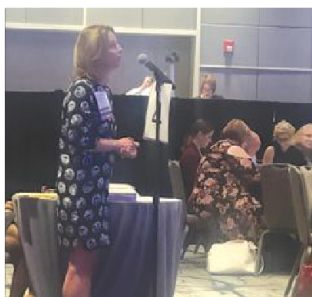
Tammy Buchholz, MSN, RN, CNE, FRE
NDNA Membership Assembly Representative

Tessa Johnson, MSN, RN
NDNA President

Sherri Miller, BSN, RN
NDNA Executive Director



Senator John Hoeven with Tammy Buchholz, Tessa Johnson, and Sherri Miller



Tammy Buchholz representing the North Dakota Nurses Association at ANA Membership Assembly



Representative Kelly Armstrong with Dorothy Kessler, Tessa Johnson, Tammy Buchholz, and Sherri Miller

NDNA President Tessa Johnson, NDNA Membership Assembly Representative Tammy Buchholz, and NDNA Executive Director Sherri Miller attended the 2019 ANA Hill Day and Membership Assembly in Washington, DC June 20-22.

Activities began Thursday morning with a briefing that provided a federal legislative overview and key talking points for nurse representatives to share with their members of Congress during the day's scheduled meetings.

In addition to the briefing, various speakers addressed the group including ANA President Dr. Ernest Grant, Matthew Fitting, ANA Advocacy and Engagement Specialist, and Samuel Hewitt, ANA Senior Associate Director, Federal Government Affairs. The morning's keynote speaker was Representative Lauren Underwood (D-IL-14), a millennial nurse in Congress!

When asked about what had compelled her to run for public office, Representative Underwood shared her impetus was the realization that healthcare in the U.S. was under attack. Her role as an advocate for her patients has now been transformed as an advocate for all U.S. citizens.

After the briefing participants were transported to Capitol Hill where over 400 nurses from 48 states and the District of Columbia, Guam, and the Virgin Islands attended over 325 scheduled meetings with members of Congress. In addition, ANA nurse members unable to attend Hill Day in person delivered over 20,000 signatures to #endworkplace violence and over 4 million impressions via twitter to senators and representatives.

Once on the Hill, our visits began with meeting Senator Kevin Cramer's Legislative Assistant, Bree Vculek who is from Oakes, ND. The next meeting

was with Senator John Hoeven and his Legislative Correspondent Ty Kennedy from Grand Forks, ND. Lastly, we met with Representative Kelly Armstrong and his Legislative Assistant Connor Crowley. While attending our meetings with senators, representatives and their staff, we had an opportunity to share our state and national priority issues related to nursing and the health and well being of all.

Discussion points included safe staffing for nurses and patients, reauthorization of the nursing workforce development programs (Title VIII of the Public Health Service Act) through FY 2024, Workplace Violence Prevention for Health Care and Social Services Worker Act, and the Home Health Care Planning Improvement Act which will allow APRNs to order home health care services.

In conclusion, our experience in Washington, DC was an excellent opportunity to express our nursing voices and represent our state. It was an extreme honor and privilege! We were treated with respect by our legislators and their staff who were all hospitable and provided us the opportunity to engage in meaningful and collaborative discussions.

The 2019 Membership Assembly was an experience that connects North Dakota nurses to the "broader picture" and ANA's mission "nurses advancing our profession to improve health for all."

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The North Dakota Board of Nursing Partners with CE Broker

CE Broker is now the official CE tracking system of the North Dakota Board of Nursing. Your board has provided you with a free Basic Account, so you have our most helpful CE tracking tools right at your fingertips.



FREE ACCESS

With the free Basic account, you will have access to your Course History. This lists all of the courses you have completed so far so you can easily find and report any CE that might be missing. You will never have to pay to access all the necessary tools to renew your license.



COMPREHENSIVE COURSE SEARCH

One of the best tools we offer licensees is our Course Search. You can find every course you need to complete your license renewal. After you are finished with each course, many educational providers will report to CE Broker for you.



HELPFUL SUPPORT CENTER

Our support center is staffed with experts who have been trained on the rules and regulations of the North Dakota Board of Nursing. You can reach them by phone, live chat, or email 8AM-8PM ET Monday through Friday.

UPGRADED ACCOUNT OPTIONS

You can also subscribe to Professional or Concierge Accounts, which offer above-and-beyond CE tracking tools to further simplify your renewal process. With our Professional account you can access a personal CE Transcript which outlines exactly what requirements you have left to complete. The Concierge account includes your own CE Broker account manager who can guide you through the CE process, step by step.



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SOUTH DAKOTA
Center for Nursing Workforce
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<http://doh.sd.gov/boards/nursing/sdcenter.aspx>

The **MISSION** of the Board of Nursing is to protect the public through the regulation of nursing licensure, practice and education.

The **Vision** of the Board of Nursing is to inspire public confidence in the profession of nursing through regulatory excellence and honoring human dignity.

South Dakota Board of Nursing Officers and Members

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Robin Peterson-Lund
CNP, APRN Member, Kadoka
Kristin Possehl
RN Member, Brookings
Lois Tschetter
RN Member, Brookings

South Dakota Board of Nursing Scheduled Meetings

Location: 4305 S. Louise Ave., Suite 201; Sioux Falls, SD
Time: 9:00AM

November 14-15, 2019

2020 Meeting Schedule

February 13-14
April 16-17
June 11-12
September 24-25
November 19-20

Agenda will be posted 3 business days prior to the meeting on Board's website.

Access

Licensure forms, update contact information, find advisory opinions, nurse practice act, and more online:
doh.sd.gov/boards/nursing

Verify

Nurse Licensure and UAP Registration:
<http://doh.sd.gov/boards/nursing/verificationlink.aspx>

Board Staff Directory

Gloria Damgaard, MS, RN, FRE, Executive Director Concerning Administrative, Legislative, Rules and Regulations	Gloria.Damgaard@state.sd.us (605) 362-2765
Abbey Bruner, Senior Secretary Concerning RN and LPN Renewal, Reinstatement, and Reactivation	Abbey.Bruner@state.sd.us (605) 362-2760
Glenna Burg, MS, RN, CNE, Nursing Education Specialist Concerning Nursing Education Program Approval	Glenna.Burg@state.sd.us 605-362-2766
Erin Matthies, Operations Manager Concerning APRN Initial Licensure	Erin.Matthies@state.sd.us (605) 362-3546
Francie Miller, BSN, RN, MBA, Nursing Compliance Specialist Concerning Nursing Complaints and Compliance	Francie.Miller@state.sd.us (605) 362-3545
Tessa Stob, BSN, RN, Nursing Program Specialist Concerning Medication Aide Training Programs, Dialysis Tech Training Programs, Unlicensed Diabetes Aide Training and Nurse Aide Training Programs	Tessa.Stob@state.sd.us (605) 362-2770
Jill Vanderbush, Program Assistant Concerning RN and LPN Licensure by Endorsement and Criminal Background Checks	Jill.Vanderbush@state.sd.us (605) 362-2769
Ashley Vis, Program Assistant Concerning Registration of Unlicensed Personnel RN and LPN Initial Licensure and Examination	Ashley.Vis@state.sd.us (605) 362-3525
Linda Young, MS, RN, FRE, Nursing Practice Specialist Concerning APRN Regulation and Practice, RN and LPN Practice, and Center for Nursing Workforce	Linda.Young@state.sd.us (605) 362-2772

DISCIPLINARY ACTIONS TAKEN BY THE SOUTH DAKOTA BOARD OF NURSING

Name	License Number	March Board Action
Bentz, Donovan	P012138	• Voluntary Surrender
Briese, Erene	P010374	• Letter of Reprimand
Brown, Alexander	NC RN 306163	• Voluntary Surrender of Privilege to Practice
Christensen, Brenda	R032456	• Stayed Suspension with Mandated HPAP
Greenfield, Jill	R034152	• Letter of Reprimand
Hart, Aaron	R051283	• Suspension
Honeychurch, Megan	R039694	• Stayed Suspension with Mandated HPAP
Honeychurch, Megan	R039694	• Voluntary Surrender
Jones, Anita	R033097	• Suspension
Klein, Cynthia	R014194	• Letter of Reprimand
Lyman, Suzanne	CR000507 & R027317	• Voluntary Surrender
Sarnat, Jeanne	ND RN R43595	• Suspension of Privilege to Practice
Schulz, Kristen	R032862	• Stayed Suspension with Mandated HPAP
Stewart, Edwin	P007650	• Suspension
Tomaszewski, Ronald	NC PN 84883	• Letter of Reprimand on Privilege to Practice
Vogh, Alina	R051058	• Voluntary Surrender
Name	Registrant Number	September Board Action
Herum, Rachel	M004554	• Voluntary Surrender

South Dakota Board of Nursing Meeting Highlights

July and September 2019

Board Meetings:

Pursuant to SDCL 36-9-17, the Board is required to meet annually and as often as necessary to transact its business. The South Dakota Board of Nursing generally meets five times a year. Meetings are open to the public; however, SDCL 1-25-2 allows a public body to close a meeting for discussing employee or legal matters. Individuals interested in attending should check the Board's website for more information and agendas. Information is posted 72 hours prior to the meeting at: <http://doh.sd.gov/boards/nursing/calendar>. Minutes following a Board meeting are posted on the Board's website within 10 days of the meeting.

Scheduled 2019 Board Meetings: November 14-15.

Nursing Education:

July 11, 2019

- The Board approved the Avera St. Mary's Hospital (Pierre, SD) application for a Clinical Enrichment Program beginning the summer of 2020.
- The Board accepted the April 2019 site visit report for the registered nursing program at Dakota Wesleyan University and granted continued interim status for the program.
- The Board approved Dakota Wesleyan University's request for reorganization with the addition of their LPN to BSN track in Mitchell, SD beginning Spring 2020.
- The Board was provided notification of the CCNE accreditation of Presentation College's master's degree program(FNP) through June 30, 2024.

- The Board was provided notification from Augustana University that Lynn White, PhD, RN, ACNS-BC has been named the Chair of the Department of Nursing.
- The Board was provided notification that Mount Marty College has named Kathy Magorian, EdD, MSN, RN as Dean of Nursing and Health Sciences.
- The Board was provided notification that Michelle Bruns, MSN, RN has been named the Interim Chair of the Department of Nursing at Oglala Lakota College.
- The Board was provided notification that Mary Anne Krogh, PhD, APRN, CRNA, FAAN has been named the Dean of the College of Nursing at South Dakota State University.
- The Board was provided notification that Anne Pithan, DNP, RN, CMSRN, CNE has been named as the Interim Chair of the Nursing Program at the University of South Dakota.
- The Board approved RN applicant scholarship awards for 2019. See separate article.

September 19-20, 2019

- The Board approved the Black Hills Surgical Center's (Rapid City, SD) application for a Clinical Enrichment Program beginning the summer of 2020.
- The Board accepted the South Dakota Human Services Center's (Yankton, SD) 2019 Clinical Enrichment Program report and approved their 2020 request for continuing approval.
- The Board accepted the Avera Sacred Heart Hospital's (Yankton, SD) 2019 Clinical

Enrichment Program report and approved their 2020 request for continuing approval.

- The Board was provided notification that Mount Marty College has named Larry Dahlen, PhD, CRNA as the Interim Director of the Nurse Anesthesia Program.
- The Board was provided notification that National American University has named Rhonda Winegar, DNP, PhD, RN, FNP-BC, CCRN, CPN as the Dean of Nursing effective June 1, 2019.
- The Board approved National American University's voluntary closure plan for the generic BSN (Rapid City and Sioux Falls), the RN to BSN, and the MS programs
- The Board heard a proposal from Dean Kathy Magorian for a DNP program at Mount Marty College focusing on leadership and education.
- The Board was presented an overview of the Walter N. and Dorothy D. Graham Scholarship Trust awards.

Licensure and Registration:

- **Verification of Employment:** RNs and LPNs are required to attest to the hours worked during a renewal period. The Board does conduct random audits of licensees. If you are selected you will be required to submit a completed employment verification form to the Board office.
- **Nurse License and UAP Registration Verification:** Licensure status for all licensees and registrants may be verified

continued on page 20

continued from page 19

online at: <http://www.doh.sd.gov/boards/nursing> Select "License Verification."

- The Board's unlicensed registry *only* provides assurance that individuals listed on the registry have met minimal criteria including the completion of required training and testing to allow them to accept the delegated task of medication administration from a licensed RN or LPN while under nurse supervision. **Registry status does NOT imply that an individual has met moral, ethical, or legal standards and should not take the place of an employer's hiring screening process or background check.**
- Unlicensed Medication Aides: Licensed nurses in South Dakota may only delegate medication administration to Unlicensed Medication Aides (UMA), insulin administration tasks to Unlicensed Diabetes Aides (UDA), and dialysis tasks to Unlicensed Dialysis Technicians (UDT) who are listed on the South Dakota Board of Nursing's registry. Registry status is valid for a two year time period. Registry status may be verified on the Board's website: <https://www.sduap.org/verify/>. If the person is not listed on the registry, a nurse may not delegate those tasks to that person.
- **Nurse Licensure Compact (NLC):** South Dakota is a member of the NLC. LPNs and RNs who hold a multi-state compact license can provide care to

patients in other NLC states without having to obtain additional licenses. An LPN or RN who holds a single-state license can only practice in the state that license was issued. See <https://www.ncsbn.org/compacts.htm> for more information.

- South Dakota does not belong to the APRN compact; therefore all South Dakota issued CNM, CNP, CRNA, and CNS licenses are single-state.
- **South Dakota's Active Workforce as of September 2019:**

Licensed Workforce	Number
Licensed Practical Nurses (LPN)	2,668
Registered Nurses (RN)	18,578
Certified Nurse Midwives (CNM)	37
Certified Nurse Practitioners (CNP)	1,191
Certified Registered Nurse Anesthetists (CRNA)	509
Clinical Nurse Specialists (CNS)	65
Registered/Unlicensed Assistive Personnel Workforce	Number
Certified Nurse Aides (CNA)	10,391
Unlicensed Diabetes Aides (UDA)	154
Unlicensed Dialysis Technicians (UDT)	59
Unlicensed Medication Aides (UMA)	6,012

Prevent a Lapsed License:

- A lapsed nursing license is a serious violation of the Nurse Practice Act. A nurse who has a lapsed license must pay an additional fee to reinstate the license and may also incur discipline. Nurses who practice on a lapsed license may also cause their employers to bear additional burdens. Facilities may lose reimbursement money, be cited for lack of compliance, or receive other sanctions by regulatory bodies.

- As a practicing nurse you are responsible and accountable to maintain an active license! The Board sends a courtesy renewal notice to an actively licensed nurse's last known address 90 days in advance. **Keep your address current!** You may conveniently change your address online at: <http://doh.sd.gov/boards/nursing/address.aspx>.
- Enroll in **Nursys e-Notify**. This is a **free service** open to all licensed nurses. Once enrolled, e-Notify will automatically send license **expiration reminders** and status updates to licensees or employers. <https://www.ncsbn.com/e-notify>.

South Dakota Health Professionals Program:

- The Board contracts with the South Dakota Health Professionals Assistance Program (HPAP) to offer an alternative program which supports health professionals with substance use or mental health disorders and their recovery efforts. Participating in HPAP enhances public safety by reducing risks associated with potentially impaired health conditions. Early intervention and referrals may, over time, decrease licensing board discipline.
- Entry in the program can be voluntary, and if so, confidentiality is maintained. The Board may also mandate nurses to participate in HPAP to protect the public.
- To be eligible to participate, a nurse must hold, or be eligible to hold licensure with the SD Board of Nursing. More information on HPAP is available at: <http://www.mwhms.com/hpap>.

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HELP US HELP YOU

Adapted with permission from an article written by Darla Erickson in the *Arkansas Board of Nursing Update*

There is a cell phone commercial that has been around for a while where calls are dropped at inopportune times. Unfortunately, this does not only happen on TV. Much like those commercials, the staff at the Board of Nursing is sometimes working with “half” of a phone number while the person who left the message is frustrated no one called them back.

Although the example above may seem a bit dramatic, we really do meet similar challenges. Here are some suggestions of ways you can help us to help you:

- When you leave a voice mail message, please speak slowly and clearly. It is also a good idea to repeat the phone number where you would like for us to contact you. Be sure to include the area code.
- If you are calling from a cell phone, try to call from an area that you know gets good reception. If you know you are in a “dead zone,” it is best to use a landline telephone.
- If you would like for us to leave a phone message on our return call, be sure we can do so. If we return the call and get the message “the voicemail is full” or “the person you are trying to reach has not set up a voicemail” we are unable to leave a message.
- The best way to contact us is via email. Each staff member’s email is listed on our website at <https://doh.sd.gov/boards/nursing/staff.aspx>, or if you know the name of the person



Senior Secretary Abbey Bruner assisting nurses at the South Dakota Board of Nursing.

- you are trying to contact, you can reach the staff member by the first.name.last.name@state.sd.us. (i.e. the email address for Glenna Burg would be Glenna.Burg@state.sd.us)
- If you are contacting us by email or through our website, first check your settings on your computer. Filters or firewalls may block our responses.
 - If you contact us by email or through the website, include your telephone number and email address in the correspondence. (Then if we get the notice from the system administrator that “this message is undeliverable” we still have a way to contact you.)

- Always put your license number on all communications. Amazingly enough, even if your name is pretty unique, there is a good chance there are more people with the same name. Figuring out which person is requesting information or sending a payment can be difficult, if not impossible.

The staff of the South Dakota Board of Nursing strives to provide good customer service. However, as you may guess from the requests above, we sometimes encounter obstacles that make it difficult to respond as we would like. Please assist us in our quest to better help you.



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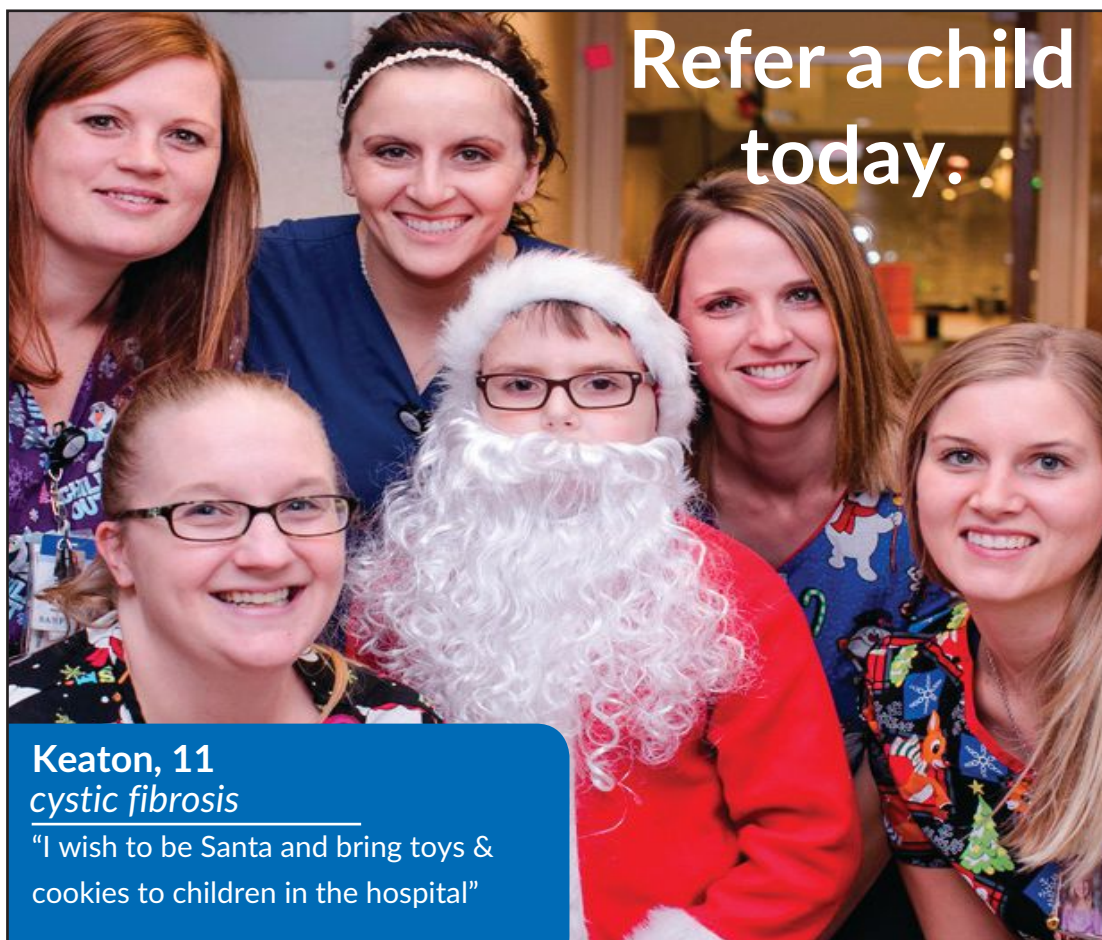
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Keaton, 11
cystic fibrosis

"I wish to be Santa and bring toys & cookies to children in the hospital"

Registered Nurse Scholarship Recipients Announced

The South Dakota Board of Nursing offers a Nursing Education Scholarship Program (NESP) to RN and LPN nursing students who are residents of South Dakota and who have been accepted into a board approved nursing education program that leads to initial licensure or a nursing degree enhancement. Scholarship money distributed through this program is generated through a \$10 fee charged to each nurse upon renewal of a South Dakota RN or LPN license.

Registered nurse scholarships are awarded in the spring

and LPN scholarships are award in the fall of each year. The number and amount of each scholarship is determined annually by the South Dakota Board of Nursing, not to exceed \$1000 per academic year per student. Scholarship money may be used for direct education expenses such as tuition, books, and fees. To learn more about NESP go to <https://doh.sd.gov/boards/nursing/loan.aspx>.

Congratulations to the scholarship recipients who were approved by the Board of Nursing at the June 11, 2019 meeting. A total of \$85,800 was awarded.

Name	Degree Sought
Augustana University	
Callie DeWitt	BSN
Terren Geffre	BSN
Julia Gonzales	BSN
Kaitlyn Hanna	BSN
Demi Hoover	BSN
Amy Hurley	BSN
Makayla Kuhn	BSN
Zharayya Miller	BSN
Britney Moeller	BSN
Michaela Peters	BSN
Kaitlin Reuer	BSN
Bridget Robinson	BSN
Elizabeth Robinson	BSN
Chantelle Stucky	BSN
Seleste Thorson	BSN
Lea Wormsbecher	BSN
Capella University	
Jada Anderson	DNP
Terri Clark	DNP
Melanie Ruz-Nuglo	DNP
Dakota Wesleyan University	
Makayla Bechen	BSN
Jaclyn Claussen	LPN-BSN
Devin Constant	BSN
Radonda Davis	BSN
Karly Eggleston	BSN
Jordan Goens	LPN-BSN
Dylan Hansen	BSN
Cierra Harkema	LPN-BSN
Erika Henrich	LPN-BSN
Isis Insua	BSN
Johannah Jensen	BSN

Name	Degree Sought
Kelly Klautdt	LPN-BSN
Katherine Loveland	BSN
Brianna Opitz	BSN
Melissa Pearson	LPN-BSN
Mikael Smith	BSN
Devin Spindler	BSN
Ryan Thames	LPN-BSN
Jessica Tubergen	RN-BSN
Rachael Wahlen	BSN
Rebecca Wahlen	BSN
Indiana Wesleyan University	
Colette Schwartz	MSN
Sara Watson	MSN/MBA
Mount Marty College	
Megan James	BSN
Rose Kinyon	BSN
Stephenie Krause	MS-FNP
Kari Kurtenbach	MS-FNP
Brian VanMeeteren	DNAP
Jeff Wanner	BSN
Presentation College	
Stephanie Dargatz	MSN-FNP
Lyndee Fogelman	LPN-BSN
MiKayla Forsting	BSN
Latorya Guhin	BSN
Savannah Hansen	BSN
Callie Mickelson	BSN
Brandy Peterson	BSN
Sara Siefken	BSN
South Dakota State University	
Cortney Becker	BSN
Keoni Bills	BSN
Isabel Blume	BSN

Name	Degree Sought
Lindsey Buehner	DNP-FNP
Shannon Burnette-Meek	BSN
Rebecca Christensen	MS-FNP
Crystal Clark	BSN
Carly Clemen	BSN
Sasha Curtis	BSN
Jennifer Dickerson	MS-FNP
Ashley Evans	MS-FNP
Lacey Farley	BSN
Jazmine GoodIron	BSN
Reid Grode	BSN
Molly Herrera	BSN
April Hoffman	BSN
Sasha Hokanson	BSN
Jennifer Janish	BSN
Hannah Kilker	BSN
Molly Lauseng	BSN
Emily Rone	BSN
Marie Sadler	BSN
Emily Sass	BSN
Danielle Schievelbein	BSN
Kaitlyn Schmeichel	BSN
Elizabeth Snyder	MS-Ed
Kristan Soukup	BSN
Abbie Styes	DNP
Mariah Suess	DNP
Jessica Sundberg	BSN
Carley Tangen	BSN
Laura Thomas	DNP
Mallory Trapp	BSN
Anna Walraven	MS-Ed

Name	Degree Sought
Southeast Technical Institute	
Katie Knutson	AD-RN
Alexis Reich	AD-RN
Tim Tilberg	AD-RN
University of Cincinnati	
Amy Dwight	MS-FNP
University of Mary	
Michelle Reil	MSN
University of Sioux Falls	
Melinda Anderson	RN-BSN
Morgan Anderson	RN-BSN
Skyla Mendoza	BSN
Edward Reyes	BSN
University of South Dakota	
Melida Alfaro	BSN
Angela Arseneau	BSN
Sara Booth	BSN
Marryn Brown	BSN
Brennah Bratty	BSN
Morgan Carl	BSN
Tabbbitha Conner	BSN
Valeria Cross	LPN-BSN
Krisztian Fasi	BSN
Meghan Fedele	BSN
Michelle Flanagan	BSN
Amanda Gravholt	BSN
Miranda Hall	BSN
Karlin Houseman	RN-BSN
Madeline Huglen	BSN
Nicholas Johnson	BSN
Jaci Kihlstrom	BSN
Kara Kveene	BSN
Samantha Lee	RN-BSN
Brooke Miller	BSN
Mariesa Moravec	BSN
Nicole Morris	BSN
Kasara Pollema	BSN
Jessica Purcell	BSN
Kelsey Randall	BSN
Ashley Schaeffer	BSN
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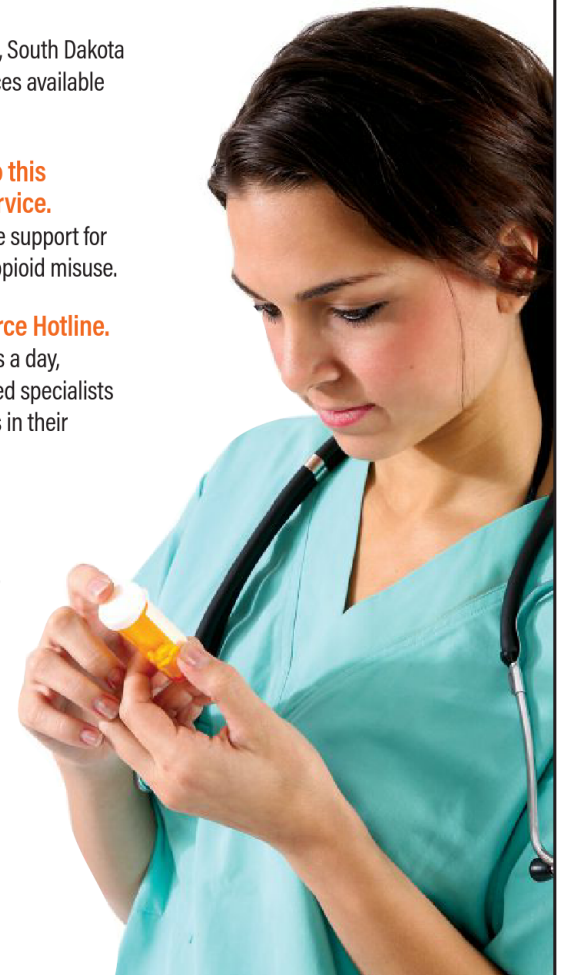
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South Dakota Board of Nursing

Delegation Decision-Making Algorithm

Linda Young, RN, MS, FRE Nursing Practice Specialist, SD Board of Nursing

A frequently asked question at the Board of Nursing is on whether a registered nurse (RN) or licensed practical nurse (LPN) may delegate a certain nursing task or patient assignment. Most nurses know they can delegate, defined in South Dakota's Nurse Practice Act (NPA) as transferring the authority to perform a nursing task or a patient assignment to an unlicensed assistive person (UAP), but they are often uncertain if a specific task can be delegated. To assist nurses and employers in making delegation decisions, the South Dakota Board of Nursing adopted the *Delegation Decision Making Algorithm* at their July 2019 meeting.

The tool was developed based on South Dakota's NPA (ARSD 20:48:04.01) which includes guidelines on delegation and supervision. These guidelines are general; they can be used in various settings and with different types of UAPs, such as nurse aide, certified nurse aide (CNA), unlicensed medication aide (UMA), patient care technician (PCT), unlicensed dialysis technician (UDT), unlicensed diabetes aide (UDA), etc. An important part of delegation is that a nurse is responsible and accountable to assess a situation and make the final decision to delegate; and the RN is responsible for the overall nursing care that a patient receives under the nurse's direction.

The *Delegation Decision Making Algorithm* prompts nurses and employers to answer several questions. The first question a nurse must answer is whether the task in question is within the nurse's own scope to perform, if not, it should not be delegated. The online version of the *Delegation Decision Making Algorithm* provides a link to SD's *Nursing Scope of Practice Decisioning Framework* which is a helpful guide to identify if a task is within a nurse's scope of practice, <https://doh.sd.gov/boards/nursing/documents/SDBONdelegationAlgorithm2019.pdf>.

The second question asks the nurse to identify if the task or assignment is prohibited in SD's NPA. The online *Algorithm* provides a link directly to ARSD 20:48:04.01; these rules ask a nurse to consider if:

- The nursing task is one that another reasonable and prudent nurse would find within the scope of sound nursing judgment to delegate;
- The nursing task is one that, in the opinion of the delegating nurse, can be properly and safely performed by the UAP without jeopardizing the patient's welfare;
- The nursing task does not require the UAP to exercise nursing judgment;
- The nurse has evaluated the patient's nursing care needs before delegating the task;
- The nurse verifies that the UAP is competent to perform the nursing task; and

- The nurse supervises the performance of the delegated task in accordance with supervision requirements in §20:48:04.01:02.

The NPA (ARSD 20:48:04.01:07) also lists tasks a nurse may not delegate to a UAP, these include:

- Assessments which require professional nursing judgment, intervention, referral, or follow-up;
- Formulation of the plan of nursing care and evaluation of the patient's response to the care rendered;
- Specific tasks involved in the implementation of the plan of care which require nursing judgment or intervention, such as sterile procedures involving a wound or anatomical site which could potentially become infected; nasogastric tube feeding; nasogastric, jejunostomy and gastrostomy tube insertion or removal; tracheostomy care and suctioning and suprapubic catheter insertion and removal, with the exception of urinary foley catheterization;
- Administration of medications, (except as allowed to a registered medication aide or diabetes aide);
- Receiving medical orders; and
- Health counseling and health teaching.

The remaining questions on the *Delegation Decision Making Algorithm* include determining if delegating the task or assignment would be one another nurse might consider delegating, is allowed by the employer, and identifying if the UAP was educated to perform the task and is competent. When answering these questions, nurses should consider the complexity of the task. Complex tasks require use of nursing judgment, meaning the nurse will likely need to make decisions while performing the task based on patient needs or responses. Complex tasks should therefore be performed by a nurse to make sure care is performed safely. Non-complex tasks are those that are typically completed the same way each time, according to exact and unchanging directions. Generally, these types of tasks can be safely performed by a UAP under the supervision of a nurse.

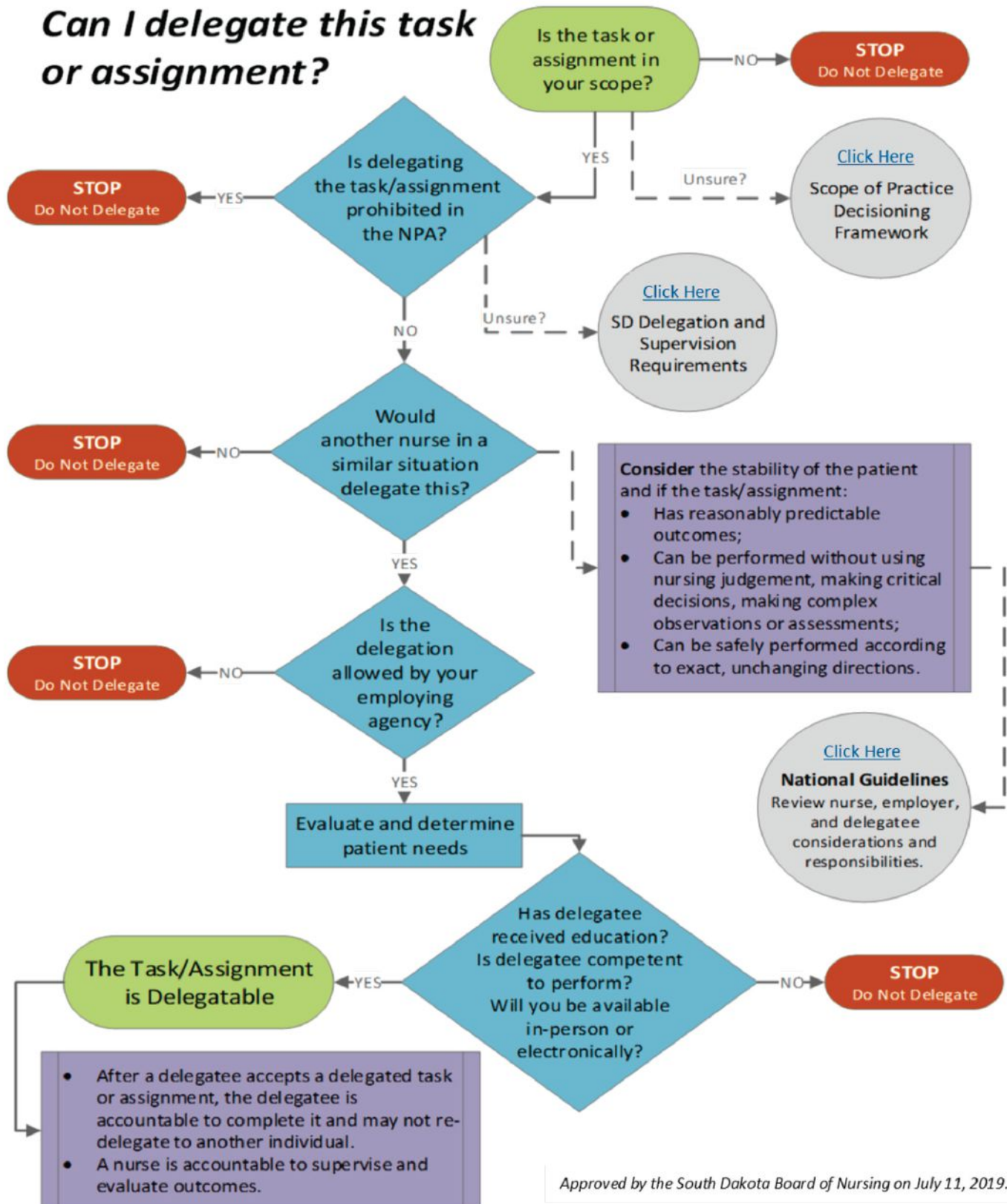
Another important consideration before delegating a task is identifying how much nursing supervision will be needed. Nurses are accountable to follow the supervision guidelines in the NPA (ARSD 20:48:04.01:02) and to provide the level of supervision needed to ensure safe outcomes. Levels of supervision may range from needing the nurse to be physically present in the immediate area, in the building, or to being available electronically or by phone. Before delegating a task or assignment a nurse should consider the amount and type of supervision needed, assess the:

- Stability of the patient's condition
- Competency of the UAP

continued on page 28

DELEGATION DECISION MAKING ALGORITHM

Can I delegate this task or assignment?



Approved by the South Dakota Board of Nursing on July 11, 2019.

continued from page 26

- Nature and complexity of the task delegated
- Proximity and availability to the UAP when the task is performed.

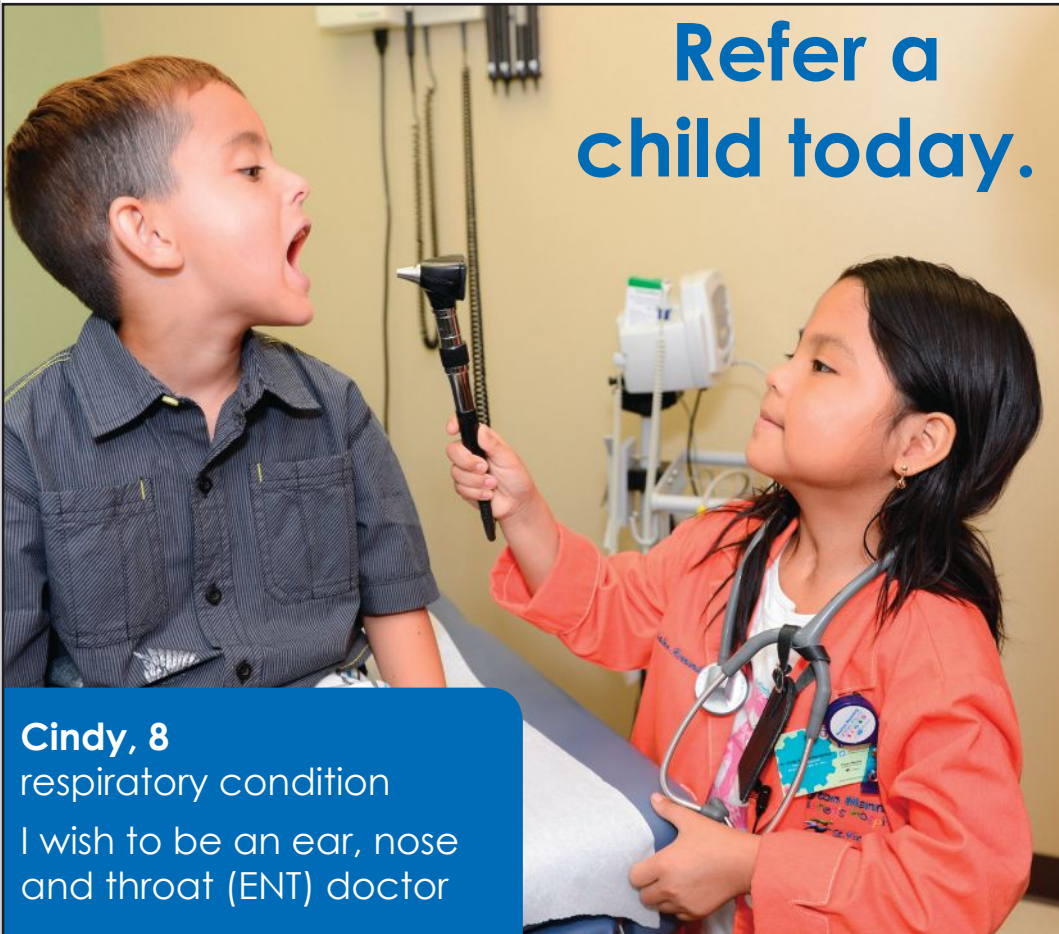
A link to the national guidelines from the National Council of State Boards of Nursing (NCSBN), <https://www.ncsbn.org/1625.htm>, is also provided in the online version of the *Delegation Decision Making Algorithm*. NCSBN's guidelines offer helpful information and encourage nurses and employers to work together to ensure information is available to nursing staff for appropriate delegation decision making. Nurses need to:

- Have access to pertinent patient and staff information, relevant agency policies, procedures and guidelines;
- Understand the role and scope of functions of UAPs in their settings;
- Be able to rely on nursing management to validate the credentials and qualifications of UAPs;
- Have the authority to enforce delegation and be available to communicate, observe and supervise the UAP and to provide consultation and direction as necessary;
- Share in the responsibility of assuring that UAPs have training, knowledge, skills and abilities to perform delegated tasks/activities according to agency policy;
- Communicate clearly and provide complete directions to the UAP on delegated tasks, and be aware of their

knowledge level and capability to perform the task, including when to report to the nurse;

- Acknowledge that the UAP has accepted responsibility to accomplish the task delegated or understands the need to inform the nurse if they cannot accept the delegation because it is beyond their level of knowledge or skills, or if they cannot complete the task;
- Understand and inform the UAP that once a task has been delegated to the task cannot be redelegated to another person. The nurse must delegate the task to another person;
- Allow the UAP to ask questions, clarify expectations and to seek additional education, training, or supervision; and
- Follow-up on problems or concerns and intervene in a timely manner. Examples of when to intervene: when tasks not completed in a timely manner or not according to expectations, and when the client's condition changes unexpectedly.

Delegating effectively to UAPs can be an excellent way to complement the services of a licensed nurse while recognizing that UAPs *do not replace, or substitute for the nurse*. If you have questions on nursing delegation, refer to the Board's website and link to the *Delegation Decision Making Algorithm*, also feel free to contact the South Dakota Board of Nursing office at 605-362-2760.



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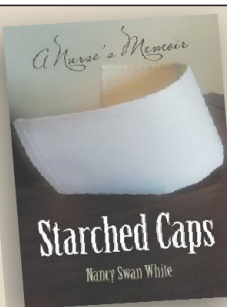
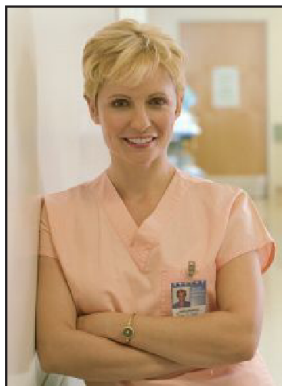
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