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Welcome New Board Member Shawn Stachovic

The Oklahoma Board of Nursing proudly welcomes new Board Member, Shawn Stachovic, LPN. Shawn graduated from Mid-Del Technology Center in 1988. Shawn began her career as an LPN in the Post Coronary Care Unit prior to transitioning to the outpatient setting where she has worked in various settings to include an obstetrics/gynecology clinic, a Family Medicine clinic in a supervisory capacity, Clinical Research as a Coordinator, and Internal Medicine as Clinic Administrator. Shawn currently serves as a Manager of Clinical Operations for a Family Medicine and Pediatrics clinic.

Shawn is a native Oklahoman. Early in her nursing career, she practiced as an LPN in a long-term care facility in the State of Colorado. Shawn and her family also lived in Alaska for five years during a time when she remained home with her young children. Shawn has spent many hours volunteering in schools attended by her children, serving on the Parent Teacher Organization, local Girl Scouts organization, and Band Boosters organization. Shawn enjoys spending time with her children and pets.

Congratulations to International Center for Regulatory Scholarship Graduates Chambers and Short

Sara Chambers, RN, and April Short, RN, Nurse Investigators for the Oklahoma Board of Nursing, recently participated in the first graduation ceremony of the International Center for Regulatory Scholarship (ICRS) Advanced Leadership Institute in Washington, D.C. There were thirty-four graduates from around the world.

The ICRS was launched by the National Council of State Boards of Nursing in 2019 to provide nursing regulators, health policy leaders and other professionals from around the world the opportunity to learn, network and discover their leadership potential. ICRS's pinnacle offering is the ICRS certificate program – a pioneering, competency-based online and blended course of study – designed to enrich and inspire those entrusted with patient safety. Both Chambers and Short volunteered to complete the course of study over a two-year period, earning ICRS certification.

The ICRS certificate program will continue to invest in the educational and professional growth of global health professionals to further the National Council of State Boards of Nursing's mission to empower and support nursing regulators in their mandate to protect the public. Congratulations to Chambers and Short for their successful completion of the ICRS certificate program, a truly unprecedented opportunity for educational and professional growth.

Newly Licensed RN/LPN To Do List

The Oklahoma Board of Nursing regulates the education, certification and licensure, as well as nursing practice in the state. It is important for licensed nurses to become familiar with the laws that regulate their practice. The Oklahoma Board of Nursing website provides access to resources including the Oklahoma Nursing Practice Act, Oklahoma Board of Nursing Rules and practice guidelines. The following simple To Do List will help you become more knowledgeable about nursing regulation in our state.

Newly Licensed RN/LPN To Do List:

- Locate the OBN website at <http://nursing.ok.gov>
- Locate Guidelines at <https://nursing.ok.gov/prac1.html> and review the Decision-Making Model Guidelines and the Delegation Guidelines
- Locate the *Nursing Practice Act* at <https://nursing.ok.gov/act4.html> and review:
 - Definitions: 59 O.S. § 567.3a (2)(3)(4)
 - Disciplinary Action: 59 O.S. 567.8
- Locate the *Oklahoma Board of Nursing Rules* at <https://nursing.ok.gov/rules.html> and review Subchapter 11, OAC 485: 10-11-1
- Lastly, look up your license and confirm your license expiration date by accessing License Verification at <https://okbn.boardsofnursing.org/licenselookup>

Communication Regarding Licensure Applications

The new online ORBS Nurse Portal launched on October 13, 2020. Through the Nurse Portal, applications, renewals, name, and address changes are submitted in an electronic format. As of November 1, 2022, all licensees and certificate holders will have created an individual portal account.

The Nursing Portal does have a Message Center tool which can be extremely useful to any applicant when seeking information regarding a license application. If you have questions regarding the status of your application, you may send a message using this tool. The Message Center tool allows for prompt communication with the licensing personnel and processing of the application.

NOTICE: Application Completion and Submission for Nursing Licensure

When making application for nursing licensure in the State of Oklahoma, the applicant must use the Nurse Portal. If you do not have a Nurse Portal account, you may set up your individual account at [Oklahoma Nurse Portal \(boardsofnursing.org\)](http://OklahomaNursePortal(boardsofnursing.org)).

When making application through your Nurse Portal account, please note the following:

The Oklahoma Nurse Portal works best on a Windows desktop personal computer (PC) or laptop in Chrome or Microsoft Edge browsers. **Mobile devices (cell phones, iPads, tablets) are not supported.** Individuals utilizing mobile devices for application submission (*to include license/recognition/certificate renewals*) are experiencing issues regarding payment received.

Notification of License Expiration

The Oklahoma Board of Nursing no longer mails a courtesy letter notifying the licensee of the upcoming expiration; however, an email reminder is sent to those nurses who have provided an email address. A renewal is completed through the Nurse Portal. Also, you may change your email address through your Nurse Portal account.

Through the Nurse Portal, applications, renewals, name and address changes are submitted in an electronic format. Please click [here](#) for more information.

If, during the renewal process, you plan to change your license status from a single state to multistate, you must meet all requirements for a multistate license and submit fingerprints for a federal criminal background check no more than (90) days prior to application. To complete the application process, you should allow at least 2 weeks for the criminal background check results to reach the Board office. For complete instructions review <http://nursing.ok.gov/MSLEXisting.pdf> .

Please consider enrolling in Nursys e-Notify, a FREE, convenient way for nurses to receive license expiration reminders. Licensed nurses may subscribe to the service FREE of charge at <https://www.nursys.com/EN/ENDefault.aspx> .

Name and Address Changes

Convenient Way to Provide Name and Address Changes

Name changes and address changes can now be provided through your Nurse Portal Account.

To make the name change, you will create an individual account through the Nurse Portal <https://okbn.boardsofnursing.org/okbn>. Name Changes are submitted through the *Other Application* link in your Nurse Portal account. In addition to providing your change of name, please upload a certified copy of the legal document changing your name to the newly requested name. If needed, additional instructions for creating your account can be viewed at: <http://nursing.ok.gov/nurseportalinfo.pdf>.

To change your address, access your Nurse Portal Account, click on "Manage Profile". Next, click on "Demographics", scroll to "Contact Information". To complete the process, click on "+ Change Address", noted on the right-hand side of the page, and enter your new address.

Recent Policy Revisions

The following policy has been revised/approved and is available for review by hyperlink provided.

Approved during the March, May and July 2022 Board Meetings

Preceptor Policy for RNs and LPNs, #E-02 <https://nursing.ok.gov/ed-precpt.pdf>

Special Reports from Nursing Education Programs to the Board Guideline, #E-06 <https://nursing.ok.gov/spec-rpts.pdf>

Determining Appropriate Faculty to Student Ratios in the Clinical Area in Board-Approved Nursing Education Program Guidelines, #E-09 <https://nursing.ok.gov/facratio.pdf>

Simulated Patient Care Experience (SPCE) for Registered and Practical Nursing Programs Guidelines, #E-11 <https://nursing.ok.gov/spcegl.pdf>

RN Administering, Managing and Monitoring Non-Obstetrical Patients Receiving Analgesia/Anesthesia by Catheter Techniques (Epidural, PCEA, and Intrathecal Catheters) Guidelines, #P-03 <https://nursing.ok.gov/epi1.pdf>

RN Monitoring Obstetrical Patients Receiving Analgesia/Anesthesia by Catheter Techniques (Epidural, PCEA, and Intrathecal Catheters) Guidelines, #P-03 <https://nursing.ok.gov/prac-epidurob.pdf>

CRNA Inclusionary Formulary, #P-50A <https://nursing.ok.gov/prac-crnafrm.pdf>

All guidelines are available at: <http://nursing.ok.gov/prac1.html>

"This publication is issued by the Oklahoma Board of Nursing as authorized by the Oklahoma Nursing Practice Act [59 O.S. § 567.1, et seq.] and is located at the following website: <http://nursing.ok.gov/pubs.html>

This publication has been submitted in compliance with Section 3-114 of Title 65 of the Oklahoma Statutes."

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