



# 2020 Committee Structure

## ***Introduction***

Protecting the public is the highest priority of the Board of Vocational Nursing and Psychiatric Technicians (Board). The Board accomplishes this mandate through various means. Public Board meetings and committee meetings are a critical element in the Board's structure.

The Board's committees conduct public meetings, study and discuss critical issues impacting vocational nurses (VNs) and psychiatric technicians (PTs), review and accept reports on educational programs and make recommendations to the full Board for action.

Areas of study by the Committees include, and are not limited to:

- ❖ Educational material for safe and competent licensees;
- ❖ Scope of practice issues for VNs and PTs;
- ❖ Projected workforce needs;
- ❖ Current utilization of VNs and PTs in the delivery of healthcare to consumers;
- ❖ Overall delivery of healthcare;
- ❖ Current and proposed legislation and regulations that impact the Board's mission and the healthcare of California Consumers; and
- ❖ Other issues relative to consumer healthcare needs.

Each committee is comprised of two or more Board members and meet quarterly or as needed. The committees are:

- ❖ Executive Committee;
- ❖ Education and Practice Committee;
- ❖ Enforcement Committee;
- ❖ Legislative and Regulations Committee; and the
- ❖ Licensing and Evaluations Committee.

## ***Executive Committee***

The Executive Committee's Purpose:

- ❖ Provide oversight and recommendations regarding administration of the Board;
- ❖ Provide a safe avenue for staff engagement;
- ❖ Direct and supervise the Executive Officer;
- ❖ Provide guidance to Board members; and
- ❖ Monitor all Board committees.

The Executive Committee considers and advises the Board on matters relative to Board organization and administration. The Executive Committee's role is crucial in achieving the Board's mandate to ensure consumer protection.

This Committee also discusses and develops policies and makes recommendations to the full Board relative to the attendance and standards of conduct for Board Members. Executive Committee Members may represent the Board at departmental or legislative hearings.

The functions of the Executive Committee include:

- ❖ Supervision and annual evaluation of Executive Officer;
- ❖ Review Board-wide policies and issues and make recommendations for action to the full Board;
- ❖ Oversee Strategic Planning process and implementation;
- ❖ Oversee Sunset Review and report process and implementation;
- ❖ Oversee fiscal planning, audit and budget processes;
- ❖ Establish and communicate availability for direct staff engagement with Board;
- ❖ Assign agenda items to policy committees and monitor progress;
- ❖ Develop and propose Board calendar and call special meetings;
- ❖ Appoint standing and ad hoc committees;
- ❖ Approve Board Member requests for travel, reimbursement and payment of per diem; and
- ❖ Make interim decisions on emerging issues and report for ratification at Board meeting immediately following.

The Executive Committee meets monthly or as needed. The Board President and Board Vice-President sit on the Executive Committee.

## ***Education and Practice Committee***

The Education and Practice Committee's purpose is evaluating educational programs and policies which serves the Board stakeholders.

The Education and Practice Committee gathers public input and makes recommendations to the full Board relative to the education and safe practice for competent VNs and PTs. The Committee considers the health care needs of the consumer and ensures that the scope of practice for VNs and PTs is preserved in the face of competing priorities.

The functions of the Education and Practice Committee include:

- ❖ Program Assessment;
- ❖ Review proposals and recommend action to the full Board regarding schools, programs, policies and regulations;
- ❖ Evaluate operations of the Education Division;
- ❖ Address Scope of Practice issues;
- ❖ Inform stakeholders and the public about nursing education programs, consumer safety, and Board priorities;
- ❖ Recognize program successes; and
- ❖ Implement Strategic Plan goals.

The Committee also considers:

- ❖ Entry level competencies necessary for safe and effective practice, curricular content and the number of hours critical to achieving the highest level of education for VNs and PTs;
- ❖ Established professional standards relative to education, health care, and the nursing profession; and
- ❖ Compliance of prelicensing educational programs based on statutory and regulatory requirements and established professional standards. When noncompliance is substantiated, the Committee makes recommendations for action to the full Board up to and including modifications of the program's approval status.

The Education and Practice Committee meets quarterly or as needed in open session. At least three Board Members may be appointed to this Committee.

## ***Enforcement Committee***

The Enforcement Committee's purpose is ensuring licensee, program, and applicant compliance with laws and regulations. This Committee also provides oversight of the functions and performance of the Board's Enforcement Division. The Committee oversees, develops and recommends policies that advance the mission-related goals directly guided by the Board's Strategic Plan.

The functions of the Enforcement Committee include:

- ❖ Evaluate operations and case management processes of the Enforcement Division;
- ❖ Provide guidance on compliance with Consumer Protection Enforcement Initiative (CPEI), emerging policy issues and best practices;
- ❖ Analyze statistics and trends and make recommendations for action to the full Board;
- ❖ Inform stakeholders and public about Enforcement programs, consumer safety, and Board priorities;
- ❖ Recognize program successes;
- ❖ Implement Strategic Plan goals; and
- ❖ Promote and support partnerships with Division of Investigations (DOI) and the Office of the Attorney General (OAG), as well as other healing arts Boards and government agencies.

The Enforcement Committee meets quarterly or as needed. Two Board members are appointed to this Committee.

## ***Legislative and Regulations Committee***

The Legislative and Regulations Committee's purpose:

- ❖ Monitor, review, and recommend actions on current legislation and rulemaking proposals;
- ❖ Develop and advance new legislation and regulations to protect and benefit the Board and its stakeholders; and
- ❖ Review and recommend updates and amendments to the Board's Practice Acts and regulations.

After relevant research and analysis, the Committee is authorized to recommend to the Board a position of support, opposition, or watch. The Committee is also authorized by the Board to act on legislation and regulations between scheduled Board meetings. Such action(s) must be reported to and ratified by the full Board at the next scheduled Board meeting.

The Legislative and Regulations Committee functions include:

- ❖ Review new and updated lists of relevant legislation, and recommend action to the full Board;
- ❖ Communicate with legislators and stakeholders about Board legislative priorities;
- ❖ Inform stakeholders and public about Board's legislative priorities;
- ❖ Implement Strategic Plan goals;
- ❖ Review and suggest updates to practice acts and regulations;
- ❖ Review Sunset Report and legislation; and
- ❖ Draft, promulgate and implement regulation packages.

If the proposed legislation or regulation is progressing expeditiously through the committees of the Legislature or regulatory process, the Executive Officer or designee shall consult with Committee Members to obtain direction and implement a position.

That direction may include, but is not limited to:

- ❖ Formulation and submission of letters of support or opposition;
- ❖ Provide testimony at hearings; and
- ❖ Discussions with Legislators and/or their staff.

This allows a timely response to newly introduced or amended legislative proposals. Such action will then be ratified by the full Board at its next scheduled meeting.

The Legislative and Regulations Committee meets quarterly or as needed based on Legislative and Regulatory Calendars. Two Board members are appointed to this Committee.

## ***Licensing and Evaluations Committee***

The Licensing and Evaluations Committee's purpose:

- ❖ Provide oversight to application and licensing functions; and
- ❖ Review and oversee complaint trends.

The functions of the Licensing and Evaluations Committee include:

- ❖ Review license and applicant processes at a policy level to ensure customer satisfaction;
- ❖ Inform stakeholders and public about Licensing and Evaluations processes, consumer safety, and Board priorities;
- ❖ Review the Continuing Education Audit program;
- ❖ Review and analyze Board complaint trends and management, and recommend action to full Board as needed;
- ❖ Recognize program successes; and
- ❖ Implement Strategic Plan goals.

The Committee also advises the Board on matters related to approving candidates seeking qualification for examination to obtain California licensure as vocational nurses (VNs) and psychiatric technicians (PTs) via nontraditional pathways based on:

- ❖ Completion of education and work experience that is equivalent to the minimum requirements for an approved school of vocational nursing in this state;
- ❖ Current valid licensure as a vocational/practical nurse in another state; or
- ❖ Completion of equivalent military education and training, no less than an aggregate of 12 months of practice, and honorable discharge from any branch of the U.S. military.

The Committee also reviews quarterly processing times/telephone wait times and proposes strategies to proactively improve customer satisfaction.

The Licensing and Evaluations Committee meets quarterly or as needed. Two Board members are appointed to this Committee.

Committee	Lead Staff	Committee Purpose	Committee Functions	Objectives and Measurements	Meeting Frequency
Executive	Executive Officer	<ul style="list-style-type: none"> <li>Provides oversight and recommendations regarding administration of the Board;</li> <li>Provides a safe avenue for staff engagement;</li> <li>Directs and supervises the Executive Officer;</li> <li>Provides guidance to Board members, and</li> <li>Monitors all Board committees.</li> </ul>	<ul style="list-style-type: none"> <li>Supervision and annual evaluation of the Executive Officer;</li> <li>Review Board-wide policies, issues and make recommendations for action to the full Board;</li> <li>Oversee Strategic Planning process and implementation;</li> <li>Oversee Sunset Review and report process and implementation;</li> <li>Oversee fiscal planning, audit and budget processes;</li> <li>Establish and communicate availability for direct staff engagement with Board;</li> <li>Assign agenda items to policy committees and monitor progress;</li> <li>Develop and propose Board calendar and call special meetings;</li> <li>Appoint standing and ad hoc committees;</li> <li>Approve Board Member requests for travel, reimbursement and payment of per diem; and</li> <li>Make interim decisions on emerging issues and report for ratification at Board meeting immediately following.</li> </ul>	<p><b>Objective 1:</b> Monitor and oversee board member participation.</p> <p><b>Measurement:</b> Regularly review attendance, engagement, compliance with mandatory training, and general board member accountability.</p> <p><b>Objective 2:</b> Monitor and oversee BVNPT committees' action items.</p> <p><b>Measurement:</b> Review committee meeting agendas.</p> <p><b>Objective 3:</b> Approve board member travel expense reimbursement claims and time for per diem payment.</p> <p><b>Measurement:</b> Regular and timely processing of claims.</p> <p><b>Objective 4:</b> Facilitate ongoing positive and productive working relationships between managers and staff.</p> <p><b>Measurement:</b> Review and analyze annual staff survey results.</p>	<p>Monthly or as needed. Agenda Item 12</p>



				<p><b>Objective 5:</b> Assign new issues to committees.</p> <p><b>Measurement:</b> Review committee agendas and meeting reports.</p> <p><b>Measurement:</b> Create ad hoc committees as needed.</p> <p><b>Objective 6:</b> Assess ongoing and emerging Board functions and issues.</p> <p><b>Measurement:</b> Present quarterly Executive Committee Report to the Board.</p>	
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Committee	Lead Staff	Committee Purpose	Committee Functions	Objectives and Measurements	Meeting Frequency
Education and Practice	Supervising Nursing Education Consultant	Evaluates educational programs and policies that serve Board stakeholders.	<ul style="list-style-type: none"> <li>• Program Assessment;</li> <li>• Review proposals and recommend action to full Board regarding schools, programs, policies and regulations;</li> <li>• Evaluate operations of Education Division;</li> <li>• Address Scope of Practice issues;</li> <li>• Inform stakeholders and public about nursing education programs, consumer safety, and Board priorities;</li> <li>• Recognize program successes; and</li> <li>• Implement Strategic Plan goals.</li> </ul>	<p><b>Objective 1:</b> Research and analyze VN and PT scopes of practice and educate stakeholders.</p> <p><b>Measurement:</b> Create, maintain, and disseminate documents defining scopes of practice per the Vocational Nursing Practice Act and Psychiatric Technician Law, and relevant regulatory language.</p> <p><b>Objective 2:</b> Engage stakeholders and obtain input on education programs and practice issues.</p> <p><b>Measurement:</b> Convene focus groups, conduct surveys, and review director forum’s meeting minutes.</p> <p><b>Objective 3:</b> Collaborate with health care workforce development stakeholders and evaluate the impact of current educational trends on Board licensees, where appropriate and needed:</p> <p><b>Measurement:</b> Create interest papers/precedential decisions.</p> <p><b>Measurement:</b> Identify and engage with advocacy groups,</p>	Quarterly, and as needed. Agenda Item 12

				<p>labor and workforce development agencies and government entities.</p> <p><b>Measurement:</b> Work with Legislative and Regulations Committee and staff on legislation as needed.</p> <p><b>Objective 4:</b> Explore the creation of a recognition program to acknowledge outstanding education programs and students.</p> <p><b>Measurement:</b> Develop recommendations and present to the Board.</p>	
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Committee	Lead Staff	Committee Purpose	Committee Functions	Objectives and Measurements	Meeting Frequency
Enforcement	Enforcement Chief	Ensures licensee, program, and applicant compliance with laws and regulations.	<ul style="list-style-type: none"> <li>• Evaluate operations and case management processes of the Enforcement Division;</li> <li>• Provide guidance on compliance with Consumer Protection Enforcement Initiative (CPEI), emerging policy issues and best practices;</li> <li>• Analyze statistics and trends and make recommendations for action to the full Board;</li> <li>• Inform stakeholders and public about Enforcement programs, consumer safety, and Board priorities;</li> <li>• Recognize program successes;</li> <li>• Implement Strategic Plan goals; and</li> <li>• Promote and support partnerships with Division of Investigations (DOI) and the Office of the Attorney General (OAG), as well as other healing arts Boards and government agencies.</li> </ul>	<p><b>Objective 1:</b> Provide support to the Enforcement Chief and help strengthen Board relationships with stakeholders.</p> <p><b>Measurement:</b> Determine education avenues for stakeholders, such as schools and students.</p> <p><b>Objective 2:</b> Review and provide feedback for the Board’s Enforcement outreach.</p> <p><b>Measurement:</b> Seek Board approval for plan.</p> <p><b>Objective 3:</b> Review and update disciplinary guidelines.</p> <p><b>Measurement:</b> Collaborate with Board’s Legislative and Regulations committee and report recommendations to the Board.</p> <p><b>Objective 4:</b> Create a tool box to prepare students and educators for disciplinarily hearings.</p> <p><b>Measurement:</b> Development and dissemination of the tool box.</p>	Agenda Item 12 Quarterly, or as needed.

Committee	Lead Staff	Committee Purpose	Committee Functions	Objectives and Measurements	Meeting Frequency
Legislative and Regulation	Legislation and Regulations Specialist	<ul style="list-style-type: none"> <li>Monitors, reviews, and recommends actions on current legislation and rulemaking proposals;</li> <li>Develops and advances new legislation and regulations to protect and benefit the Board and its stakeholders; and</li> <li>Reviews and recommends updates and amendments to the Board's Practice Acts and regulations.</li> </ul>	<ul style="list-style-type: none"> <li>Review new and updated lists of relevant legislation, and recommend action to the full Board;</li> <li>Communicate with legislators and stakeholders about Board legislative priorities;</li> <li>Inform stakeholders and public about Board's legislative priorities;</li> <li>Implement Strategic Plan goals;</li> <li>Review and suggest updates to practice acts and regulations;</li> <li>Review Sunset Report and legislation; and</li> <li>Draft, promulgate and implement regulation packages.</li> </ul>	<p><b>Objective 1:</b> Track and monitor new and pending legislation.  <b>Measurement:</b> Report and make recommendations to the Board.</p> <p><b>Objective 2:</b> Engage stakeholders to obtain input on legislation.  <b>Measurement:</b> Convene meetings and focus groups and conduct surveys.</p> <p><b>Objective 3:</b> Recommend legislative solutions to address specific issues.  <b>Measurement:</b> Report to the Board and work with staff to develop legislation on new and emerging issues.</p> <p><b>Objective 4:</b> Inform and educate legislators about the Board and our licensees.  <b>Measurement:</b> Quarterly progress reports to the Board.</p> <p><b>Objective 5:</b> Oversee the Board's regular review and maintenance of regulations.  <b>Measurement:</b> Coordinate collaboration with appropriate committees.</p>	<p>Quarterly and as needed, based on Legislative and Regulatory Calendars.</p> <p>Agenda Item 12</p>

				<p><b>Measurement:</b> Present report and recommendations, as needed, to the Board.</p> <p><b>Objective 6:</b> Oversee the regular review and maintenance of the Board's practice acts.</p> <p><b>Measurement:</b> Coordinate collaboration with appropriate committees.</p> <p><b>Measurement:</b> Present report and recommendations, as needed, to the Board.</p>	
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Committee	Lead Staff	Committee Purpose	Committee Functions	Objectives and Measurements	Meeting Frequency
Licensing and Evaluations	Licensing and Administration Division Chief	<ul style="list-style-type: none"> <li>Provides oversight to application and licensing functions; and</li> <li>Reviews and oversees complaint trends.</li> </ul>	<ul style="list-style-type: none"> <li>Review licensing and applicant processes at a policy level to ensure customer satisfaction;</li> <li>Inform stakeholders and public about Licensing and Evaluations processes, consumer safety, and Board priorities;</li> <li>Review Continuing Education Audit program;</li> <li>Review and analyze Board complaint trends and management, and recommend action to full Board as needed;</li> <li>Recognize program successes; and</li> <li>Implement Strategic Plan goals.</li> </ul>	<p><b>Objective 1:</b> Review data on emerging licensing patterns.</p> <p><b>Measurement:</b> Report status and recommendations to the Board as needed.</p> <p><b>Objective 2:</b> Explore reciprocity with other states.</p> <p><b>Measurement:</b> Annual report of findings and recommendations to the Board.</p> <p><b>Objective 3:</b> Review data and anecdotal information regarding ongoing issue trends as necessary.</p> <p><b>Measurement:</b> Report analysis as needed to the Board.</p> <p><b>Objective 4:</b> Oversee the Continuing Education Audit program.</p> <p><b>Measurement:</b> Report status to the Board quarterly basis and provide recommendations as needed.</p>	Quarterly, or as needed. Agenda Item 92

				<p><b>Objective 5:</b> Review and educate the public about ongoing licensing processes.</p> <p><b>Measurement:</b> Review and approve planned outreach programs.</p>	
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## 2022 COMMITTEE REQUEST

BOARD MEMBER: \_\_\_\_\_

I would like to be assigned to one of the following (in order of preference)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I would like to be considered for service on an ad hoc committee regarding the following issues:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please submit this form to Elaine Yamaguchi, Executive Officer, [elaine.yamaguchi@dca.ca.gov](mailto:elaine.yamaguchi@dca.ca.gov) no later than Friday, February 25, 2022.