

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-101(B)(14)). Substantive Policy Statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statement does not include internal procedural documents which may only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties in accordance with A.R.S. Title 41.

### NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT STATE BOARD OF NURSING

1. **Subject of the substantive policy statement:**  
Analgesia: Epidural
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**  
Date issued: January 1990  
Date of last revision: June 1999
3. **Summary of the contents of the substantive policy statement:**  
The opinion describes the conditions under which RNs can administer and manage epidural analgesia. The opinion also describes conditions and requirements for monitoring of epidural analgesia for obstetrical labor and delivery patients.
4. **A statement as to whether the substantive policy statement is a new statement or revision:**  
This statement is revised.
5. **The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
Name: Executive Director of the Arizona State Board of Nursing  
Address: 1651 East Morten Avenue  
Phoenix, AZ 85020-7605  
Phone: (602) 331-8111, Ext. 133  
Fax: (602) 906-9365
6. **Information about where a person may obtain a copy of the guidance document or substantive policy statement and the costs for obtaining the document or policy statement:**  
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### NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENTS STATE BOARD OF NURSING

1. **Subject of the substantive policy statement:**  
Anesthesia: Epidural
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**  
Date issued: January 1987  
Date of last revision: June 1999
3. **Summary of the contents of the substantive policy statement:**  
The opinion reviews the educational preparation and physician supervision necessary for RNs to administer epidural anesthesia.
4. **A statement as to whether the substantive policy statement is a new statement or revision:**

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This advisory opinion is revised.

5. **The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENTS**  
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1. **Subject of the substantive policy statement:**

Decision-making Model for Determining RN/LPN Scope of Practice

2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**

Date issued: May 1993

Date of last revision: May 1996

3. **Summary of the contents of the substantive policy statement:**

The opinion provides algorithms with appropriate factors and questions to consider in determining if a given procedure may be done by an RN or LPN or delegated by an RN to other health care workers.

4. **A statement as to whether the substantive policy statement is a new statement or revision:**

This advisory opinion is revised.

5. **The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**  
**STATE BOARD OF NURSING**

1. **Subject of the substantive policy statement:**

Deep Sedation

2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**

Date issued: September 1996

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Date of last revision: June 1999

3. **Summary of the contents of the substantive policy statement:**  
This opinion describes the conditions under which an RN may administer medication to provide deep sedation for ventilator patients. The opinion also clarifies that RNs may not administer anesthetics.
4. **A statement as to whether the substantive policy statement is a new statement or revision:**  
This statement is revised.
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**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**  
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1. **Subject of the substantive policy statement:**  
Intravenous Therapy by Licensed Practical Nurses
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**  
Date issued: July 1995  
Date of last revision: May 1999
3. **Summary of the contents of the substantive policy statement:**  
The statement delineates the conditions under which LPNs can perform venipuncture and administer approved IV fluids, solutions and medications. It also describes the process by which agencies who wish to teach LPN IV courses can apply for and obtain the Board-approved curriculum.
4. **A statement as to whether the substantive policy statement is a new statement or revision:**  
This statement is revised.
5. **The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
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**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**  
**STATE BOARD OF NURSING**

1. **Subject of the substantive policy statement:**  
Orders: Accepting, Transcribing, Recopying and Signing
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**  
Date issued: March 1987  
Date of last revision: June 1999
3. **Summary of the contents of the substantive policy statement:**  
The statement reviews the Department of Health Services Rule R9-10-215(D) which delineates acceptance, transcription, recopying and signing off of medical orders in acute care facilities. The statement clarifies the State Board of Nursing's expectation as to the role of RNs and LPNs in these activities in acute and nonhospital settings.
4. **A statement as to whether the substantive policy statement is a new statement or revision:**  
This statement is revised.
5. **The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
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**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENTS**  
**STATE BOARD OF NURSING**

1. **Subject of the substantive policy statement:**  
P.I.C.C. Lines, Insertion
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**  
Date issued: October 1987  
Date of last revision: April 1999
3. **Summary of the contents of the substantive policy statement:**  
The statement delineates the conditions under which an RN may insert and manage peripheral central venous catheters.
4. **A statement as to whether the substantive policy statement is a new statement or revision:**  
This statement is revised.
5. **The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
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**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENTS  
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1. **Subject of the substantive policy statement:**  
Professional Nurse Assess Patient Condition
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**  
Date issued: April 1999
3. **Summary of the contents of the substantive policy statement:**  
The statement delineates the scope of practice for the registered nurse in assessing patient or client condition including recognition of the potential for existence or absence of an immediate life-threatening condition or active labor.
4. **A statement as to whether the substantive policy statement is a new statement or revision:**  
This statement is revised.
5. **The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
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**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT  
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1. **Subject of the substantive policy statement:**  
Supervision Definition
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**  
Date issued: December 1987  
Date of last revision: October 1996
3. **Summary of the contents of the substantive policy statement:**  
The statement reviews R4-19-401(A) and (B), which outline the functions that can be legally performed by LPNs. The opinion also defines supervision, and delineates the RN role in supervision. Also provided are parameters to consider in determining appropriate RN accessibility when supervising LPNs.
4. **A statement as to whether the substantive policy statement is a new statement or revision:**  
This statement is revised.
5. **The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**STATE BOARD OF NURSING**

**1. Subject of the substantive policy statement:**

Supervision of Nurse Externs by Professional Nurses

**2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**

Date issued: March 1993

Date of last revision: October 1996

**3. Summary of the contents of the substantive policy statement:**

The statement delineates the educational preparation qualifications of nurse externs and outlines appropriate nursing care skills they may perform under the supervision of a professional nurse.

**4. A statement as to whether the substantive policy statement is a new statement or revision:**

This statement is revised.

**5. The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**

**STATE BOARD OF NURSING**

**1. Subject of the substantive policy statement:**

Disclosure of Unresolved Complaint, Current Investigative Status and Investigative File

**2. Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**

Date issued: December 1998

**3. Summary of the contents of the substantive policy statement:**

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The statement sets forth the circumstances under which an individual with an unresolved complaint can receive a copy of the complaint and review the investigative file. It also addresses the information that will be disclosed to the public, upon request, regarding an unresolved complaint.

4. **A statement as to whether the substantive policy statement is a new statement or revision:**

This statement is new.

5. **The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENTS

STATE BOARD OF NURSING

1. **Subject of the substantive policy statement:**

Release of Public Records/Information

2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**

Date issued: December 1998

3. **Summary of the contents of the substantive policy statement:**

The statement sets forth the Board's policy on release of public information.

4. **A statement as to whether the substantive policy statement is a new statement or revision:**

This statement is new.

5. **The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENTS

STATE BOARD OF NURSING

1. **Subject of the substantive policy statement:**

Unlicensed Nursing Practice

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2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**  
Date issued: July 1996  
Date of last revision: December 1998
3. **Summary of the contents of the substantive policy statement:**  
The statement sets forth guidelines for disciplinary action for applicants or licensees who work as nurses without a valid Arizona license.
4. **A statement as to whether the substantive policy statement is a new statement or revision:**  
This statement is revised.
5. **The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
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**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**  
**STATE BOARD OF NURSING**

1. **Subject of the substantive policy statement:**  
Withdrawal of RN/LPN/CNA Applications by Examination Received Prior to May 1, 1998
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**  
Date issued: February 1999
3. **Summary of the contents of the substantive policy statement:**  
This statement sets forth the circumstances under which applications received prior to May 1, 1998, lapse and can be withdrawn because the applicants do not meet the qualifications for licensure or certification.
4. **A statement as to whether the substantive policy statement is a new statement or revision:**  
This statement is new.
5. **The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
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**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**  
**STATE BOARD OF NURSING**

1. **Subject of the substantive policy statement:**  
Withdrawal of RN/LPN Applications for Licensure by Examination or Endorsement
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**  
Date issued: March 1996
3. **Summary of the contents of the substantive policy statement:**  
The statement sets forth the policy for RN/LPN applicants to withdraw their applications to avoid a license denial or disciplinary action based on unprofessional conduct.
4. **A statement as to whether the substantive policy statement is a new statement or revision:**  
This statement is new.
5. **The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
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**NOTICE OF AGENCY SUBSTANTIVE POLICY STATEMENT**  
**STATE BOARD OF NURSING**

1. **Subject of the substantive policy statement:**  
Withdrawal of Applications: Failure to Respond to Comprehensive Written Requests
2. **Date the substantive policy statement was issued and the effective date of policy statement if different from the issuance date:**  
Date issued: May 1999
3. **Summary of the contents of the substantive policy statement:**  
The statement sets forth the criteria under which the Executive Director or designee can consider an application withdrawn following a failure to respond to a comprehensive written request.
4. **A statement as to whether the substantive policy statement is a new statement or revision:**  
This statement is new.
5. **The name, address and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**  
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