

## 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 SUBSTANTIVE POLICY STATEMENT

#### BOARD OF NURSING

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

CASE DISPOSITION CRITERIA

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

Issue Date: September, 1995

Last Revision Date: February, 2000

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

Provides guidelines on the types of cases that may be considered for dismissal by the Board without an investigative report.

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

New

**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  
Board of Nursing

Address: 1651 East Morten Avenue  
Phoenix, Arizona 85020-7605

Telephone: (602) 331-8111, Ext. 133

Fax: (602) 906-9365

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Copies of the Board of Nursing substantive policy statements, or "Advisory Opinions" can be ordered from the Board of Nursing office by calling (602) 331-8111, Ext. 133, or writing to 1651 East Morten Avenue, Phoenix, AZ 85020-7605. The entire set can be purchased for \$.50 per page.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### BOARD OF NURSING

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

CRITERIA FOR LETTERS OF CONCERN SUBMITTED BY SUMMARY REPORT

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

Issue Date: February, 2000

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

Provides guidelines on the types of cases that may be considered for a letter of concern to be issued by the Board without an investigative report.

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

New

*Arizona Administrative Register*  
**Notices of Substantive Policy Statements**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**BOARD OF NURSING**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

RN/LPN TEMPORARY LICENSE

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

Issue Date: July 15, 1999

Last Revision Date: January 21, 2000

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

Explains the requirements for issuance of a temporary license and clarifies that a temporary license will not be issued or extended if the applicant has a positive criminal history without prior approval.

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

New

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**BOARD OF NURSING**

- 1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
TEMPORARY CNA CERTIFICATION
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issue Date: February 4, 2000
- 3. Summary of the contents of the substantive policy statement:**  
Explains the requirements for issuance of a temporary CNA certificate and clarifies that a temporary certificate will not be issued or extended if the applicant has a positive criminal history without prior approval.
- 4. A statement as to whether the substantive policy statement is a new statement or a revision:**  
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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Board of Nursing  
  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**BOARD OF NURSING**

- 1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**  
FAILURE TO RESPOND TO COMPREHENSIVE WRITTEN REQUEST
- 2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**  
Issue Date: March 27, 1999  
Last Revision Date: March 24, 2000
- 3. Summary of the contents of the substantive policy statement:**  
Sets forth the criteria under which investigations of professional and practical nurse applicants and nursing assistant applicants shall be brought to the Board for consideration of a denial of an application following failure to respond to a Comprehensive Written Request.
- 4. A statement as to whether the substantive policy statement is a new statement or a revision:**  
New

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**BOARD OF NURSING**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

FINGERPRINTING

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

Issue Date: January 21, 2000

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

Sets forth guidelines for fingerprinting applicants for a license or certificate, and a procedure for obtaining criminal history when fingerprints cannot be read following 1 repeat roll.

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

New

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**ADVISORY OPINIONS**

**BOARD OF NURSING**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

DUAL PROFESSION AND DUAL HEALTH CARE LICENSURE/CERTIFICATION

Notices of Substantive Policy Statements

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

Issue Date: May, 1991

Last Revision Date: October 22, 1999

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

This Advisory Opinion addresses the standards governing professional and practical nurses who hold other nursing credentials, or other professional licenses or certifications.

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

Revision

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**ADVISORY OPINIONS**

**BOARD OF NURSING**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

INSERTION AND REMOVAL OF LAMINARIA SPONGE

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

Issue Date: March 24, 2000

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

This Advisory Opinion delineates the conditions under which RN's may insert and remove laminaria sponges.

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

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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**ADVISORY OPINIONS**

**BOARD OF NURSING**

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

INTRAVENOUS THERAPY BY LICENSED PRACTICAL NURSES

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

Issue Date: July, 1995

Last Revision Date: January 21, 2000

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

This Advisory Opinion delineates the conditions under which LPN's can perform venipuncture and administer approved IV fluids, solutions, and medications.

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

Revision

**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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