



New York State Archives

**New York State Education Department Board of Nursing
Minutes and Meeting Files B1408**

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Overview of the Records

Repository:	New York State Archives
Summary:	This series consists primarily of minutes of the State Board of Nursing. Also included are agendas, memoranda, reports, and other records compiled by the board. The State Board of Nursing oversees the licensed practical nursing and registered professional nursing professions in New York State. The board also certifies nurses seeking employment in the state. Minutes document overall administration of the board and its predecessor, the Board of Nurse Examiners, and they reveal the policies and activities of the board.
Creator:	New York (State). Education Department. Board of Nursing
Title:	Minutes and meeting files
Quantity:	9.5 cubic feet
Inclusive Date:	1902-2009
Series:	B1408

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Arrangement

Chronological.

B1408-97: Alphabetical.

B1408-01: Arranged roughly by subject, then chronological.

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Administrative History

Chapter 293 of the Laws of 1903 authorized the Regents to appoint a board of nurse examiners to register training schools and nurses applying to the board for certification. During the early years the board concerned itself mainly with registration and certification duties, recommending curricula, and developing tests for prospective nurses. More recently its functions include

administering and grading nursing-related examinations; providing expert opinions to the Office of Professional Discipline regarding cases under review; conducting disciplinary hearing panels and moral character screening; reviewing nursing educational programs; establishing pass points for examinations; resolving questions on illegal practices; preparing licensing examinations and selecting testing instruments; serving as the Education Department's liaison to the public, professional organizations, and other state agencies; continuously evaluating and reviewing standards for entry into the nursing profession; resolving scope of practice issues; and reviewing applications for licensure.

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Scope and Content Note

The series consists primarily of typed original minutes of the State Board of Nursing. The profession of nursing is licensed by the State Board of Regents, and the State Board of Nursing oversees the licensed practical nursing and registered professional nursing professions in New York State. The board also certifies nurses seeking employment in the state. The content and format of the minutes of the board vary through the years but generally they document overall administration of the State Board of Nursing and its predecessor, the Board of Nurse Examiners, and they reveal the policies and activities of the board.

The records also document the examination, certification, and licensing of registered and licensed practical nurses and nurse practitioners; the development of legislation and rules of conduct and practice relating to the nursing profession; the disciplining of violators of rules of professional practice; development and review of nursing school curricula; and reporting by the board to the State Board of Regents.

The minutes contain references to disciplinary investigations and recommendations of the board made to the Regents regarding misconduct or unlawful practice. According to Education Law such files are confidential and thus restricted except upon court order in a pending action or proceeding.

In addition to the minutes of the board, the series includes minutes of staff meetings (Office of the Professions) and staff conferences; update memoranda from the Nursing Education Unit (that functioned as a newsletter); a few annual reports ("Educational Preparation for Practical and Professional Nursing in New York State"); memoranda from the commissioner of education and/or deputy commissioners of higher and professional education on departmental policy and procedural guidelines; procedural materials on appointments and reappointments to the board; and copies of a newsletter (1980-1989) published by the National Council of State Boards of Nursing (NCSBN).

B1408-97: This accretion consists of an alphabetical subject card index to the minutes of the Board of Nursing. Each card typically contains a note on the topic indexed and a date referring to the meetings at which the topic was discussed. Many cards have actual duplicate portions of

minutes attached. Dates fall almost exclusively between 1948 and 1954 although a few earlier and later references are included. Some cards appear to be out of order.

B1408-99: This accretion consists of meeting files of the State Board of Nursing and a number of its committees. It includes minutes, agendas, and related documents involving issues requiring board or committee action and/or consideration. The accretion does not constitute a complete set of minutes.

B1408-01: This accretion consists of reports, memoranda, and correspondence further documenting the administration of the nursing profession in New York State. The records include numerous published and unpublished reports, many of which specifically address the progress of nursing education in New York State. Among these reports are "Report of the Inspection of Nurse Training Schools for School Year Ending July 31, 1907"; "The Advancement in Nursing Education during the Administration of Dr. Augustus S. Downing as Assistant Commissioner for Higher Education" (1924); "Report of the Committee on Nursing of the Hospital Association of the State of New York" (1927); "Report of Committee on Nursing and Nursing Education, Medical Society of the State of New York" (1928); and "Nursing Education in New York State with Suggested Remedial Measures" by Harlan Hoyt Horner, Assistant Commissioner for Higher Education (1934).

The accretion also includes rulings and interpretations of law produced by the Education Department's legal counsel in response to inquiries from the Board of Nursing. These rulings address such issues as licensing examinations, the supervision of registered nurses by physician's assistants, and the authority of nurses to dispense medication. Reports, memoranda, and correspondence in the accretion also address such topics as the development of practical nurse training programs; the Regents External Degree Program; registration of nursing education programs and curricula; and departmental policy regarding nursing shortages.

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Related Information

Related Material

20175Series 20175, Meeting minutes and files of professional boards, contains related records.

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Other Finding Aids

Available at Repository

Accretion B1408-97 is an alphabetical subject card index for some years of minutes of the Board of Nursing.

B1408-99: Folder list is available at the repository.

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Use of Records

Access Restrictions

Restricted: Minutes containing references to disciplinary actions or professional misconduct are restricted except upon court order. Use only after review by archivist.

Administrative Information

Acquisition Information

Records in this series have been transferred to the State Archives under records disposition numbers 19844 and 20175.

Processing Information

B1408-99: These records were originally accessioned as accretion 20175-99.

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Access Terms

- Nurses--Malpractice
- Administering nursing
- New York (State)
- Brochures

- Minutes (administrative records)
- Nursing--Practice
- Nursing--Standards
- Reports
- Monitoring professional standards
- Licensing nurses
- Indexes (reference sources)
- Professional standards review organizations (Medicine)--New York (State)
- Agendas (Administrative records)
- Health occupations licensing boards--New York (State)
- Memorandums
- Regulating nurses
- Nursing--New York (State)--Examinations
- Medical personnel--Licenses
- New York (State). Board of Nursing Examiners
- University of the State of New York
- New York (State). Education Department
- New York (State). Education Department. Office of the Professions