



State of New Mexico
BOARD OF NURSING
Employee Policies

SUBJECT: BON Nurse Excellence Fund Policy

Policy Number: AG 9.0

Effective Date: 2/16/2021

9.1 PURPOSE

The purpose of this policy is to provide an operational guideline for the Nurse Excellence Program of the New Mexico Board of Nursing.

9.2 REFERENCES

Chapter 61, Article 3 NMSA 1978 Section §61-3-10.5 and §61-3-10.6 of the Nursing Practice Act.

9.3 AUTHORITY

Chapter 61, Article 3 NMSA 1978 the Nursing Practice Act the Board of Nursing (Board) is granted legal authority to administer the Nurse Excellence Program:

9.3.1 Section §61-3-10.5. - *Nursing excellence program; license renewal surcharge.*

- A. The board may establish a "nursing excellence program" that provides strategies to enhance recruitment and retention of professional nurses, increase career and educational opportunities and improve interaction with health facilities administrations, the medical profession and institutions of higher education.
- B. The board may impose a license renewal surcharge for each nursing license renewed in an amount not to exceed twenty dollars (\$20.00) to implement and maintain the nursing excellence program. The license renewal surcharge shall be deposited in the nursing excellence fund.

9.3.2 Section §61-3-10.6. - *Nursing excellence fund created.* The "nursing excellence fund" is created in the state treasury to support the nursing excellence program. The fund consists of license renewal surcharges, appropriations, gifts, grants, donations and income from investment of the fund. Any income earned on investment of the fund shall remain in the fund. Money in the fund shall not revert to any other fund at the end of the fiscal year. The fund shall be administered by the board and money in the fund is appropriated to the board to carry out the purposes of the nursing excellence program. Disbursements of the fund shall be made only upon warrant drawn by the secretary of finance and administration pursuant to vouchers signed by the chairman of the board or his authorized representative."

9.4 DEFINITIONS

9.4.1 Agency Chief Financial Officer (CFO): the agency staff member designated by the Executive Director to serve as CFO.

9.4.2 Agency Staff: An employee or contractor of the Board of Nursing.

9.4.3 Board of Nursing (Board): The body of appointed officials created by the Nursing Practice Act in §61-3-8.

9.4.4 Nurse Excellence Fund: Provides strategies to enhance recruitment and retention of professional nurses, increase career and educational opportunities and improve interaction with health facilities administrations, the healthcare profession and institutions of higher education.

9.5 OBJECTIVE

9.5.1 The objectives of the Nursing Excellence Program are derived directly from the law established for the program. Each applicant will have to demonstrate how the proposal/application meets one or more of the objectives:

- A. Strategies to enhance recruitment and retention of professional nurses;
- B. Strategies to increase career and educational opportunities;
- C. Strategies to improve nursing interaction with health facilities administrations;
- D. Strategies to improve nursing interaction with the medical profession;
- E. Strategies to improve nursing interaction with the institutions of higher education.

9.6 PRIORITY ISSUES

9.6.1 The Board grants these funds at its discretion and may prioritize particular issues that need to be addressed for New Mexico nurses.

9.7 OPERATIONS

9.7.1 Official actions of the Board of Nursing as it pertains to the Nurse Excellence Program will be limited to:

- A. Ensuring that the grant application process is posted on the New Mexico Board of Nursing website;
- B. The scheduling of Nurse Excellence Program applicants to present grant applications at the appropriate Board meeting;
- C. Upon Board determination of grant recipients, the agency Chief Financial Officer (CFO) shall provide recipients with a letter of award.
- D. If the grant amount is greater than \$20,000.00, the CFO shall set-up a cost reimbursement payment schedule with the grant recipient as per Department of Finance and Administration policies and procedures. If the grant amount is less than

\$20,000.00, the grant recipient shall provide agency staff with an invoice and the CFO shall pay the invoice in full as per Department of Finance and Administration policies and procedures.

- E. The CFO will monitor expenditures to ensure the expenditures meet State regulations and report any expenditure concerns to the Board at the next scheduled Board meeting upon identification of the concern.
- F. The CFO shall complete an annual fiscal and programmatic review of grant recipients. The reviews shall be presented to the Board at the last Board meeting of the fiscal year.

9.7.2 The BON shall receive grant applications throughout the fiscal year. A minimum of 80% of Nurse Excellence Program funding shall be awarded the last Board meeting each fiscal year to applicants who submitted a grant application which complies with this policy. If the applications for funding are not sufficient, the board may fund less than the required minimum of 80% of the fund balance. The remaining funds can be awarded anytime within the fiscal year.

9.8 GRANT APPLICATIONS

9.8.1 All requests for Nurse Excellence Fund grants will be submitted in writing to the Board office using this policy and the application guidelines located on the Board website at nmbon.sks.com.

9.8.2 Grant applications must be presented to the CFO. Applications are due *no less* than 30 days before the next Board meeting.

9.8.3 Only *completed* applications will be placed on the Board's meeting agenda to be presented to the Board. Submission of applications must adhere to established due dates indicated on the BON website.

9.8.4 A representative of the requesting organization is *required* to be present at the Board meeting to present the application and answer any questions.

9.8.5 Each application will include the following supporting documents.

- A. Name of entity/organization
- B. Description of organization
 - i. Articles of incorporation;
 - ii. Mission statement;
 - iii. Financial overview/budget statements of organization;
 - iv. References related specifically to nursing involvement; and
 - v. An organizational chart of the agency
- C. Project narrative
- D. Project plan to include:

- i. Goals and objectives;
 - ii. Measurable outcomes;
 - iii. Foreseen challenges/obstacles;
 - iv. Evaluation plan;
 - v. A detailed project budget, to include all revenue sources, the organization's prior year's financial audit, timelines to meet goals/objectives and the use of awarded funds; and
 - vi. Project director or contact person (include name, title, work address, phone, email); and
- E. Recipients shall submit any other documentation requested by agency staff at any point during the application or execution of the project.

9.9 REPORTS

9.9.1 Recipients are required to submit a written report and then present that report at the last regularly scheduled Board Meeting of the fiscal year for which the grant is awarded. The report shall include at a minimum the following information:

- A. Grantee name;
- B. Total funding requested and received for the grant period to include start and end dates;
- C. Project goal;
- D. Summary of grant/project activities;
- E. List objectives and accomplishments/outcomes for the funded period;
- F. Key successes and challenges during the report period;
- G. Budget summary to include breakdown of actual and projected expenses and any unused funds; and
- H. Any other items requested of the grantee by the Board or agency staff.

9.9.2 Recipients shall submit any interim reports requested by Board staff. Grants awarded to a single organization in excess of \$100,000.00, singly or as multiple grants, must present an interim report to the Board six months after the original proposal is granted, generally the last Board meeting of the calendar year.

9.10 GRANTS

9.10.1 All awarded grants are fiscal year grants that must be completed by the end of the current fiscal year (July 1 to June 30). Any funds that are not expended by June 30th of the fiscal year shall be reverted back to the Board of Nursing in the next fiscal year.

9.11 LIMITS

Ineligible uses of granted fund:

- 9.11.1 To pay agency or personal debts, losses, entertainment, certifications and accreditation fees.
- 9.11.2 Duplicate funding-using Nurse Excellence Funds to pay for something concurrently being funded by another source.
- 9.11.3 Re-granting-awarding a grant using Nurse Excellence Funds.
- 9.11.4 Nurse Excellence Funds shall not be used to produce a net income for the requesting organization.

Original Approval and Effective Date: 11/01/2016

Revised: 2/16/2021

Sasha Poole, PhD, RN

Executive Director

See attached sample application.



New Mexico BOARD OF NURSING

Guidelines for Nurse Excellence Fund Applications

Adopted: April 22, 2005

Per Statutory authority, Section 61-3-10.6 1978 NMSA

The New Mexico Board of Nursing will review applications to fund specific projects that support nursing excellence in New Mexico from organizations that specifically address any of the following:

- Recruitment and retention of professional nurses
- Career and educational opportunities for current and prospective nurses
- Collaboration between administrators of health facilities, the medical profession, and institutions of higher education that address nursing issues.

To receive funding, the NM Board of Nursing requests applicants to address the following components in their project plan:

- Address current or prospective nurses and/or organizations that deploy nursing resources in New Mexico.
- Demonstrate ability for the project to be replicated statewide.

All organizations seeking funding must fill out an application. The required supporting documentation is enumerated in the Nurse Excellence Fund Policy.

Upon approval the successful applicant of funding

- Of any amount will be required to provide a final report to the Board of Nursing at the last regularly scheduled Board meeting of the calendar year, with a written and in-person report to Board. The required report content is enumerated in the Nurse Excellence Fund Policy
- In the amount of \$100,000 or more, the successful applicant will be required to provide an interim update the Board of Nursing at the last regularly scheduled Board meeting of the calendar year, with written one-to-two-page summary and in-person report to Board. Updates will include budget expenditures, timelines for tasks and budget, and measures of success and challenges/obstacles for the use of funds.
- Updates may also be requested at other times by either the Board or agency staff.

New Mexico Board of Nursing **Nurse Excellence Fund Award Application**

Date of application

Organization name

Person submitting application

Job title

Mailing address

Email address

Phone

We have attached all documents as required and attest to the fact that these are true and reliable submissions regarding our intent to apply for funding from the Nurse Excellence Fund.

We agree to submit a minimum of one (1) report at the end of the award year at a regularly scheduled Board Meeting. We also agree to submit any interim reports as requested by the Board.

Signature – Authorized Agent

Date