

BOARD POLICY  
General

**Use of BON Note Feature in Nursys**

**POLICY:** It is the policy of the Maine State Board of Nursing (“Board”) that upon receipt of significant investigative information about a licensee, Board staff shall notify other Boards of Nursing by turning on the Board of Nursing (“BON”) Note Feature in NURSYS.

Significant investigative information is information that the Board, after a preliminary inquiry that includes notification and an opportunity for the nurse to respond, has reason to believe is not groundless and, if proved true, would indicate more than a minor infraction; or investigative information that indicates that the nurse represents an immediate threat to public health and safety regardless of whether the nurse has been notified and had an opportunity to respond.

**PROCEDURE:**

1. When the Board receives significant investigative information about a licensee, board staff will notify other BON by turning on the BON Note Feature.
2. Board staff will use a standardized message to be visible when the BON Note Feature is activated.
  - a. Standardized message: BON Note by Maine BON as of [DATE]. Additional information which you may wish to access may be available from the Maine BON. If you have questions, contact the BON via the BON Note speed memo category. [Alternate to speed memo: BON telephone]
3. The BON Note Feature should be removed from a Nursys disciplinary entry within 15 calendar days of case resolution, including dismissal of the complaint, signing of a consent agreement, final decision and order, or agreement to enter into an alternative to discipline program.
4. Board staff shall conduct an audit at least bi-monthly to ensure that the BON Note Feature has been turned off after case resolution/final action by the BON.

**EFFECTIVE DATE:** November 10, 2021