



South Carolina Department of Labor, Licensing and Regulation

South Carolina Board of Nursing

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Investigative Review Conference Application Form

The Investigative Review Conference (IRC) is a vital component of the South Carolina Board of Nursing's disciplinary process. The IRC is tasked with reviewing all of the evidence gathered during the investigation of alleged violations under the practice act and making recommendations to the Board as to the disposition of the case based on their discretion and the sanctioning guidelines. The IRC is comprised of appointed professional members, investigators from the Office of Investigations and Enforcement, attorneys from the Office of Disciplinary Counsel, and the Board Executive. The IRC works together to determine whether the evidence compiled by the investigator indicates that a violation of the Nurse Practice Act has occurred. A written report recommending actions is then submitted to the full Board by the Office of Investigations and Enforcement, summarizing findings and suggestions for the Board's consideration.

The Investigative Review Conference professional members are nurses appointed by the South Carolina Board of Nursing to assist the Board by reviewing case summaries and suggesting potential Board action.

Time Commitment:

Approximately one Investigative Review Conference occurs each month. Each Conference needs three professional members and each member should block the entire day for the meeting. Investigative Review Conference professional members are requested to sign up for at least three meeting dates per year.

Minimum qualifications:

- Applicant must possess the minimum of a Bachelor of Science in Nursing (BSN) degree, although a Master of Science in Nursing (MSN) or Doctor of Nursing Practice (DNP) is preferred.
- Applicant must have a minimum of five years current clinical experience as an RN or APRN.
- Applicant must hold an active, unencumbered South Carolina nursing license with no prior or pending discipline.

Additional documentation required (must be attached for consideration):

- A current curriculum vitae or resume
- Two letters of support or reference from a supervisor or peer working in nursing

Application packages not containing all required application materials will not be submitted to the Board for consideration.

Applicant Information:

1. _____		_____	
Full Name of Applicant (As Shown on SC Nursing License)		SC Nursing License #	
_____		_____	
Mailing Address	City	State	Zip Code

Work Phone	Home Phone	Alternate Phone	Email Address

2. What is your current area of nursing practice? _____

Who is your employer(s)? _____

Employer Address(es) _____

3. Please list your nursing degree(s), nursing certification(s), and area of specialty.

Nursing Degree(s) _____

Nursing Certification(s) _____

Area(s) of Nursing Specialty _____

4. Are you currently serving on a South Carolina Board of Nursing Committee? Yes/No

5. Please provide a brief statement as to your interest in serving and the contribution that you feel you can make as an Investigative Review Conference Professional Member. You may attach an additional sheet if necessary.

6. If a position is not open at this time, would you like us to contact you about open positions on other Board of Nursing committees? Yes/No

I hereby attest that I hold a current and unencumbered South Carolina nursing license and have no prior disciplinary history. If appointed by the Board of Nursing, I agree to serve as an Investigative Review Conference Professional Member and to participate in a minimum of three conference dates annually at the Board's office in Columbia as scheduled/requested.

Signature of Applicant

Date

South Carolina Nurse License Number

Send application packets (application form, CV/Resume, two letters of support) to NursingNominations@llr.sc.gov.