

November 15, 2005 LOUISIANA STATE BOARD OF PRACTICAL NURSE EXAMINERS
3421 NORTH CAUSEWAY BOULEVARD, SUITE 505

Amy Thompson
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Dear Ms. Thompson:

The Louisiana State Board of Practical Nurse Examiners will place your practical nursing license on probation however. Enclosed is your 2006 renewal notice of your practical nursing license.

Enclosed please find, 2 Letter of Hire Forms, that your employer must fill out and mail to the Board office within 5 days of hire and your Practical Nursing license.

Once you are hired as a Licensed Practical Nurse, the Administrator/Chief Nursing Executive must fill out the Letter of Hire Form and mail it back to the Board office within 5 days of hire. Performance evaluations will be mailed directly to your employer with an explanation when they will be due. Progress reports, enclosed, must be mailed directly to our office from your counselor, etc. and are due quarterly. **Enclosed are five progress reports. Note at the bottom of each progress report the name of the person designated to complete the report and how often you must attend. REMEMBER TO BRING THIS FORM, WITH YOU, WHEN SEEING EACH PERSON.**

You have been added to 1st Lab Services regarding your drug screen. The board has an agreement with First Lab to manage the drug testing collections and results for our LPN's requiring monitoring. There are various collection sites across the state. If you have a particular need, please call Lucia Simon at 1-800-732-3784. **You must notify the board immediately if you do not receive a packet from First Lab Services within 10 days of your hire date. If you do not notify the board that you did not receive your packet, you will be considered out of compliance with your probation stipulations and may be disciplined further by the board, including suspension of your practical nursing license.**

First Lab has set up a randomization program. You will be notified via mail from 1st Lab Services regarding the number to call daily, Monday through Friday, to check if your name was selected. **Remember, you must call daily.** If you fail to have a drug screen on your selected day, that screen will be considered **positive** and you will be out of compliance with your Agreement/Board Order and further disciplinary action may be taken and you may also be fined up to \$500.00 for being out of compliance. If you are going on vacation you **must** contact First Lab for a kit. They should be notified at least 1 week prior to your departure. If you leave town on an emergency, you again must notify the board and First Lab for further instructions.

If you received a letter of exclusion from the Inspector General's office you must submit a written statement to the person who signed your exclusion letter information that person that your license was reinstated, so that the exclusion can be lifted.

Please **do not** contact the board office regarding your exclusion, you must contact the Inspector General's office at the address on your exclusion letter or you may call the telephone number on your exclusion letter.

Enclosed is your copy of your signed consent agreement, please review your Probation Agreement stipulations carefully, you must comply with every part of each stipulation. If you have any questions or concerns regarding any stipulations, please contact the Board office so that we can resolve any concerns you may have.

Be reminded that your chosen field of nursing is valued and respected in the community and that you must value and respect the service that you render.

LOUISIANA STATE BOARD OF
PRACTICAL NURSE EXAMINERS

Tammy L. Labit
Compliance Department