



**Nursing Care Quality Assurance Commission (NCQAC)
Video Conference Special Meeting Minutes
310 Israel Rd SE Room 152/153
Tumwater WA 98501
January 13, 2012**

Commission Members: Susan Wong, MBA, MPA, RN, Chair
Susan Woods, PhD, RN, FAHA, FAAN, Vice-Chair
Linda Batch, LPN
Charlotte Foster, RN, BSN, MHA
William Hagens, MA, Public Member
Margaret Kelly, LPN
Suellyn M. Masek, RN, MSN, CNOR
Gene I. Pingle, RN, BSN-BC, CEN
Diane Sanders, RN, BC, MN
L. Susana Serna, RN, ARNP
Cass Tang, PMP, Public Member
Rhonda Taylor, MSN, RN
Laura Yockey, LPN

Absent: Erica Benson-Hallock, MPPA, Public Member
Darrell Owens, PhD, ARNP, ACHPN

Assistant Attorney General: Gail Yu, Assistant Attorney General

Staff: Paula R. Meyer, MSN, RN, Executive Director
Teresa Corrado, LPN, Health Services Consultant
Chuck Cumiskey, BSN, MBA, RN, Nursing Practice
Advisor
Mary Dale, Discipline Manager
Karl Hoehn, Staff Attorney
H. Louise Lloyd, Secretary
Mindy Schaffner, PhD, MSN-CNS, RN, Nursing
Education Advisor
Catherine Woodard, Chief Investigator
Terry West, Health Services Consultant
Martha Worcester, PhD, ARNP, ARNP Advisor

- 1. 8:30 AM Opening – Susan Wong, Chair – DISCUSSION/ACTION**
 - A. Call to order – 8:30
 - B. Introductions – NCQAC members, pro tems, staff, public

- C. Order of the Agenda – Agenda item 12 will not be presented
- D. Correspondence - none
- E. Announcements - The Board of Directors of the National Council of State Boards of Nursing appointed Gene Pingle as a member of the NCLEX Item Review Subcommittee (NIRSC).

2. Consent Agenda – DISCUSSION/ACTION

Consent agenda items are considered routine agency matters. The NCQAC approves the consent agenda by a single motion without separate discussion. To discuss a separate item requires a motion to remove the item and then place the item on the regular business agenda.

A. Approval of minutes

1. NCQAC Business Meeting – 11-18-2011
2. NCQAC Disciplinary Hearing minutes – 10-21-11
3. ARNP sub-committee minutes – 10-19-11, 11-16-11, 12- 21-11
4. Continuing Competency sub-committee – 10-19-11
5. Licensing and Discipline sub-committee – 10-24-11
6. Consistent Standards of Practice sub-committee – no meeting
7. Nursing Program Approval Panel (NPAP) – 10-20-11
8. Nursing Assistant Nursing Program Approval Panel (NA-PAP) – 9-12-11
9. Licensing reports

MOTION: Motion by Ms. Tang with a second by Mr. Pingle to accept the consent agenda. Motion passed.

3. Chair Report –Susan Wong - DISCUSSION/ACTION

A. National Council of State Boards of Nursing (NCSBN) World Café: Dr. Woods, Ms. Taylor, Dr. Schaffner. Dr. Woods chairs the NCSBN's education committee. The education committee sponsored the World Café on December 8-9, 2011 in Chicago.

- **Discussion:** What could nursing be if regulations, accreditation, and education were aligned
- Mary Gorski from CNEWS, Linda Tieman WCN, and Dr. Schaffner, submitted an article to the Journal on Nursing Regulation on Washington State articulation models.

B. Nominations committee member appointments – according to Procedure H01.01, the chair appoints the members to the committee at the January meeting. This committee serves as the nominating committee for NCQAC officers and awards. Ms. Wong appointed the following members:

- Ms. Taylor
- Ms. Tang
- Dr. Woods

4. Executive Director Report – Paula Meyer – DISCUSSION/ACTION

A. Investigative reports quality improvement – Ms. Meyer, Ms. Woodard and Ms. Dale presented the performance measures associated with the investigation of nursing cases.

Recommendations for improvements:

- Monitor number of cases weekly
- If 15% of revenue over allotment exists, NCQAC may use the revenue to hire more investigators.
- Change investigative report format to a synopsis using bullets as a more efficient report.

MOTION: Motion by Ms. Kelly with a second from Ms. Tang to accept the updated report style. Motion passed.

B. 1103 report – meeting with Health Systems Quality Assurance (HSQA)

- Requires a 5 years comparison of previous and current performance against the

Medical Quality Assurance Commission (MQAC) and the Health Services Quality Assurance (HSQA) office

- Meeting on January 17 to discuss the report and how it is presented.
The report dedicated to NCQAC could be included with report from MQAC and HSQA

C. Washington Health Professional Services director interviews

- Will introduce the new director at the March 2012 meeting.

D. Washington Health Professional Services audit

- Present audit information at March 2012 meeting.

E. Procedure J01.01 Digital Recordings of Meetings; Records Retention and Public Records Disclosure

- The procedure became effective January 1, 2012

5. Subcommittee Reports – DISCUSSION/ACTION

A. Licensing and Discipline – Margaret Kelly, chair

- No report

B. Continuing Competency – Rhonda Taylor, chair

Working on:

- WAC 246.840.203 (a) (i) – language change
- WAC 246.840.206 (a) – language change
- Rewriting application instructions to add documents of information
- Writing a position description for a Continuing Competency Compliance Officer
- Audit tracking and process
- Reactivation process
- Retired Active

MOTION: Motion from Ms. Taylor with a second from the subcommittee to approve Options and Acceptable documentation of Continuing Competency Requirements. (Attachment A in the packet) with changes discussed. Motion passed.

MOTION: Motion from Ms. Taylor with a second from the subcommittee to accept the audit process diagram. Motion passed

C. Consistent Standards of Practice – Suellyn Masek, chair

- No report

D. ARNP – Dr. Darrell Owens, chair

Issues presented to the sub-committee include:

- What is ARNP scope of practice?
- Are sanctioning standards current and reflective of ARNP practice?
- Hearing panels on ARNP cases must be chaired by an ARNP member of the NCQAC.
- What educational requirements exist for ARNPs and does the NCQAC hold the authority for ARNP education program approval?

6. Nursing Education Approval Panel Report – DISCUSSION/ACTION

A. The revision of Procedure E01.02 was presented – Dr. Woods, Ms. Taylor

- Updated and clarified with current rules, WACs and new programs

MOTION: Motion from Dr. Woods with a second from Mr. Hagens to approve procedure E01.02. Motion passed

7. Open Public Meetings Act – Gail Yu, Assistant Attorney General - DISCUSSION/ACTION

Ms. Yu presented training on the requirements for public meetings and how the NCQAC meets the requirements. She contrasted open meetings and use of executive session. The NCQAC will consider using regular meetings rather than special meetings.

8. Adobe Pro training – Louise Lloyd - DISCUSSION/ACTION

The NCQAC uses net books to conduct business. Ms. Lloyd presented a section on using Adobe Pro software showing page numbering, highlighting, sticky notes, search and print functions.

9. Emergency Preparedness – Sally Abbott - DISCUSSION/ACTION

Ms. Abbott is working with the Department of Health and Emergency Preparedness. Topics presented:

- A. Personal preparedness
- B. License verifications in a disaster
- C. Volunteers to help with recommendations for functioning during a disaster from the perspective of health care are:
 - Dr. Personett
 - Ms. Sanders
 - Ms. Foster

11:00 AM – Executive Session – not needed

11:30 – 1:00 PM Lunch

10. OPEN MICROPHONE

- Sally Watkins

11. Health Systems Quality Assurance Update – Karen Jensen - DISCUSSION/ACTION

Karen Jensen, HSQA assistant secretary, presented an update for the NCQAC.

- Budget – discussed revenue source differences and the impact with the public view of government.
- There have been reductions in programs
- Video conferencing helps reduce expenditures for the department. Ms. Jensen thanked the NCQAC for leading the department on video conferencing.

12. AHRQ Demonstration Project: Communication to Prevent and Respond to Medical Injuries: WA State Collaborative; Resources for Nurses During the Disciplinary Process – Panel Presentation - DISCUSSION/ACTION

The NCQAC believes in rehabilitation of the nurse. The NCQAC uses the least restrictive measures to return the nurse to work and protect the public. The NCQAC also recognizes the stress of the disciplinary process. The panel members presented findings, strategies and resources available. Panel members included:

Tom Gallagher, MD
Patricia McCotter, RN, JD

Sarah Shannon, PhD, RN
Sally Watkins, PhD, MS, RN

Donna Poole, ARNP
Ron Hofeldt, MD

Adjourned – 4:15PM