



**Nursing Care Quality Assurance Commission (NCQAC)  
Special Meeting  
Video Conference Special Meeting Minutes  
310 Israel Rd SE Room 152/153  
Tumwater WA 98501  
March 9, 2012**

**Commission Members:**

Susan Wong, MBA, MPA, RN, Chair  
Susan Woods, PhD, RN, FAHA, FAAN, Vice-Chair  
Linda Batch, LPN  
Erica Benson-Hallock, MPPA, Public Member  
Charlotte Foster, RN, BSN, MHA  
William Hagens, MA, Public Member  
Margaret Kelly, LPN  
Suelynn M. Masek, RN, MSN, CNOR  
Darrell Owens, Ph.D., ARNP, ACHPN  
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

**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, Ph.D., ARNP, ARNP Advisor

**1. 8:30 AM Opening – Susan Wong, Chair – DISCUSSION/ACTION**

- A.** Call to order – 8:35 AM
- B.** Introductions - NCQAC members, staff, public
- C.** Order of the Agenda - Moved report on Canadian nursing licensure from Executive Director Report to item 12
- D.** Correspondence - none
- E.** Announcements
  - Office will move to Town Center 2, 111 Israel Rd. SE, Olympia, WA 98501, 2<sup>nd</sup> floor. The move will be complete by April 4, 2012
  - Our new Web portal should be effective April 1, 2012 and will be topic driven
  - Four pro tems appointed: Georgia Pierce, Lisa Grayson, Karen Hays, Nancy Armstrong

**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 – 1/13/12
- 2. NCQAC Disciplinary Hearing minutes – 11/16/11, 11/29/11, 12/16/11
- 3. ARNP sub-committee minutes – 1/25/12, 2/15/12
- 4. Continuing Competency sub-committee - none
- 5. Licensing and Discipline sub-committee – 2/6/12
- 6. Consistent Standards of Practice sub-committee - 1/30/12
- 7. Nursing Program Approval Panel (NPAP) – 12/1/11, 1/19/12
- 8. Nursing Assistant – Nursing Program Approval Panel (NA-PAP)
- 9. Licensing Reports
- 10. ARPN Survey report

Dr. Woods requested a review of the NCQAC Business Meeting minutes for discussion.

**MOTION:** Motion by Mr. Pingle with a second from Dr. Woods to approve the consent agenda. Motion passed.

**Discussion:** Changes to the 1/13/12 NCQAC Business Meeting minutes:

- Change from “what could nurses do” to “what could nursing be if . . . ”
- Delete the words practice and etc.

**MOTION:** Motion by Dr. Woods to amend the 1/13/12 minutes with a second by Ms. Yockey. Motion passed.

**3. Chair Report –Susan Wong - DISCUSSION/ACTION**

**A. Institute of Regulatory Excellence (IRE) Annual Conference, San Antonio TX, January 23 – 26, 2012.** Susan Wong, Suellyn Masek, Paula Meyer

The theme was policies and how nurse regulators can affect the future

- Peter Buerhaus
  - Shared preliminary data, when his PowerPoint is available Ms. Meyer will forward to the NCQAC members. Some points of interest in the United States are:
    - 2.7 million RNs
    - 63% work in hospitals

- 9% are male
  - 76% are Caucasian
  - Average age is 43.3
  - Encouraged Regulators to use data from the American Community Survey. Ms. Meyer will send this information to NCQAC members when available.
  - Debra Troutman
    - Spoke about the steps to policy development
  - Presentation on nurses who have disabilities
    - Video shown – “Give Them A Locker – Open The Door”
- Recommendation:** Some members would like to view the video on their own time and not during a meeting.
- Presentation on the process of “How A Bill Becomes A Law”

**B. Health PACT Forum meeting, Seattle, January 31, 2012 – Susan Wong, Margaret Kelly**

- 3 year project – transform communication in health care to make it more transparent
- Clearinghouse to help improve communication
- Bi-annual meetings – next is May 15, 2012
- Ms. Meyer and Ms. Kelly will follow up with Dr. Sarah Shannon regarding the DRP program

**Suggestion:** More patient advocates are needed at the meetings.

**C. National Council of State Boards of Nursing (NCSBN) mid-year meeting, March 12-15, 2012, Chicago –**

- Susan Wong, Dr. Susan Woods, Suellyn Masek and Paula Meyer will attend and report at the May 2012 meeting

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

**A. NCSBN Executive Officer Mentoring Program**

- Arley Long, Northern Marianas Islands
  - All health care is under a corporation separate from their territory government. The board of nursing regulates over 7,000 nurses.
- Libby Kiefner – Crawford, Indiana board of nursing
  - Similar umbrella structure to Washington. The Executive director is the manager for the licensing and support staff. Investigative and legal staff report to other state agencies.
- Ms. Meyer gave information on best practices and NCQAC business procedures

**B. NCSBN task force on Canadian nursing examination and requirements, Chicago, February 24, 2012**

- Moved to item #12, the British Columbia report

**C. Future of Nursing Campaign for Action, Western Regional Education Meeting, Sacramento February 23-24, 2012 – Dr. Mindy Schaffner**

- Goal of this meeting –
  - Raise awareness
  - Collect data on good working models
  - Help disseminate information
- Purpose - Ensure Americans have access to highly skilled nurses when and where

they need them.

- Washington's goals include
  - Ensure quality
  - Data collection
  - Guide on-going monitoring activities
  - Eliminate barriers Facilitate quality education

#### **D. Requests for exemptions to rules moratorium**

- The requests for exemptions to the rules moratorium were forwarded to Karen Jensen. The requests include: for approval to open are:
  - ARNP Designations – petition to include Clinical Nurse Specialists as advanced registered nurse practitioners
  - Substance Abuse
  - Sexual Misconduct
  - Initial Licensure – request from Tacoma Community College and Renton Technical School to allow internationally educated nurses to receive clinical experiences necessary for licensure
  - Pain Management – the current rules require certification in pain management and an advanced nursing certification does not exist.

#### **E. Upcoming Commission vacancies – what are the competency needs?**

1. RN – Ms. Wong completes her second term on June 30 and is not eligible for reappointment. There are no specific requirements associated with this RN position.
  2. LPN – Ms. Kelly completes her first term on June 30 and is seeking reappointment. The NCQAC feels an LPN with ambulatory care or emergency room skills would be beneficial.
  3. Public Member – Ms. Tang completes her first term on June 30 and is seeking reappointment
- Ms. Meyer requested input from the NCQAC on competency needs. Some suggestions:
    - Be active in or have full time practice
      - Acute care or rural setting
      - Triage experience
    - Availability of time and commitment to do the research and the work
    - Identify gaps in specialties in the NCQAC and appoint to fill gaps
    - Board experience
    - Balance - gender
    - An understanding of the NCQAC's purpose with a strong clinical background
    - Safety focus e.g. a pilot or retired aviation safety officer. Health care has been compared to flying and the need to use similar safety mechanisms. because they are strong on safety and use check lists
    - Public policy development

### **5. Subcommittee Reports – DISCUSSION/ACTION**

#### **A. Licensing and Discipline – Margaret Kelly, chair**

- Licensing and discipline performance measures, dashboard reports
- Ms. Kelly reviewed updated Performance Measures
- Procedure B25.01 – Nurse license renewal with non-sufficient funds (NSF) checks
- Ms. Tang will serve on the Licensing and Discipline subcommittee

**MOTION:** Motion by Ms. Kelly with a second from the subcommittee to approve procedure B25.01 Nurse License Renewal of Licensee with a Non-Sufficient Fund check. The procedure prevents the renewal of a nurse license when the funds do not clear through the financial institution. Motion passed.

**B. Continuing Competency – Rhonda Taylor, chair**

- Audit process – staff person assigned

**C. Consistent Standards of Practice – Suellyn Masek, chair**

- Some Nurse Practice Advisory Group (NPAG) members will complete their one year terms. Some members were appointed for two years. The NPAG groups will be reduced to two active groups. One group will focus on development of a statement on patient abandonment. The second group will focus on the use of Diastat in schools in the event of a student having a seizure.

**D. ARNP – Dr. Darrell Owens, chair**

- Certain ARNP applications must be reviewed for equivalency to Washington requirements. Dr. Worcester completes the review. Staff requests signature authority for Dr. Worcester to complete the review process.

**MOTION:** Motion by Dr. Owens with a second from Ms. Taylor to grant the ARNP Consultant signature authority for:

- licensing ARNPs when qualifications are questioned by the licensing staff,
- authority to develop a procedure that maintains consistency in decision making in concert with the licensing staff.
- authority to include licensing decisions needing further consideration to the process.

Motion passed.

**6. Complaints and Actions Related to Nursing Education and Nursing Assistant Programs E03.01 - Dr. Susan Woods and Margaret Kelly – Discussion/Action**

The Nursing Program Approval Panels and Nursing Assistant Program Approval Panel assess and investigate complaints against nursing education programs and nursing assistant training programs.

- Dr. Woods and Ms. Kelly presented the procedures for adoption.

**MOTION:** The NPAP and the NAPAP request approval of Policy E03.01 Complaints and Actions Related to Nursing Education and Nursing Assistant programs. Motion passed.

**7. Legislative Task Force Report – Dr. Susan Woods, Susan Wong, Linda Batch, Dr. Darrell Owens, Erica Benson-Hallock, Bill Hagens, Cass Tang - DISCUSSION/ACTION**

The legislative task force members reported on bills and NCQAC actions during the 2012 legislative session.

HB 1486 - effective 6/7/12

HB 2186 – effective 6/7/12

- information regarding this bill will be in the summer newsletter

HB 2366 – effective 6/7/12

HB 2247 – effective 6/7/12

- Conference May 9, 2012

HB 2314 – effective 6/7/12

HB 2473 – effective 6/7/12  
SB 5969 – effective 3/14/12  
SB 6237 – effective 6/7/12

**8. 11:00 AM – Executive Session - no Executive Session needed.**

**9. Nominating Committee Report – Dr. Woods, Ms. Taylor, Ms. Tang -  
DISCUSSION/ACTION**

According to procedure H 01.01, the nominating committee presented NCQAC members willing to serve as candidates for the chair and vice chair positions.

Candidates for the chair

- Charlotte Foster
- Suellyn Masek

Candidates for vice chair

- Erica Benson-Hallock
- Gene Pingle

**10. Washington Health Professional Service (WHPS) Director – Dr. John Furman, Ph.D.,  
MSN- DISCUSSION/ACTION**

Dr. Furman is the new Director of WHPS.

- Dr. Furman's goal is to retain the programs high status as a treatment monitoring program.
- The Department of Social and Health Services (DSHS) provide treatment.

**11:30 – 1:00 PM Lunch**

**OPEN MICROPHONE**

There were no speakers

**11. Special meetings or regular meetings of the NCQAC – Paula Meyer -  
DISCUSSION/ACTION**

Gail Yu presented the Open Public Meetings Act at the January NCQAC meeting. The NCQAC discussed advantages of adopting regular meetings rather than special meetings. NCQAC proposed dates for meetings from July 2012 through June 2013. Ms. Yu presented the process for filing dates with the code reviser's office and changes in public meeting notices.

**MOTION:** Motion by Dr. Woods with a second from Mr. Pingle to change NCQAC business meetings from Special Meetings to Regular Meetings beginning January 2013. Motion passed.

**Scheduled meetings dates:**

May 11, 2012  
July 13, 2012  
September 14, 2012  
November 9, 2012

**Regular Meeting dates:**

January 11, 2013  
March 8, 2013  
May 10, 2013  
July 12, 2013

September 13, 2013  
November 8, 2013

**12. Washington Nursing Education requirements compared to British Columbia - Paula Meyer - DISCUSSION/ACTION**

Governor Christine Gregoire and the prime minister of British Columbia developed a memorandum of understanding addressing economic vitality between British Columbia and Washington State. Marge Herzog reviewed license reciprocity between the two jurisdictions. A draft report of the comparison and recommendations was presented by Marge Herzog.

- Baseline licensure requirements study was completed using the 3 states boarding Canada
- Primary difference – Washington requires course by course verification

**Recommendation:** Explore licensure of registered nurses educated in British Columbia

**Recommendation:** Meet with the Executive Director of the College of Nursing in British Columbia

**MOTION:** Motion by Dr. Woods with a second from Mr. Pingle to accept the draft report.  
Motion passed

**Adjourned at 2:00 PM**