



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

Commission Members:

Suellyn Masek, RN, MSN, CNOR, Chair
Erica Benson-Hallock, MPPA, Vice-Chair
Linda Batch, LPN
Charlotte Foster, RN, BSN, MHA
Lois Hoell, MS, MBA, RN
Margaret Kelly, LPN
Gene I. Pingle, RN, BSN-BC, CEN
Donna L. Poole, MSN, ARNP, PMHCNS-BC
Diane Sanders, RN, BC, MN
L. Susana Serna, RN, ARNP
Cass Tang, PMP, Public Member
Susan Woods, PhD, RN, FAHA, FAAN
Laura Yockey, LPN

Absent:

Rhonda Taylor, MSN, RN
Vacant, Public Member

Assistant Attorney General:

Gail Yu, Assistant Attorney General

Staff:

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

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

- A. Call to order – 8:33 AM
- B. Change of officers: Susan Wong opened the meeting. She introduced the new Chair, Suellyn Masek, and Vice Chair, Erica Benson-Hallock. Ms. Masek continued the meeting as chair.
- C. Introductions
 - 1. New NCQAC members:
 - Lois Hoell MS, MBA, RN
 - Donna Poole, MSN, ARNP, PMHCNS-BC
 - 2. Reappointed NCQAC members: Margaret Kelly, Cass Tang
 - 3. New Staff: Margaret Holm, Nursing Consultant, Institutional, Ermelindo Escobedo, Health Care Investigator, Dana Malone, Health Care Investigator, Garr Nielson, Health Care Investigator, Carole Knutzen, Health Services Consultant
- D. Order of the Agenda – no change in the order
- E. Correspondence – letter of support from Council on Nursing Educators of Washington State (CNEWS) for NCQAC to evaluate nursing education rules
- F. Announcements
 - NCQAC received an award for completion of Taxonomy of Error, Root Cause Analysis and Practice Breakdown (TERCAP). Ms. Woodard accepted the award.
 - Nurse Consultants complete the TERCAP with scope of practice investigation information to see if there are trends so that NCQAC can trace the information back to the cause.
 - Nurse Consultants reviewed over 100 cases making NCQAC the number one board reviewing cases for the National Council of State Boards of Nursing (NCSBN).

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 – 5/11/12
 - 2. NCQAC Disciplinary Hearing minutes - none
 - 3. ARNP sub-committee minutes – 4/18/12, 5/16/12, 6/20/12
 - 4. Continuing Competency sub-committee - 5/18/12
 - 5. Licensing and Discipline sub-committee - none
 - 6. Consistent Standards of Practice sub-committee – 4/30/12
 - 7. Nursing Program Approval Panel (NPAP) - 4/19/12
 - 8. Nursing Assistant – Nursing Program Approval Panel (NA-NPAP) – 4/9/12
 - 10. Out-of-state trips
 - 11. Licensing statistics

MOTION: Motion from Ms. Benson-Hallock with a second from Ms. Batch to remove item 2A1 from the Consent Agenda for changes. Motion passed

MOTION: Motion from Ms. Benson-Hallock with a second from Ms. Batch to adopt the Consent Agenda. Motion passed.

MOTION: Motion from Dr. Woods with a second from Ms. Batch to adopt item 2A1 – The NCQAC Business Meeting minutes from 5/11/12 with the change of the word ‘got’ to ‘for’ on item 13 and correction from Mike to Mic on minutes. Motion passed.

3. Chair Report –Suellyn Masek - DISCUSSION/ACTION

- A. NCSBN Annual meeting – chair and executive director attend as delegates; Suellyn Masek attends as a member of the Leadership Succession Committee, Dr. Sue Woods attends as the chair of the Education Committee, Erica Benson-Hallock attends as the vice chair and second waiver provided by NCSBN. Delegates will vote on:
- Model Act Practice Rules,- used by boards of nursing as guidelines
 - Adopt the proposed revision to the NCSBN Model Practice Act and Rules
 - Associate NCSBN members: Bermuda, Alberta, British Columbia, Ontario, Manitoba, Nova Scotia, and Singapore.
 - Recommendations:
 - Adopt the Saskatchewan Registered Nurses' Association as an Associate Member of NCSBN
 - Adopt the College of Licensed Practical Nurses of Nova Scotia as an Associate NCSBN member
 - Adopt the Nursing Council of New Zealand as an Associate Member of NCSBN
 - Recommendation
 - Adopt the proposed 2013 NCLEX-RN® Test Plan
 - Adopt the 2012 Slate of Candidates
- B. Sub-committee and panel chair appointments; subcommittee and panel members
- Meeting dates will be confirmed by chairs
 - Chair appointments for 2012-2013
 - Steering Committee – Suellyn Masek, Chair, Erica Benson-Hallock Rhonda Taylor, Margaret Kelly, Gene Pingle, Susana Serna
 - Nursing Program Approval Panel-A – Sue Woods , Chair, Carl Christensen, Lois Hoell, Georgia Pierce
 - Nursing Program Approval Panel-B – Rhonda Taylor, Chair, Catherine Van Son, Laurie Soine, Karen Heys
 - Nursing Assistant-Program Approval Panel – Margaret Kelly, Chair, Rhonda Taylor, Jackie Rowe, Jeanne Giese, public member
 - ARNP – Susana Serna, Chair, Donna Poole, Marian Williams, Laurie Soine, Lisa Grayson, Karen Hayes
 - Continuing Competency - Rhonda Taylor, Chair, Linda Batch, Lois Hoell, Erica Benson-Hallock
 - Consistent Standards of Practice – Gene Pingle, Chair, Charlotte Foster, Laura Yockey, public member
 - Licensing and Discipline – Margaret Kelly, Chair, Lois Hoell, Cass Tang, Susan Wong
 - Legislative Task Force, Erica Benson-Hallock, Chair, Suellyn Masek
 - Case Disposition panels – Erica Benson-Hallock, Chair, Laura Yockey, Chair, Diane Sanders, Chair, Rhonda Taylor, Chair
 - Members: Lois Hoell, Donna Poole, Erica Benson-Hallock, Susana Serna, Margaret Kelly, Suellyn Masek, Cass Tang, Susan Woods, Gene Pingle, Linda Batch, Charlotte Foster, Susan Wong, Mariann Williams,

- C. Military education and training report, meeting with Air Force and Navy commanders, San Antonio, TX, Fort Sam Houston, May 21, 2012 – Suellyn Masek, Susan Wong, Lois Hoell, and Paula Meyer.
- Military education does not meet the licensing standard for LPN in the state of Washington
 - One barrier - Washington requires that the person who administers the program be licensed in Washington state
 - Mike Nord, RN spoke as an ex-Independent Duty Corpsman. Mike Nord spoke regarding the difference in experience and scope.
 - How can NCQAC facilitate transition from military to civilian quicker?
 - How can NCQAC help military personnel meet nursing standards after they leave the military and want to work in Washington State?

MOTION: Ms. Hoell moved with a second from Dr. Woods to adopt the report with minor edits. Motion passed.

- D. Citizens Advocacy Center (CAC) – Cass Tang, Washington DC – June 12, 13
- Focus - Regulatory Management of Health Care Practitioners with chemical dependencies
 - Speaker - Arthur Levin – Co-founder and Director of the Center for Medical Consumers
 - Continuing Professional Development: Demonstrating current Competence
 - Speaker - Leanne Worsfold
- E. Board/Commission Leadership meeting for State of Washington – June 18 – Susan Wong, Suellyn Masek, Dr. Susan Woods, Erica Benson-Hallock
- Focus – to improve access to safe, quality and affordable health care.
 - Suggestion from Dr. Woods that the NCQAC look at having a one-page summary of NCQAC accomplishments.

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

- A. Rules update – Exemption to rules moratorium requests approved, rules workshops related to legislation – Terry West
- ARNP endorsement for Clinical Nurse Specialist – amend
 - Substance Abuse – on hold
 - Sexual Misconduct – amend
 - Initial Licensure for Graduates of International Schools of Nursing – amend
 - Pain Management – amend
 - Retired Active Status – approved by legislature to initiate using this fee category
 - Fees WAC 246-840-990 – on hold
 - Continuing Competency – on hold
- Nursing Educational Program approval and Distance Learning Programs – amend

NOTE: Scheduled Rules workshops are on July 25, 26, 27, and 31.

- B. Use of wireless routers – DRAFT procedure

MOTION: Motion from Dr. Woods with a second from Mr. Pingle to adopt procedure J03.01 Wireless Router for Business Meetings. Motion passed.

AMENDED MOTION: Motion by Ms. Tang with a second to add 'do not connect to shared network drive of the Department of Health (DOH)'. Motion passed.

C. Commission hours

- New category added to the payroll sheet for NCSBN committee work.

D. Lap top – netbook evaluation, next steps

- In negotiation for more help from Information Technology (IT)
- Some NCQAC members will receive laptops. Some pro tem members will receive a net book.
- Suggestion - encrypt at the source
- Suggestion - need the ability to organize folders and the ability to print or download file
- Suggestion – have staff input travel in the Travel and Expense Management System (TEMS) system for NCQAC members

E. Strategic Plan 2011- 2013

MOTION: Motion by Ms. Yockey with a second from Ms. Sanders to delegate review of the Strategic Plan to the Steering Committee. Recommendations will be ready at the September 2012 NCQAC meeting. Motion passed.

F. Journal of Nursing Regulation, Advisory Board meeting, September 12, Arlington VA, and NCSBN Scientific Symposium, September 11, 2012.

- Ms. Yockey will attend the Scientific Symposium.

G. Request to change September 14 NCQAC meeting date to September 21, 2012

MOTION: Motion from Dr. Woods with a second from Mr. Pingle to conduct the September business meeting September 21, 2012 in Room 163 in Town Center 1. Motion passed.

H. Nursing Practice Advisor

- Mr. Cumiskey resigned from the NCQAC to work at Madigan Hospital. Ms. Meyer recognized him for the years of service and work he did for the NCQAC.
- Ms. Debbie Carlson begins as the Nurse Practice Advisor July 16, 2012

5. Subcommittee Reports – DISCUSSION/ACTION

A. Licensing and Discipline – Margaret Kelly, chair

1. Early Remediation

- No patient harm cases
 - Ms. Tang and Ms. Wong are working on a procedure using a CMS guideline set up for Medicare/Medicaid
- No substance abuse cases

2. Substance abuse orders

- Reminder: Use correct tier If using sanction outside of guidelines make sure that there is a clear definition of why

3. Performance Measures – withdrew the paper and gave a verbal report so she will have current measure

- Measure 1.2 - Percent of Notices of Decision issued within 30 days of the decision deny – current information is correct older information is incorrect. Ms. Corrado is working to ensure all data is correct.
- Measure 2.2 – Percent of cases in which the intake and assessment steps are completed within 21 days
 - Target is 77 percent - NCQAC is at 58 percent
- Measure 2.4 – Percent of open cases currently in investigations that are over 170 days
 - Target is 23 percent or lower – NCQAC is 45 percent
- Measure 2.5 - Percent of open cases currently in the case disposition step that are over 140 days
 - Target is 23 percent - NCQAC is 47 percent
- Measure 2.6 – Percent of Orders and STIDs that comply with the sanction schedule
 - Target is 93 percent - NCQAC is 92 percent

B. Continuing Competency – Rhonda Taylor, chair

1. Approved procedure for reactivation of nurse licenses
 - 177 practice hours
 - 15 Continuing Education hours
 - Attestation has been written
 - Continuing to work on Retired Active requirements

C. Consistent Standards of Practice – Suellyn Masek, chair

1. Ms. Masek presented the Timeline Flow Chart for Interpretative Statements
2. Current Interpretative Statements being reviewed - Patient Abandonment, and Seizure Management.
3. Workshop meetings to gather stakeholder input
4. Summaries of the workshops and statement drafts will be presented at the September NCQAC meeting
5. After finalization at the NCQAC meeting in November suggest publishing in the Winter Newsletter, which will be EPublished.
 - There have been numerous requests to continue producing a hard copy newsletter.

MOTION: Motion by Dr. Woods with a second from Ms. Hoell to re-establish a hard copy newsletter for distribution. Motion passed.

D. ARNP – Susana Serna, chair

1. Further approval delegation of ARNP applications when there are questions and the ARNP Consultant is not available

MOTION: Motion from Ms. Serna with a second from the subcommittee. When the ARNP Consultant is not available for delegated licensing decisions, the authority is delegated to the licensing manager. If the decision cannot be made the decision will be delegated to a panel of three members of the ARNP subcommittee. Motion passed.

2. Strategic Plan – there is a meeting on August 17, 2012.

7. 11:00 AM – Executive Session – none

11:30 – 1:00 PM Lunch

8. OPEN MICROPHONE – no one requested to speak

6. Out of State Travel – Paula Meyer - DISCUSSION/ACTION

A. 2011- 2012 Travel

- List of out of state travel supported by NCSBN
- Will request NCSBN funds for Ms. Yockey to attend the Scientific Symposium

9. Office of Superintendent of Public Instruction (OSPI) Oral Medication revision – Katie Johnson, Janice Doyle - DISCUSSION/ACTION

House Bill 2247 expanded the types of medications K20 public and private school employees can administer from oral medications to eye drops, ear drops and topical medications. The new law also allows nurse delegation in schools. Janice Doyle, NCSN, FNASN, MSN, RN, as a pro tem member, revised the Office of the Superintendent's Bulletin No. 34-01 Learning and Teaching Support to include the changes. Ms. Katie Johnson, MN, RN, NCSN, presents the updated draft bulletin to the NCQAC for approval. The bulletin then proceeds to OSPI for approval and implementation.

- Review amendment to RCW 28A.210.260 and 270
- Needs more work because of recent legislation. The bulletin was not recently updated.
- Requested NCQAC concerns and questions

MOTION: Motion from Mr. Pingle with a second from the CSP subcommittee to accept the report of the Medication Bulletin with revisions. Motion passed.

MOTION: Motion from Mr. Pingle with a second from the CSP subcommittee to complete the work on the two current Interpretive Statements and have the NCQAC devote a nursing practice advisory group to work on questions from school nurses. Motion passed.

10. NCSBN committee reports - DISCUSSION/ACTION

A. NCLEX Item Review Sub-Committee – Rhonda Taylor and Gene Pingle

- Ensure test questions are relevant and current.

B. Leadership Succession Committee – Suellyn Masek

- Encouraged NCQAC to use the NCSBN Web site to complete NCSBN 101 by November 2012
- The Leadership Development Network is open to all board member, staff and Executive Officers.

C. Institute of Regulatory Excellence (IRE) – Susan Wong, Paula Meyer, Suellyn Masek

- Ms. Wong and Ms Meyer
 - Went through Internal Review Board (IRB) process for their research project
 - Consulted with a statistician who helped with national data base through NCSBN and helped with the 1103 report
 - Next step is to submit report to NCSBN

- Ms. Masek
 - Is researching juris prudence exams for nursing. Many boards have a juris prudence exam.

D. Commitment to Ongoing Regulatory Excellence (CORE) – Paula Meyer

- Gives the ability to bench mark with other states on discipline, licensing, financial outcomes, etc.
- Using CORE measures to compare with other states – North Carolina, Arizona, and Indiana
- Using CORE to compare with the national average
- Performance measures are used to benchmark with other boards and commissions in Washington.

E. Finance – Terry West

- First discussion item
 - Should committee approve a motion from the board of directors to spend money on a specific item. If yes, what should the funding scheme be?
- EPush notice
 - Ability for employers, who have fewer than 100 nurses, to add nurses to the database, which will track actions taken on a license, e.g. renewal or discipline. Employers will receive notification each time there is a change or additional data. There is a charge to use the data base if there are over 100 nurses.

11. Taxonomy of Error Root Cause Analysis and Practice Breakdown – Linda Patterson, Margaret Holm - DISCUSSION/ACTION

Ms. Patterson and Ms. Holm presented results of the TERCAP tools submitted by NCQAC. Trends were presented and NCQAC discusses possible actions.

A. Background

- 2002 - Work on the tool began in 2002
- 2007 - Began using in
- 2011 – current edition of survey

B. Practice break-down

- Surveillance
- Clinical reasoning
- Prevention
- Intervention
- Interpretation of provider orders
- Professional responsibility

C. Data Characteristics – recorded complaints

- 53 percent of the complaints resulted in no harm to the patient
- 80 percent involved nurses 41 years or older
- 35 percent involved patients over 65

D. Goal

- Gather more information on practice break-down
- Use the tool to take an in depth look at complaints where disciplinary action was taken and where there was insufficient information to take action

Adjourned 2:02 PM