



**Nursing Care Quality Assurance Commission (NCQAC)  
Regular Meeting Minutes  
September 21, 2012 8:30 am  
101 Israel Rd SE, Town Center 1, Room 163  
Tumwater WA 98501**

**Commission Members:**

Suellyn Masek, RN, MSN, CNOR, Chair  
Erica Benson-Hallock, MPPA, Public Member, Vice-Chair  
Linda Batch, LPN  
Charlotte Foster, RN, BSN, MHA  
Roger Gantz, BA, MUP, Public Member  
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  
Rhonda Taylor, MSN, RN  
Susan Woods, PhD, RN, FAHA, FAAN  
Laura Yockey, LPN

**Assistant Attorney General:**

Gail Yu, Assistant Attorney General

**Staff:**

Paula R. Meyer, MSN, RN, Executive Director  
Debbie Carlson, MSN, RN, Nursing Practice Advisor  
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

This meeting was digitally recorded to assist in the production of accurate minutes. All recordings are public record. The minutes of this meeting will be posted on our website when approved by the NCQAC. For a copy of the actual recording, please contact the Public Disclosure Records Center (PDRC) at [PDRC@doh.wa.gov](mailto:PDRC@doh.wa.gov).

**1. 8:30 AM Opening – Suellyn, Masek, Chair – DISCUSSION/ACTION**

- A. Call to order – 8:30AM
- B. Introductions – NCQAC members, staff, public
- C. Order of the agenda
  - Training is scheduled at the end of the meeting
  - Move item #6 to the end of the day
- D. Correspondence - none
- E. Announcement - National organizations that support nursing students and practicing nurses pursuing higher levels of education
  - Beverly Malone, CEO - National League for Nursing
  - Noah Brown, president and CEO – Association of Community College Trustees
  - Geraldine Bednash, CEO - American Association of Colleges of Nursing
  - Walter Bumpus, president - American Association of Community Colleges
  - Donna Meyer, president – National Organization for Associate Degree Nursing

**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 – 7/13/12
  - 2. NCQAC Disciplinary Hearing minutes – 3/29/12, 4/12-13/12, 4/26/12, 5/24/12, 6/20/12
  - 3. Advanced Registered Nurse Practitioner (ARNP) sub-committee minutes 7/18/12, 8/17/12
  - 4. Continuing Competency sub-committee – 5/18/12, 7/20/12
  - 5. Licensing and Discipline sub-committee – 4/30/12, 6/25/12, 7/30/12
  - 6. Consistent Standards of Practice sub-committee - 8/24/12
  - 7. Nursing Program Approval Panel (NPAP) – 5/10/12, 6/28/12
  - 8. Nursing Assistant – Nursing Program Approval Panel (NA-NPAP) – 6/11/12, 7/9/12

**MOTION:** Ms. Taylor moved with a second from Ms. Sanders to adopt the consent agenda. Motion passed.

**FRIENDLY AMMENDMENT:** Ms. Serna moved with a second from Ms. Yockey to remove the ARNP minutes to add Mariann Williams’ name as a member of the subcommittee. Motion passed.

**MOTION:** Motion by Ms. Poole with a second from Ms. Serna to adopt the consent agenda with the removal of item #3. Motion passed

**MOTION:** Motion from Ms. Serna to adopt the ARNP minutes (item #3) with the correction of adding Mariann Williams to the member’s list. Motion passed.

**3. Chair Report –Suellyn Masek - DISCUSSION/ACTION**

- A. National Council of State Boards of Nursing’s Annual Meeting, August 7-10, Dallas TX  
Suellyn Masek, Erica Benson-Hallock, Dr. Susan Woods, Paula Meyer attended.
  - The reports are in the meeting materials packet which is posted on the Nursing Web site. <http://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission.aspx>
- B. Scientific Symposium - Laura Yockey, Paula Meyer, September 12, Washington DC
  - Commission members will receive hard copies of the Journal of Nursing Regulation
  - Regulatory discussions

- Regulation in nursing homes
- Ratio of LPN to RN in nursing homes
- Education discussion
- 2006 study examining the outcome of background checks
- Continuing competency
- Education discussions
  - Requests for special accommodations to take the NCLEX test were mostly for a time extension
- Practice session discussions
  - Patient outcomes from ARNP – review on quality, safety
  - Nursing and population health
  - Internationally educated – impact on work force, safety processes, and outcomes in nursing homes, and barriers
  - Transition to practice for new graduates in acute and long term care facilities

C. Case disposition panel assignments

- Mr. Gantz is assigned to Case Disposition Panel #1
- Ms. Tang will continue working with Panel #3
- Ms. Benson-Hallock volunteered and will serve on panel # 4
- Suggestion: Assign pro tem as a public member

D. Evaluation of NCQAC meetings – at the close of each meeting, time will be dedicated for feedback on the meeting. A tool for discussion will be presented and finalized.

- Recommendation from Ms. Tang – conduct both verbal and written evaluations

E. Comparison of Military Health Care Personnel Training with Washington Nursing Education - Meeting with Brian Peyton and Kelly Cooper, August 27, 2012

- DOH is pleased with the work NCQAC completed
- May ask Mike Nord to become pro tem to help with the evaluation

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

A. New member orientation objectives and plan

- Conduct an assessment of NCQAC member learning needs from current members
- What is needed for on-going education
- Goal is to have New Member Orientation become a continuing education module

B. Integrated Licensing and Regulation System (ILRS)

- On-line renewals - electronic system is working well
  - LPN can renew on-line now, RNs can renew in a few months
- Nursing education programs and Nursing Assistant training program applications and renewals are paper files.
  - Working with Information Technology (IT) and ILRS staff to include these programs electronically.
- Uniform Licensure Requirements and Minimum Data Sets for renewals
  - Working on a comparison to use standardized information so that when making licensing decisions there is a standard between states
  - Minimum Data Sets used for workforce planning and workforce development

C. Travel and Expense Management System (TEMS)

- Commission and pro tems, will not have to use the TEMS system beginning with September 1, 2012 travel.

- A new form will be sent via email to fill out and NCQAC staff will complete the TEMS portion.
  - The deadline remains the same, the 10<sup>th</sup> of each month
- D. Electronic meetings - Go To meetings for sub-committee meetings and charging panels
- Many types of meetings, such as webinars and phones
  - Gives easier access to the public not living in the Olympia area
  - More cost effective than using the state operator
- E. Meeting with Cynthia Johansen, executive officer, College of Registered Nurses of British Columbia
- Licensure of nurses from British Columbia
    - Looking at nursing education requirements in Washington state compared to requirements in British Columbia
    - The report, finished by Marge Herzog, has been sent to the governor's office
  - Disaster Preparedness plans between British Columbia and Washington state
    - How to prepare for a catastrophic event
    - How to share nurses between BC and Washington
- F. NCSBN Operations Conference, November 8-9, Chicago: Teresa Corrado and Lois Hoell will attend. NCSBN supports the expenses for two people to attend
- Ms. Meyer approves out-of-state travel. Ms. Meyer requests NCQAC members to send in dates of meetings through June 2013, so the approvals can be completed before travel.
- G. Citizens Advocacy Council annual meeting, St. Petersburg College, Seminole, Florida, October 24, 25, 26, 2012
- NCQAC is unable to send anyone to this meeting
  - Ms. Tang suggests that NCQAC look at more meetings on the West coast to better accommodate our West coast location
- ✓ Request from the Chair to change the November 9, 2012 meeting to November 16, 2012.

**MOTION:** Motion from Ms. Taylor with a second from Ms. Serna to leave the meeting date as November 9, 2012

- H. NCQAC Newsletter publishing and printing
- NCQAC Newsletter – send hard copy to all nurses
  - PCI publishing will pay for printing
  - Cost for mailing each edition is approximately \$50,000.

**MOTION:** Ms. Benson-Hallock moved with a second from Ms. Sanders to allocate \$50,000 from the consolidated mail line item so that the January 2013 newsletter can be mailed. Staff will develop an evaluation tool to include an opt in option. NCQAC review evaluation results to determine. Motion passed.

- ✓ Mr. Pingle volunteered to serve on the budget task force.

**BREAK**

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

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

- Early Remediation Program procedure, A34.02

**MOTION:** Ms. Kelly moved with a second from the subcommittee that the NCQAC approve the revised procedure A34.02. Motion passed.

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

- Continuing Competency Reactivation/Late Renewal Process, B26.01
- Attestation for Continuing Competency
- Retired Active status
  - Will table until receive information from stakeholders.

**MOTION:** Motion from Ms. Taylor with a second from the subcommittee to approve procedure B26.01 and the document Attestation for Continuing Competency with a change on the signature block to the Executive Director. Motion passed.

**C. Consistent Standards of Practice – Gene Pingle, chair**

- Seizure Management DRAFT interpretive statement
  - Will continue when information from stakeholder meetings is received
- Patient Abandonment DRAFT interpretive statement

**MOTION:** Motion from Mr. Pingle with a second from Ms. Yockey to adopt the Patient Abandonment interpretive statement. Motion passed

**Friendly Amendment:** Revise: Add in parentheses, “comprised of three commission members”.

**MOTION:** Motion from Dr. Woods with a second from Mr. Pingle to rescind the motion. Motion passed.

**MOTION:** Motion from Mr. Pingle with a second from the subcommittee to adopt the revised Patient Abandonment interpretive statement to include all editorial changes and the Friendly Amendment. Motion passed.

- Procedure for development, adoption and filing of Interpretive Statements
  - Sent to the Assistant Secretary’s office for review and approval
  - When approved by the Assistant Secretary the statements is forwarded to DOH Secretary for a 30 day review
  - Then to the NCQAC for final approval at the November 2012 meeting
  - Sent to the Code Reviser’s office to be filed
  - Published in the January Newsletter
- Nursing Practice Advisory Groups – next step
  - School nurse issues
  - LPN issues

**D. ARNP – Susana Serna, chair**

- Report from August 17 Strategic Planning meeting discussions:
  - ARNP Sanction Guidelines
  - Course list for prescribing non-cancer chronic medication
  - ARNP Web site
  - Complete tracking system for ARNP practice questions

- Education – Report from Dr. Schaffner on schools that want to provide ARNP programs that may not meet ARNP educational standards
- Use of GoTo Meetings
- Dr. Worcester explained the process for adding the Clinical Nurse Specialist (CNS) to the current rules.
  - Clinical Nurse Specialists are not mentioned in the current Advanced Practice Rules (WACs 246-840-300 through 246-840-455).
  - Some sections only need the words “Clinical Nurse Specialist” added. Other sections need modifications to include the Clinical Nurse Specialist.

*Change in agenda topic - # 6 moved after Item # 12*

## **6. Rules – Terry West - DISCUSSION/ACTION**

### **7. Licensing Decisions: Use of personal data questions and background checks – Panel presentation - DISCUSSION/ACTION – Jack Bucknell, Teresa Corrado, Terry West**

The decision to license applicants is based on information from several sources. The panel members described the application screening process, use of background checks from several sources, legal authority to gather this information, and results from the past two fiscal years.

- Screen all applicants that provide health care
- Have authority to ask questions about:
  - Criminal convictions
  - Pending prosecutions
  - Can do Federal background checks for some applicants
  - Receive monthly report from the State Patrol on all convictions in the state.
- Health Law Judges do not make credentialing decisions for the NCQAC.
- Conduct criminal background checks for all nursing license applicants
  - Fingerprint background check on out-of-state applicants
  - Nursys – Disciplinary actions
  - Washington Access to Criminal History (WATCH) – Washington State Patrol (in-state)
  - Health Care Integrity and Protection Data Bank HIPDB – (US)
  - 800 applicants with temporary practice permits - waiting for background checks
- Notice of Determination (NOD) – licensing staff makes the determination on applications that have positive answers on their personal data questions
  - Reviewed by Case Management Team (CMT) to determine what type of follow-up is required.
- Cost
  - WATCH \$1.00 per applicant = approximately \$12, 960 per year
  - HIBDIB \$4.75 per applicant = approximately \$61,000 per year
  - Federal Bureau of Investigation (FBI) fingerprint = applicant pays
  - staff costs to complete the work = \$245,000 per year

**Request from NCQAC members to staff:** Summarize the current application process to include pros and cons.

## **Lunch**

## **OPEN MICROPHONE**

Open microphone is for public presentation of issues to the NCQAC.

- Sally Watkins, Assistant Executive Director of Nursing Practice, Washington State Nurses Association
  - Requested feedback on the flyer she handed out named The Washington Nurse LaunchPad which is information and resources for recently licensed registered nurses in Washington State.
- Katie Johnson, Program Supervisor, Office of the Superintendent of Public Instruction
  - Brought up delegation – there is very little information. Ms. Johnson is going to research delegation of authority to dispense medication.
- Nancy Sutherland, lead Nurse, Edmonds School District
  - Requests that workshops for the Seizure Management interpretative statement be held around school nurse schedules

#### **10. Prescription Monitoring Program – Chris Baumgartner - DISCUSSION/ACTION**

Legislation in 2007 gave the Department of Health (DOH) authority to create a Prescription Monitoring Program. The program's purpose is to improve patient care and stop prescription drug misuse by collecting all the records for Schedule II, III, IV, and V drugs. This information is then made available to medical providers and pharmacists as a tool in patient care. The state law creating the program is [RCW 70.225](#).

- Main goal – Develop patient care by giving practitioners an added tool
- 997 Nurse Practitioners are registered
- There are 12 million in database
- The system is live and operational beginning in January 2012
- Funded through June 2013 – no other grants are available

**MOTION:** Motion from Ms. Benson-Hallock with a second from Ms. Poole for the NCQAC to write a letter to the Secretary of DOH and the Governor in support of continuing the Pain Management Program. NCQAC will not get involved politically. Motion passed.

#### **12. Nursing Resource Center, Department of Health Review and Recommendations – Linda Tieman - DISCUSSION/ACTION**

RCW 18.79.202 requires: (4) the central nursing resource center shall submit a report of all progress, collaboration with other organizations and government entities, and activities conducted by the center to the relevant committees of the legislature by November 30, 2011. The department shall conduct a review of the program to collect funds to support the activities of a nursing resource center and make recommendations on the effectiveness of the program and whether it should continue. The review shall be paid for with funds from the nursing resource center account. The review must be completed by June 30, 2012.

The Department completed the review and recommendations. The NCQAC discusses the report. Ms. Linda Tieman, executive director, Washington Center for Nursing, is available for questions and comments.

##### **Recommendations:**

- Continue with the \$5.00 license surcharge for Registered Nurses and Licensed Practical Nurses to support a central nursing resource center.
- Continue to issue grants to a not-for-profit nursing center, funded by the surcharge to nurses, as an effective way to complete targeted activities identified by the legislature.
- Revise the activities the legislature should expect from a not-for-profit nursing center to reflect and align with emerging trends in public health and the health care delivery system.

## 6. Rules – Terry West - DISCUSSION/ACTION

- A. List individual rules packages currently addressing, phase in process and next steps
- Working on 11 rules
  - If the change is minimal, such as adding a word, can start the process at the CR 102
  - The CR102 rules will have a hearing in January 2013
  - The CR101 will have a hearing in October 2013. A webinar will be used to enable participants to attend throughout the state.
- B. List of rules to request exemption (education, continuing competency)
- Nursing assistant training programs
  - Pain management
  - Fees – eliminate 'duplicate license' fee
  - Substance abuse
  - Continuing competency
  - Nursing education programs
- C. Medical Assistants – ESSB 6237 requires the secretary of health to submit a report to the legislature on use of medical assistants. The NCQAC members discuss their experiences with medical assistants. Results of the discussion will be forwarded to the secretary for inclusion in the report to the legislature by the end of December.
- Ms. West showed samples of how other boards have approached listing tasks that medical assistants perform.
  - Ms. Foster has a list of duties that will be sent to NCQAC members.
  - Ms. West requests that NCQAC members list duties that they are aware of that the medical assistants perform and send to her.

## 13. Institute of Medicine Report: Primary Care and Public Health: Exploring Integration to Improve Population Health - Karen Jensen - DISCUSSION/ACTION

The Institute of Medicine (IOM) completed a report on integration of primary care and public health. Ms. Jensen presents highlights of the report and actions considered by the DOH.

- ✓ Ms. Jensen was not available to present

## 14. Meeting Evaluation

Using a standard meeting evaluation tool, Ms. Masek led the discussion on the meeting regarding the process, outcomes, strengths and opportunities for improvement. Below is a summary. The NCQAC will also fill out a questionnaire and send to the Executive Director

### September 2012 Meetings Evaluation Summary

The rating used for the evaluation is 1, 3, 5, with 1 being the lowest and 5 the highest. There are 12 questions on the Meetings Evaluation form. There were 15 responses to ten questions. There were 14 responses to five questions. Ten questions received a point average of five. Two received a point average of three.

Areas for improvement:

1. Clearer agenda items
2. Clearer verbal reports with pertinent information

The table below is a list of the verbal discussion the NCQAC had

Want to Keep	Want to Change
Face-to-face	Have working lunches
Continue with supportive atmosphere	More education
Keep the current structure	Verbal reports shorter
Written reports	Add time line to agenda
Keep room configuration	Give presenters time limits
Keep diversity of members	Change Executive Session to mid-morning
Keep the table skirts	End meeting at 3:00
Agenda	Earlier introduction to NCSBN and training
	Separate microphone for each person
	Use microphones correctly
	Use laptops instead of net books and be able to use one device for personal and work
	Use more advanced technology – video conferencing, webinar, phone
	Make using the technology we have easier

**Adjourned at 2:30**

### **Training Session**

#### **Evidentiary basis for decision on disciplinary cases – Panel presentation - DISCUSSION/ACTION**

- A. Preponderance, clear and convincing, reasonable doubt, beyond the shadow of doubt
- B. Aggravating and mitigating circumstances
- C. Panel deliberations and decision making
  - Role of NCQAC members during the investigation