



**Nursing Care Quality Assurance Commission (NCQAC)  
Regular Meeting Minutes  
January 11, 2013 8:30am  
Town Center 1, Room 163  
101 Israel Road SE  
Tumwater WA 98501**

**Commission Members:**

Suelyn Masek, MSN, CNOR, RN, Chair  
Erica Benson-Hallock, MPPA, Public Member, Vice-Chair  
Linda Batch, LPN  
Charlotte Foster, BSN, MHA, RN  
Roger Gantz, MUP, BA, Public Member  
Lois Hoell, MS, MBA, RN  
Margaret Kelly, LPN  
Gene I. Pingle, BSN-BC, CEN, RN  
Donna L. Poole MSN, ARNP, PMHCNS-BC  
Diane Sanders, MN, NEA-BC, RN  
Cass Tang, PMP, Public Member  
Rhonda Taylor, MSN, RN  
Susan Woods, PhD, FAAN, RN  
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  
Catherine Woodard, Chief Investigator  
Martha Worcester, PhD, ARNP, ARNP Advisor.

This meeting was digitally recorded and held by video conference. All recordings are public record. For a copy of the recording, please contact the Public Disclosure Records Center (PDRC) at [PDRC@doh.wa.gov](mailto:PDRC@doh.wa.gov).

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

1. Call to order – 8:30
2. Introductions – Commission members, staff, public
3. Order of the Agenda – approved

**B. Correspondence – none**

**C. Announcements**

1. NCQAC vacancy – Susana Serna resigned her commission position effective December 31, 2012
2. Lois Hoell - appointed to National Council of State Boards of Nursing's (NCSBN) Finance Committee
3. Kathy Apple, Chief Executive Officer, NCSBN – will receive the Ben Shimberg award at the Citizen Advocacy Council (CAC) meeting, October 29, 2013, Seattle WA

**II. 8:40 AM Consent Agenda – DISCUSSION/ACTION**

A. 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.

1. NCQAC Business Meeting, 11-16-12
2. NCQAC Disciplinary Hearing minutes, 7- 6-12, 8-7-12, 9-8-12, 10-9-12, 11-10-12
3. Advanced Registered Nurse Practitioner (ARNP) sub-committee minutes, 10-17-12, 11-14-12
4. Licensing and Discipline sub-committee, 8-27-12, 9-24-12, 10-29-12
5. Consistent Standards of Practice sub-committee, 11-6-12
6. Continuing Competency sub-committee - none
7. Nursing Program Approval Panel (NPAP), 9-27-12, 11-20-12
8. Nursing Assistant – Nursing Program Approval Panel (NA-NPAP) 10-8-12, 11-5-12, 11-16-12
9. Health Systems Quality Assurance Office of Customer Service reports, September, October, November 2012
10. Licensing Reports
11. School Medication Administration Manual

**MOTION:** Motion by Ms. Benson-Hallock with a second from Ms. Hoell, to accept the consent agenda with items 1 and 3 removed. Motion passed.

**MOTION:** Motion by Ms. Benson-Hallock with a second from Ms. Yockey to adopt item 1, with revisions and the addition of the date 11-14-12 to this document under item 3. Motion passed.

**III. 8:45 AM Chair Report –Suellyn Masek - DISCUSSION/ACTION**

**A. 1103 report**

1. Final NCQAC version approved by steering committee in December 2012.
2. Sent to the Assistant Secretary's office the first week of December 2012.
  - Ms. Kelly would have preferred recommendations in the report.
3. The final report has not been submitted by the Secretary's office to the Governor.

**MOTION:** Motion by Ms. Taylor with a second from Ms. Kelly to schedule a meeting with Assistant Secretary, Karen Jensen with the NCQAC executives as soon as possible. The meeting is delegated to steering committee.

**Amended Motion:** Motion by Ms. Benson-Hallock with a second from Ms. Kelly that the executive team meet with the Assistant Secretary's office to inform them of NCQACs plan to submit an NCQAC completed report.

4. Ms. Hoell requested explanation of the process to submit the report.
  - Agreed that the report would have three chapters; Department of Health (DOH); Medical Commission (MQAC) and NCQAC.
  - Gail Yu explained RCW18.79.390 The report due date is December 15, 2013.

**Amendment to the Amended Motion:** Motion by Ms. Benson-Hallock for the executive team to meet with HSQA to inform them the NCQAC plan to take the report forward. Motion withdrawn

**Friendly Amendment:** Motion by Ms. Benson-Hallock with a second from Ms. Batch for the NCQAC executive team to meet with Assistant Secretary, Karen Jensen as soon as possible. After the meeting, the Steering Committee will form the next step. Motion passed.

The Rules Hearing is scheduled on March 29, 2013

Donna Poole, Charlotte Foster, Sue Woods, Lois Hoell, Suellyn Masek, Margaret Kelley, Linda Batch, Gene Pingle volunteered to be in attendance

- B. Nominations Committee provides names for election of chair and vice chair for upcoming year. Members are:
  1. Lois Hoell
  2. Rhonda Taylor
  3. Cass Tang
  4. Paula Meyer
- C. Legislative Task Force: appointment of members according to Position Description
  1. Suellyn Masek, Chair
  2. Erica Benson-Hallock, Vice Chair
  3. Donna Poole – meet me calls in February
  4. Linda Batch – meet me calls in January
  5. Paula Meyer
- D. ARNP sub-committee, chair appointment
  1. Donna Poole
- E. Credentials on agenda: use of RN and credentials, placement of nursing licensure
  1. The order of credential and degree placements after the name
    - a. Members agreed to change the order of their credentials. Listing in order of degree, licenses, and certifications listed last.
- F. Out of state travel, National Council of State Boards of Nursing (NCSBN) upcoming events and the Citizens Advocacy Council (CAC) meeting
  1. NCSBN Institute of Regulatory Excellence (IRE) annual conference, January 15-17, New Orleans, LA: Suellyn Masek, Susan Wong, Paula Meyer, Dr. Woods

2. NCSBN Mid-year meeting, March 11-13, San Jose, CA: Suellen Masek, Paula Meyer, Laura Yockey
3. NCSBN APRN Roundtable, April 9, Chicago – Donna Poole, Martha Worcester
4. NCSBN Long Term Care Conference, April 16-17, San Diego – Linda Batch, Margaret Kelly
5. NCSBN IT Conference, May 23-24, Atlantic Beach, FL – Cass Tang, Deputy Director
6. NCSBN Disciplinary Conference, June 5-7, Mary Dale, Catherine Woodard
7. NCSBN Executive Officer Summit, June 19-20, Lake Geneva, WI - Paula Meyer
8. The 2013 CAC annual meeting, October 29 and 30, 2013 in Seattle – The chair would like as many commission members that are able to attend
9. Nursing Action Coalition, February 27-28, Washington, DC – Mindy Schaffner
10. Annual Meeting is in Rhode Island

#### **IV. 9:30 AM Executive Director Report – Paula Meyer – DISCUSSION/ACTION**

##### **A. Rules**

1. Medication Assistants, endorsement: draft rules, hearing date, contract for examination
  - a. Certified Nursing Assistants who work in nursing homes will have the ability to become medication assistants (draft reviewed by Mindy Schaffner)
    - 1) There will be an endorsement on the certification
    - 2) Must have approved examination
    - 3) Must have approved curriculum
    - 4) Recommendation - Pearson Vue as examination company
    - 5) The deadline is July 1, 2013
  - b. Health Services Quality Assurance (HSQA) licenses nursing assistants
2. Long Term Care Workers: draft rules, hearing date
  - a. Will be certified thorough the Department of Health (DOH)
3. Assisted Living: draft rules

**Recommendation:** Linda Batch, Margaret Kelly, Rhonda Taylor and Susan Wong will review the Medication Assistant, Long Term Care Workers and Assisted Living draft rules and bring recommendations to the March meeting.

##### *Item moved to after Open Mic*

4. Medical Assistants: draft rules, discussion
  - a. Amended the nursing rule to add the word clinic to facility (hospital, nursing home or clinic) where a nursing tech would work
    - 1) The deadline for comments is January 11, 2013. Ms. Meyer will contact the committee to let them know that the NCQAC has concerns.
    - 2) The panel, Ms. Foster, Mr. Pingle, and Ms. Yockey will work with draft Medical Assistants draft rules.
    - 3) Ms. Taylor volunteered to proof read before presenting the work at the next NCQAC meeting.

**Recommendation:** Ms. Meyer will send previous and current law, copy of current rules, draft rules, and correspondence to all NCQAC members. NCQAC members will send comments to the panel.

**V. 10:00 AM Nursing Education Procedures – Dr. Susan Woods, Rhonda Taylor – DISCUSSION/ACTION**

A. Procedure E05.01: Continuing Approval for Nursing Programs in Washington State

**MOTION:** Motion from Rhonda Taylor with a second from the panel that procedure E05.01 be approved.

1. Insert “for the school’s graduates who graduated after the school became unaccredited” at the end of paragraph 2 on page 2.

**Amended Motion:** Motion to approve procedure E05.01 with above change. Motion passed.

B. Procedure E06.01: Approval of Student Clinical Learning Experience in Washington for Out-of-State Nursing Programs.

**MOTION:** Motion by Dr. Woods with a second from Rhonda Taylor, that procedure E06.01 Approval of Student Clinical Learning Experience in Washington for Out-of-State Nursing Programs be approved.

**Friendly Amendment:** Motion by Dr. Woods with second from the nursing Panel to approve procedure E06.01 Approval of Student Clinical Learning Experience in Washington for Out-of-State Nursing Programs with clerical changes. Motion passed.

**10:15 AM BREAK**

**VI. 10:30 AM Subcommittee Reports – DISCUSSION/ACTION**

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

1. Procedure A49.01: Substance Abuse Referral Contract (SARC)

**MOTION:** Motion from Ms. Kelley with a second from the subcommittee to approve procedure A49.01. Motion passed.

2. Substance Use and Abuse Team (SUAT) II Charter and introduction of members
  - Members: John Furman, Dennis Brown, John Miller, Karl Hoehn, Marlee O’Neill, Adena Nolet, Lois Hoell, Margaret Kelley
  - Program works with nurses who are not eligible for re-entry into the WHPS program after file is closed.
3. Sexual Misconduct rules – reviewing
  - Send comments on the sexual misconduct to Ms. Tang.
4. e-notify – FAQs
  - There are resources on NurSYS® for every state on disciplinary actions.
  - Ms. Tang will follow up on data collection when she attends the IT Summit.

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

1. Retired Active Status: draft rules, cost of credential, hearing date
  - Requirement of active nursing practice
  - Mandatory practice hours
  - Maintain a CPR certification
  - Eliminate age requirement
  - Eliminate fee to renew

**MOTION:** Ms. Taylor moves with a second from the subcommittee to accept the draft rule with changes. Motion passed.

**Amended Motion:** Ms. Taylor moved with a second from Mr. Pingle to accept the draft with the changes below. Motion passed

- 1(a) change age from 50 to 40.
  - 1(b) include language that course work to obtain 1<sup>st</sup> aid and CPR certification may be included in continuing education hours.
1. Retired Active fee
    - \$40.00 for LPN
    - \$45.00 for RN

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

1. Seizure Management Interpretive Statement status update
  - Four stakeholder meetings were held
  - Will complete an explanatory statement
    - a. Will encompass stakeholder comments

**D. ARNP – Donna Poole, chair**

1. Report on Advanced Practice Committee, NCSBN, Nov 29-30
  - The subcommittee held no meeting in December

**VII. 11:30 – 1:00 Working lunch – Diane Young, Teresa Corrado, Mary Dale, Karl Hoehn**

The members reviewed:

1. Legislation requiring criminal background checks
  - Began in 2009
2. Level of background checks
  - Out-of-state applicants
3. Process to complete fingerprints and receipt of report from FBI
  - Have the ability to scan and enter data from finger print cards
4. Positive background checks and personal data questions
  - Can make a decision from any positive hit.
  - Can make a decision from the rap sheet.
5. Results of background checks: licensing actions taken
  - Applicants are issued temporary practice permits
  - May have 900 applicants waiting for background checks
  - 1103 gave the ability to deny a credential before issuing the credential

## **Recommendations**

- Develop a Web site independently to access positive criminal information
- Revisit international background checks

### **1:00 PM OPEN MICROPHONE**

Open microphone is for public presentation of issues to the NCQAC. If the public has issues regarding disciplinary cases, please call 360-236-4713.

1. Joanna Boatman – Retired Active Status
2. Sally Watkins/Robin Fleming – Washington State Nurses Association (WSNA)
  - a. Nurse Delegation – Diastat
  - b. Rules concerning Medical Assistants – Concerned about erosion of patient safety and nursing practice
  - c. Washington Center for Nursing – WSNA supports
3. Jean Stevens
4. Katie Johnson, Office of Superintendent of Public Instruction
5. Doug Nelson, SEIU representing unlicensed, unregulated employees in regards to Nurse Delegation
6. Teresa Hutchinson reviewed research that was completed on Nurse Delegation in schools
7. Linda Rice, Kennewick school district – delegation of diastat

### **VIII. 1:15 PM Washington Center for Nursing (WCN), contract deliverables due and reports – Paula Meyer, Dr. Mindy Schaffner – DISCUSSION/ACTION**

- A. Collaboration with stakeholders to implement use of national supply, demand, and education, National Nursing Workforce Minimum Data Sets in Washington State, detailed report and recommendations
  1. <http://www.wacenterfornursing.org/>
    - One resource is the Tool kit for deans and directors information
  2. WCN works with the Council for Nursing Education of Washington State (CNEWS) which provides support
    - All community colleges that offer associates degree programs have agreed to six pre-requisites
    - Colleges are looking at developing more direct transfer agreements with University.
- B. Facilitate process for Washington State to engage in the Institute of Medicine work and progress toward national recommendations to transform nursing in the United States. Update a comprehensive Washington Nursing Action Coalition work plan
  1. Promote diversity
  2. Leadership workshop sponsored by WCN
  3. Collaboration of nurses for nurses
- C. Conduct regional meetings of stakeholders to achieve agreement on knowledge, skills and attributes of nurses as entry to practice
  1. On the workforce training board
  2. Image – workshops at the junior high level
  3. Board has strategic plan
  4. The surcharge has a deadline
  5. Recommendation to continue the surcharge
  6. All Deliverable have been met and met on time

- D. Quarterly grant payments
1. Funds were down \$98,000
    - On-Line renewal – nurses were waiting to renewal until about one week before their deadline

E. Next report - March 2013 meeting

**IX. 2:15 PM Break**

**X. 2:30 PM Suicide Education Study Briefing – Alyson Kohl - DISCUSSION/ACTION**

- A. The 2012 state legislature passed ESHB 2366 requiring education on suicide prevention for certain health care providers. The bill also requires a report to the legislature on the education and providers receiving suicide prevention and assessment education in their basic programs.
1. Ms. Kohl explained the bill
    - Mental health professionals and occupational therapist take education every six years
    - Researching evidence base training programs to see which are most effective
    - Research to see which training makes a difference
    - University of Washington School of Nursing is conducting the study
    - Washington state is rated 20<sup>th</sup> – which is in the high rate of suicides
    - Previously Washington state studied only youth suicide
    - University of Washington will conduct an online survey during February and March
    - Will provide update in May or June
    - Final report due to the Legislature December 13, 2013

**XI. 3:00 PM Meeting Evaluation**

1. Internet access is not good
2. Rules portion was hard to follow
3. Packet was in many versions, should be in one
4. Prefers face-to-face
5. I did not have all the necessary documents
6. The building access is good, no problems with escorting
7. Seattle facility was great
8. Appreciated lunch

**Adjourned – 2:40 PM**