



**Nursing Care Quality Assurance Commission (NCQAC)  
Regular Meeting Minutes  
March 8, 2013 8:30 am  
Point Place Plaza  
310 Israel Rd. SE Room 152/153  
Tumwater, WA 98501**

**Commission Members:  
Excused:**

Suellyn Masek, MSN, RN, CNOR, 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, NEA-BC, MN, 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 to assist in the production of accurate minutes. 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).

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

**II. Call to order – 8:32 AM**

- A. Introductions – NCQAC members, staff, public. New staff members are:
  - Gregg Hammond – Administrative Assistant 4 Intern - will assist with fiscal work
  - Deanne Neth Administrative Assistant 3 – will work with:
    - Rules
    - Web pages
    - Nursing newsletter
- B. Order of the Agenda – no changes
- C. Correspondence - none
- D. Announcements - Each subcommittee chair will receive a DVD on Robert’s Rules to be returned to staff on completion of chair appointment.

**III. 8:40 AM 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 1-11-13
  - 2. NCQAC Disciplinary Hearing minutes - none
  - 3. Advanced Registered Nurse Practitioner (ARNP) sub-committee minutes – 1-16-13
  - 4. Licensing and Discipline sub-committee - 11-26-12, 1-28-13
  - 5. Consistent Standards of Practice sub-committee – 1-8-13, 2-5-13
  - 6. Continuing Competency sub-committee - none
  - 7. Nursing Program Approval Panel (NPAP) – 11-29-12, 1-3-13
  - 8. Nursing Assistant – Nursing Program Approval Panel (NA-NPAP) – 12-10-12, 1-7-13, 1-10-13
  - 9. National Council of State Boards of Nursing: NCLEX-RN passing standard
  - 10. Licensing Reports
  - 11. National Council of State Boards of Nursing’s Institute of Regulatory Excellence Conference, February 15 – 17, New Orleans, LA – Suellyn Masek, Dr. Susan Woods, Susan Wong, Paula Meyer
  - 12. HIPAA memo – Danger to self or others

**MOTION:** Motion by Ms. Tang with a second from Dr. Woods to approve the consent agenda with the removal of Item #1 for changes. Motion passed.

**MOTION:** Motion by Ms. Poole with a second by Ms. Hoell to adopt Item #1 of the consent agenda with minor corrections. Motion passed.

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

- A. National Council of State Boards of Nursing (NCSBN) Mid-year meeting, board president's agenda – Ms. Masek, Ms. Yockey, Ms. Meyer
  - 1. Ms. Masek requests feedback from NCQAC members by the end of the day on Saturday regarding questions posed on the NCSBN president's agenda.
  
- B. HB1103 update - new house bill (HB) number is HB1518
  - 1. Ms. Masek testified twice.
  - 2. The HB is currently in the House of Representatives, on the floor for a vote.
  - 3. Amendment gives the NCQAC the responsibility to complete further analysis of the differences in performance with the Arizona state board of nursing and the North Carolina board of nursing. The amendment requires a report to the Governor and legislature with recommendations. The report will be due by December 31, 2013.
  - 4. Executive officer – retention of current executive officer, Paula Meyer.

**MOTION:** Motion by Mr. Pingle with a second from Ms. Foster to retain Ms. Meyer as Executive Director of the NCQAC. Motion passed.

- C. Upcoming NCQAC vacancies
  - 1. There are five vacancies
    - a. Five members complete their second term on June 30, 2013
  - 2. Pro tems are appointed by the Secretary of Health. This authority is delegated to the executive director.
  - 3. A few examples of competencies needed for appointments
    - a. School nurse
    - b. Community health nurse
    - c. Age
    - d. Ethnicity
    - e. Experience
    - f. Geographical representation
    - g. Nursing Practice Advisory Group experience
    - h. Rural setting
  - 4. Recruitment efforts
    - a. Media release
    - b. Associations are contacted and given recruitment notices

**MOTION:** Motion by Ms. Tang with a second by Ms. Yockey to develop a recruitment task force. Members of the task force – Ms. Masek, Ms. Meyer, Ms. Taylor (Lead), Ms. Yockey, Ms. Foster, and Mr. Gantz. Motion passed.

- D. NCSBN is recruiting for the Leadership Succession Committee and Board of

Directors – voting takes place at the Annual Meeting in August, 2013, by the NCSBN House of Delegates.

1. Board of Directors - six openings
2. Leadership Succession Committee - four openings
3. Board staff may also run

**V. 9:15 AM Executive Director Report – Paula Meyer – DISCUSSION/ACTION**

**A. Rules hearings will be conducted at the May 10, 2013 meeting**

1. Medication Assistant Endorsement – A medication assistant is a nursing assistant, certified, who works only in nursing homes. The nursing assistant, certified must successfully complete required coursework and successfully pass an examination to be given the endorsement allowing them to administer medications.
  - Pearson Vue awarded contract for the examination.
  - The enabling statute requires rules to be completed and the program in place by July 1, 2013.

**MOTION:** Motion from Dr. Woods with a second from Ms. Kelly for the NCQAC to evaluate the medication certified nursing assistant endorsement role and develop a process to evaluate the outcome from a patient, provider, and employer perspective one year after the rule is implemented. Motion passed.

2. Retired Active Status – clarification of continuing competency requirements for nurses who have retired but desire an active license
3. Nurse Technicians – adding clinic setting to hospitals and nursing homes where nursing technicians may work.
4. Assisted Living Facilities – changing the title from “boarding home” to “assisted living facility” throughout the rules
5. Rules that will be addressed when the rules moratorium is lifted June 30, 2013:
  - a. Nurse education rules
  - b. Sexual misconduct
  - c. Internationally educated nurses
  - d. Clinical Nurse Specialist

**B. Substance Use and Abuse Team 2 (SUAT2) – report by Karl Hoehn**

1. Introduction of team members
2. Concern that suspensions were slow for nurses that are ineligible to return to the Washington Health Professional Service (WHPS) program
3. Average time to issue charges – 40 days
4. Texas – has automatic suspension if a nurse falls out of their alternative to discipline program
  - a. Most critical is to notify the public
5. The team is
  - a. Assessing priorities
  - b. Moving more toward summary suspension action if the WHPS participant is not successful or compliant with their contract

- c. Exploring Fast Track option on noncompliance with agreed orders

### C. NCQAC pay procedure

**MOTION:** Motion from Dr. Woods with a second from Ms. Kelly to remove the seventh bullet under Section 5 “Reading NCQAC meeting packets in preparation for meetings”. Motion passed. This allows NCQAC members to record their time used to prepare for business meetings by reading the packet of materials and receive compensation for this activity.

**MOTION:** Motion from Ms. Tang with a second from Dr. Woods to establish a standard of time it takes to prepare for NCQAC work which includes but is not limited to case management, reading the material in packets for all NCQAC meetings, including subcommittee meetings. Motion passed.

**Recommendation:** At the July meeting, Ms. Meyer will present a tool to measure NCQAC member’s time with a summary of time used per activity for the past year.

## VI. 9:30 AM Subcommittee Reports – DISCUSSION/ACTION

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

1. Nursing Regulatory Pathway. NCSBN requested that the NCQAC gather data on how NCQAC processes disciplinary cases for a period of six months. Ms. Kelly explained the procedure by following the flowchart, using the discipline worksheets, and the questionnaire.
  - a. Regulatory Pathway – flow chart
    - Use as a reporting tool to track data on the discipline process
  - b. Discipline worksheets – there are minor changes

**MOTION:** Motion from Ms. Kelly with a second from the subcommittee to adopt minor changes on the worksheet. Motion passed.

- c. NCSBN Questionnaire will be used for six months of tracking
  - Based on how NCQAC reports to NCSBN
2. The tool can be used to look at NCQAC rules and sanction standards
  - Ms. Kelly will send information on how to use the chart to each NCQAC member that works with discipline cases.

**MOTION:** Motion by Ms. Kelly with a second from the subcommittee that the NCQAC be part of the NCSBN pilot project, testing the tool for six months. Motion passed.

## 10:30 AM BREAK

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

1. Frequently Asked Questions (FAQs)

**MOTION:** Motion from Ms. Taylor with a second from the subcommittee to accept the FAQs with minor changes and additions. Motion passed.

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

1. The Patient Abandonment Interpretive Statement will be posted to the Web site within a week.

**D. Advanced Registered Nurse Practitioner, Donna Poole, chair**

1. Sanction standards – revisions needed for ARNP practice cases

2. Ms. Soine, pro tem member, presented the history behind the guidelines.

a. The ARNP subcommittee modeled the ARNP sanctions after the RN, LPN sanctions

b. RCW 18.130.160 and RCW 18.33.90 - in the area of discipline must consider sanction rules

**MOTION:** Ms. Poole moved with a second from the subcommittee that the NCQAC adopt the sanctioning guidelines document for ARNPs. Motion Passed.

**Friendly Amendment:** Motion from Ms. Tang to put a reference in the main document to a link that can be easily updated.

*Moved to the end of the meeting*

**VII. 10:45 AM Legislative Task Force Report – Erica Benson-Hallock  
DISCUSSION/ACTION**

Ms. Meyer gave an update on bills that were introduced that had an impact on nursing.

**VIII. 11:00 AM – Executive Session – not needed**

The Executive Session is part of a regular or special meeting closed to the public.

**11:30 AM BREAK**

**IX. 11:45 – 1:00 PM Working Lunch – Dr. Mindy Schaffner, Dr. Susan Woods, Rhonda Taylor**

Educational Presentation – Approval of Nursing Assistant Training Programs and Nursing Education Programs.

**X. 1:00PM - 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.

A. Heather Selby \_\_\_\_\_ – spoke to problems with clinical placement

**XI. 1:15 PM 2013-2015 Strategic Plan – Paula Meyer - DISCUSSION/ACTION**

NCQAC discussed their goals for the 2013-2015 biennium. The biennial budget is developed using the strategic plan. The strategic plan and budget are presented at the May meeting. Goals and objectives are completed at the May meeting

**A. Some examples of goals, and objectives are below.**

1. ARNP

- Rules - Consensus Model, Clinical Nurse Specialist (CNS)
- Prescriptive authority - Do Clinical Nurse Specialists want to use prescriptive authority
- Are ARNPs being used to their educational capacity.
- Share knowledge

2. Consistent Standards of Practice

- Develop, implement, and evaluate a continuous quality improvement (CQI) plan for the nursing practice program
- Develop interpretation of the standards of nursing care that reflect emerging trends in safe patient care
- Develop, implement, and evaluate a proactive marketing plan for nurse consultation and educational activities

3. Continuing Competency

- Design, implement and evaluate a technical assistance plan
- Audit process streamlined and issues identified ensuring proper staff and supplies
- Configure ILRS audit module to meet business needs
- Begin a pilot project with NCQAC members and staff to evaluate the upcoming needs

4. Web site

- Evaluate current content on the site and identify areas for improvement
- What should the site offer
- More integration with NCSBN
- Need one stop shopping

5. Discipline/Investigations

- Substance Abuse – Identify, implement and evaluate a system to quickly remove nurses from practice that have become ineligible for Washington Health Profession Services (WHPS)
- Evaluate the Just Culture model of nursing regulation
- Improve outcomes on licensing and disciplinary performance measures to meet or exceed
- Evaluate current performance targets
- Amend sexual misconduct rules to clarify violations and actions

6. Licensing

- Amend and adopt rules for international educated nurses
- Complete NURSYS data integrity project which includes entering nursing programs
- Enter ARNP licensure data into NURSYS

- Administer new customer satisfaction survey
7. Education
    - Update and clarify Nursing Education Rules
    - Update and clarify Nursing Assistant Education Rules to begin spring 2014.
    - Evaluate nursing education issues and establish legislative priorities by fall 2013.
    - Utilize LEAN strategies
    - Nurse delegation
  8. Just Culture
  9. Sanction Standards
    - How to measure effectiveness of requirements

**XII. 2:00 PM Nominating Committee Report – Lois Hoell, Cass Tang, Rhonda Taylor**  
**DISCUSSION/ACTION**

A. The Nominating Committee presented the slate of candidates for the 2013 chair and vice chair positions.

1. Open call for Chair and Vice Chair positions – no nominations from the floor
  - Chair nomination – Suellyn Masek
  - Vice Chair nomination – Erica Benson-Hallock

**MOTION:** Motion by Ms Tang with a second from Mr. Pingle to accept the slate of candidates for Chair and Vice Chair. Motion passed.

B. NCQAC discussed terms of office for the chair, vice chair and staggering terms.

**MOTION:** Motion from Ms. Tang with a second from the committee to change the title of procedure H01.01 from officer nominations to “nominations”. Change effective date. Add “in even number years the NCQAC will elect the chair in odd number years NCQAC will elect the Vice Chair”. Motion does not pass.

**MOTION:** Motion by Mr. Gantz with a second by Ms. Tang to add the item to the strategic plan to change RCW 18.79.100. Motion passed.

**Friendly Amendment:** Ms. Kelly moved to incorporate the change in terms of office for the leaders and annual elections in the recommendations related to HB 1518. Motion passed.

C. NCSBN Annual Award Nominations

**MOTION:** Motion from Ms. Hoell with a second from the Nominations Committee to nominate Dr. Woods for exceptional contribution and Ms. Meyer for meritorious service. Motion passed.

D. NCQAC Staff Award process

**MOTION:** Motion from Ms. Hoell with a second from the Nomination Committee to adopt a scholarship award and design an application procedure and process. The NCQAC members will voluntarily submit \$10.00 annually.

**Friendly Amendment:** Mr. Gantz moved that the word scholarship be removed. Motion passed.

**Friendly Amendment:** Dr. Woods moved to add “a nursing NCQAC members staff” before the word award. Amendment passed.

Addition to Chair report:

- A. Clarification of signature block for nurses
  - 1. Credentials in order should be 1) degree 2) license 3) certification

**XIII. 2:45 PM Out of State Travel procedure revision – Suellen Masek**  
**DISCUSSION/ACTION**

The current procedure describes providing the NCQAC with a written report with out- of-state travel. Ms. Masek presented a revision to the procedure on the report format.

- A. Submit to the chair, in writing, a summary of information, lectures, etc. The summary should be three short paragraphs.

**MOTION:** Motion from with a second from Dr. Woods to accept the changes to procedure H03.01. Motion passed.

**XIV. 3:00 PM 2013-2014 Meeting Dates - Paula Meyer - DISCUSSION/ACTION**

NCQAC usually meets on the second Friday of January, March, May, July, and November. Discussion - dates and locations of the meetings

- A. In person meetings for all upcoming meetings
- B. Different sites in person
  - 1. Costly to take staff and NCQAC members
- C. Video Conference
  - 1. Hard to stay engaged
- D. January meeting by video conference

**MOTION:** Motion by Dr. Woods with a second from Mr. Pingle to adopt the meeting dates and to hold face to face meetings with the January meeting video conference option if the weather is bad. Motion passed.

**XV. 3:15 PM – Meeting Evaluation**

<b>PRO</b>	<b>CON</b>
Time line was good	Can't get on the internet
Appreciates NCQAC members	Audio visual not good
The Chair does a good job	Draft mark off agenda
Keep updating strategic plan	Difficult to hear when members don't use microphones
Like working lunch	Videoconferencing is not good when at place of work
Prefer in person meetings	

**Adjourned – 3:30 PM**