



**Nursing Care Quality Assurance Commission (NCQAC)  
Continuing Competency Subcommittee Minutes  
December 20, 2013 9:30 AM  
Town Center 2  
111 Israel Rd SE, Tumwater, WA 98501  
Room 115**

**Committee Members:** Lois Hoell, MS, MBA, RN, Chair  
Linda Batch, LPN  
Erica Benson-Hallock, MPPA, Public Member

**Staff:** Thomas Bolender, Continuing Competency Compliance Officer  
Rebeca Cebula, Licensing Representative

**Excused:** Teresa Corrado, Licensing Manager

**Excused:** Linda Patterson, Nurse Consultant

**I. 9:35 AM Opening — Lois Hoell, Subcommittee Chair**

- Called to order at 9:34 AM

**II. Roll call**

- Completed

**III. October Minutes**

- Approved

**IV. Changes to RN & LPN renewal notices**

- A request was made to have the call in number and pin number be put on the agenda from now on.

**V. Changes to the RN & LPN renewal notices**

- Changes talked about at the last meeting had been made.

**VI. Reactivation Application Changes**

- A suggestion was made to clarify the reactivation application fees on #3 and #4 of the Requirements for RN and LPN Reactivation from Expired Status page by spelling out what combination of fees constitutes the total due. It should say renewal fee, late fee and application processing fee.
- A suggestion was made to change the wording on #4 to read If you do not have a current/active license in another state, if applicable, complete a state approved refresher course.
- A suggestion was made to change the wording on #4 to read “If you do not have a current/active license in another state, complete a Washington state approved refresher course.

- A suggestion was made to add the word “all” after The refresher program meets in the last bullet of #4.
- A suggestion was made to clarify the reactivation application fees on #3 of the Requirements for RN and LPN Reactivation from Inactive Status page by spelling out what combination of fees constitutes the total due. It should say renewal fee, late fee and application processing fee.
- A suggestion was made have a person with a fresh eye (Cass Tang, public commission member) take a look at the application.

**VII. Review of CC audit documents and audit procedure**

- There was discussion about updating the letter with a request for area of practice to better identify the continuing education obtained pertains to said practice.
- There was discussion about adding to letters verbiage letting those audited know that contact hours or continuing education units are not acceptable. They need to document actual clock hours spent.
- There was discussion about adding a request for employer information so employers can be contacted in the event a person is put into Inactive status.

**VIII. Sanction Standards**

- It was discussed that sanction standards are not necessary because they are clearly stated in rules.

**IX. Continuing Competency Survey Results**

- It was discussed the issue was to look at a way we can evaluate whether the continuing competency program is effective.
- It was discussed the National Council is doing a pilot project on continuing competency outcomes and whether it has an impact on care. Lois will be going to a council conference in April where the results will be presented.

**X. Rules Workshops**

- There were questions about the effectiveness of the workshops due to the attendance and majority of the time taken going over the education rules. In addition there seemed to be discrepancies in the times people were given for the workshops.
- It was suggested we might want to have another round of workshops.

**XI. Work Plan Review**

- Work plan was reviewed.
- Lois said she would be discussing with Paula if there is some other way for stakeholders to weigh in on continuing competency.

**XII. Adjourned – 10:20 AM**