



**Nursing Care Quality Assurance Commission (NCQAC)
Regular Meeting Minutes
January 10, 2014 8:30 AM
Center Point Conference Center
20809 72nd Avenue S. Kent, WA 98032
Commons Area Mt. Rainer Room**

Commission Members

Suellyn Masek, MSN, RN, CNOR, Chair
Erica Benson-Hallock, MPPA, Public Member, Vice-Chair
Mary A. Baroni, PhD, RN
Linda Batch, LPN
Jeannie M. Eylar, MSN, RN
Charlotte Foster, BSN, MHA, RN
Lois Hoell, MS, MBA, RN
Margaret Kelly, LPN
Gene I. Pingle, BSN-BC, CEN, RN
Tracy Rude, LPN
Laurie Soine PhD, ARNP
Cass Tang, PMP, Public Member
Stephen J. Henderson, JD, MBA, BA, Public Member
Donna L. Poole MSN, ARNP, PMHCNS-BC

**Excused
Excused**

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
Michael Hively, Administrative Assistant
Karl Hoehn, Staff Attorney
Anne Schuchmann, MSN, RN, Deputy Executive Director
Catherine Woodard, Chief Investigator
Martha Worcester, PhD, ARNP, ARNP Advisor
Mindy Schaffner, PhD, MSN-CNS, RN, Nursing Education
Advisor

Excused

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 after they have been approved at the March 14, 2014 NCQAC meeting. For a copy of the actual recording, please contact the Public Disclosure Records Center (PDRC) at PDRC@doh.wa.gov.

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

II. Call to order

- A. Introductions
- B. Order of the Agenda
- C. Correspondence
- D. Announcements
 1. Ms. Yu provided explanation of the contents of a file provided to the NCQAC members for the January 10, 2014 scheduled hearing. Ms. Yu gave further instruction for the NCQAC to not discuss the hearing or contents of the packet to each other or the NCQAC staff.

III. Consent Agenda – DISCUSSION/ACTION

- A. Approval of minutes
 1. NCQAC Business Meeting, November 8, 2013
 2. Licensing and Discipline sub-committee, October 28, 2013, November 25, 2013
 3. Consistent Standards of Practice sub-committee, October 1, 2013, November 5, 2013
 4. Nursing Program Approval Panel (NPAP), August 29, 2013, September 24, 2013
 5. Nursing Assistant – Nursing Program Approval Panel (NA-NPAP), October 14, 2013, November 26, 2013

Motion: Motion by Ms. Benson-Hallock with a second by Ms. Kelly to accept the consent agenda minus item III.A.1. NCQAC Business Meeting, November 8, 2013. Motion Passed.

- Ms. Benson-Hallock explained changes to items IV, VIII and X of the November 8, 2013 minutes
- Ms. Kelly explained changes to item V.B. of the November 8, 2013 minutes
- Ms. Foster explained editorial changes to item X of the November 8, 2013 minutes

Motion: Motion by Ms. Benson-Hallock with a second by Ms. Kelly to adopt the minutes of the revisions. . Motion Passed.

IV. Chair Report –Suellyn Masek - DISCUSSION/ACTION

A. 1518 report – The NCQAC delegated responsibility to the steering committee to act on its behalf for the report due to the Governor’s office and Legislature by December 31, 2013. Strategy 360 consultants, Jonathan Seib and Joanie Deutsch, completed the report. The steering committee presented the report to the full NCQAC.

The report was sent to the Governor’s office, the Secretary of the Senate and the Clerk of the House of Representatives by the due date. Follow up appointments with key legislators will be scheduled to review the findings of the report.

The report will be sent to the Secretary of Health and the assistant secretary, Health Services Quality Assurance.

B. Operating Agreement – In November, the NCQAC directed Paula Meyer, executive director, to complete a draft Operating Agreement with the Department of Health, by December 31, 2013, which Ms. Meyer completed. At its November 2013 meeting, the NCQAC delegated execution of the Operating Agreement to the steering committee. The draft was sent to the steering committee members on December 30, 2013.

Ms. Meyer explained that the proposed 2014-2016 operating agreement incorporated findings of the 1518 report. The next step is to forward the draft 2014-2016 Operating Agreement to the Secretary of Health to begin negotiations with an anticipated completion date of June 30, 2014.

C. Procedure on Meeting Interruptions

Motion: Motion by Ms. Benson-Hallock with a Second by Mr. Pingle to adopt H10.01 with revisions.

Amendment: Add a 2 minute time limit to the procedure. Motion Passed.

D. Out of state travel

1. IRE Conference, San Diego
2. NCSBN Mid-year meeting, March
3. Research symposium, April, DC – Lois Hoell and Paula Meyer (JNR)
4. National Organization of Alternative Programs, March 25-28, San Diego

Motion: Motion by Ms. Hoell with a second by Ms. Foster to adopt the changes to the Out of State Travel Plan

- add: Information Technology Operations Conference May 13-14, 2014;
- add: Workforce Forum June 12-13, 2014;
- delete: Tri Regulator Meeting on February 5, 2014 and the NCSBN Long Term Care Conference March 2014; and
- extend Mindy Schaffner’s attendance to include the NCSBN Midyear Meeting.

Motion Passed.

E. Nominations Committee – appoint members

- Ms. Masek asked for three volunteers for the committee. Ms. Benson-

Hallock, Ms. Tang, and pro tem member Dr. Sue Woods volunteered.
Ms. Tang volunteered to chair the committee.

1. NCQAC chair and vice chair

2. NCSBN awards

- Ms. Masek gave the deadline for nominations to be submitted by February 14, 2014.
- Ms. Masek provided the criteria for the following awards: Louise McManis Award, Meritorious Service Award, Elaine Elerby Award, Regulatory Achievement Award, Distinguished Achievement Award. Ms. Masek recommended Paula Meyer an award and the Nursing Commission for the Regulatory Achievement Award.

3. NCQAC award – Nominations committee members will present the criteria for nominations and procedure at the May meeting.

F. National Council of State Boards of Nursing (NCSBN) elections – Ms. Masek presented the opportunities to serve.

- Ms. Masek asked NCQAC members if they were interested in applying for NCSBN Officers and the Leadership Succession Committee. March 24, 2014 is the deadline for applications.

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

A. Strategic plan revisions – staff requested revision of deadlines to meet goals and objectives

Ms. Meyer presented outcomes and accomplishments to date on the 2013-2015 Strategic Plan. Ms. Meyer requested changes to deadlines and rationale for the extensions.

Motion: Motion by Mr. Pingle with a second by Ms. Hoell to adopt the revisions to the 2013-2015 Strategic Plan as requested.

Amendment: Amendment to Practice 1 date from May 5, 2014 to May 9, 2014. Motion Passed.

B. NCSBN Executive Officer forum November 18-19, 2013

- Ms. Meyer discussed the United States' two licensure models, the one state model, and compact state model and the purpose of the meeting.

C. Washington State Nurses Association webinar, January 14: webinar – Medical Marijuana: What Nurses Need to Know

- Ms. Meyer discussed why the webinar is necessary, that the speakers are herself, Dr. Louise Kaplan, Mary Segawa from the Liquor Control Board, and the topics they will cover.

D. Mobile Device Survey – results and recommendations – Anne Schuchmann and Cass Tang

- Ms. Tang and Ms. Schuchmann discussed the results of the Commission member survey and the vision for the software and hardware selection
- NCQAC members provided feedback

- E. NCQAC Annual Retreat, July 2014 – planning for topics, speakers, dates
 - Ms. Meyer asked NCQAC members for ideas and topics for the retreat with a deadline to submit suggestions to her no later than January 24, 2014.
- F. Strategic Plan, Goal ED1: Develop a role modeling process for NCQAC using mentor/stories: small group to review mentor roles and responsibilities
 - Ms. Meyer acknowledged committee and subcommittee chairs work to mentor committee members to provide direction in case of absence.
- G. Nursing Education Rules workshops update
 - Ms. Meyer provided a report on the workshops held across the state, the workshop formats, and feedback received from attendees.
- H. Call Calendar – confirmation of members on sub-committees and panels, times, dates, phone numbers and PINs
 - Ms. Meyer asked the NCQAC to confirm the members, dates, and times are correct by close of business.

VI. Subcommittee Reports – DISCUSSION/ACTION

A. Licensing and Discipline – Margaret Kelly, chair

1. Procedure A31 – Timely Resolution of SOA/STIDs

- Ms. Kelly explained that Procedure A31 currently preauthorizes a Statement of Charges when a respondent does not answer a Statement of Allegations. The proposed amendment expands the procedure to address timelines for Stipulation to Informal Discipline (STID) and pre-authorizes a Statement of Charges when a STID settlement agreement does not meet timelines. The purpose is to protect the public by decreasing the amount of time used in lengthy negotiations or when there is no response from a respondent.

Motion: Motion by Ms. Hoell with a second from the subcommittee to approve the amendments to Procedure A31 “Timely Resolution of SOA/STIDs”. Motion Passed.

2. Continuing Competency Guidelines

- Ms. Kelly explained that processes are already included in the Continuing Competency rules for those who do not meet the audit requirements. As a result, changes to the sanction standards are not necessary.

3. Performance Measures

- Ms. Kelly acknowledged the committee report process on performance measures. Ms. Kelly also acknowledged Catherine Woodard’s investigative team for their efforts.

4. Sexual Misconduct rules

- Ms. Kelly discussed the need for rules revision and asked for input on the draft language.

B. Continuing Competency – Lois Hoell, chair

1. Continuing competency rules workshops – Teresa Corrado

- Ms. Hoell provided an overview of workshops.
- Ms. Corrado explained paper renewal notices ask for the number of hours a nurse completes of active practice and continuing education.

This has been removed to be consistent with online renewal. When renewing online you do not have to sign the attestation there's a button you click attesting to meeting requirements.

C. Consistent Standards of Practice – Gene Pingle, chair

A. NCQAC Conference Planning Report

- Mr. Pingle discussed the May 8 Conference, and the report that will be presented. Ms. Benson-Hallock provided suggestions and concerns with the conference venue.
- Mr. Pingle further discussed the Nursing Practice Advisory Group research binders, the topics for review and stakeholder meetings

D. Advanced Practice - Donna Poole, chair

- Ms. Soine discussed adding a section to the NCQAC website with frequently asked questions on marijuana and nursing

VII. 11:30 – 1:00 PM Lunch

12 noon – 1:00 PM Education – Performance Measures in Washington State Government - Ms. Pam Pannkuk, Senior Performance Manager for Governor Jay Inslee presented on the Governor's performance plan. Ms. Pannkuk discussed how the NCQAC can assist in contacting others and achieving the aims of plan.

VIII. 1:00PM - OPEN MICROPHONE

There were no participants for the Open Microphone portion of the meeting.

IX. Washington Center for Nursing – Linda Tieman – DISCUSSION/ACTION

Ms. Tieman, executive director, presented reports as required in the contract with the Center for Nursing.

A. Diversity Mentoring pilot program

- Ms. Tieman gave an update on WCN's Diversity Mentoring Network pilot program.
- Commissioners provided feedback.

B. Annual report

- Ms. Tieman provided a brief update on the WCN annual report.

XI. Prescription Monitoring Program – Chris Baumgartner – DISCUSSION/ACTION

Mr. Baumgartner, program manager for the Prescription Monitoring Program, demonstrated how to use the Prescription Monitoring Program, its uses for prescribers (ARNP) and the NCQAC members as decision makers on cases related to overprescribing, medication monitoring, and potential substance abuse cases.

- Mr. Baumgartner provided an overview of the prescription monitoring program, its vision, and some statistical reporting data of the program.

XII. HEARING: Request for lists of addresses of nurses – Gail Yu - DISCUSSION/ACTION

According to the Administrative Procedures Act, RCW 34.05.419, the agency has 90 days after receipt of the request for a hearing to conduct an adjudicative proceeding. Verisys requested the list of addresses of Washington State nurses.

The request was denied according to Procedure J04.01 Lists and Labels Recognition Criteria. Verisys then requested a hearing related to the decision. Ms. Masek read an opening statement. Ms. Masek provided the NCQAC members an overview of the hearing and a description of hearing documents provided.

- Mr. Coronel, representative for the petitioner Verisys, stated the reasons Verisys requested to be an approved professional entity.
- Daniel Baker, Assistant Attorney General, stated the reasons why the State of Washington does not find that Verisys meets the criteria to be recognized as a professional entity.
- Mr. Coronel provided a closing statement.
- Ms. Masek excused the public from the meeting, calling the NCQAC into Executive Session (Executive Session began at 3:41pm and ended at 4:15pm).

XIII. Meeting Evaluation

PRO	CON
Venue	Traffic
Food	Small coffee cup
Meeting structure maintained	More toilet paper
Security	Learning Curve
Appreciation of excellence	Project packet and other meeting information on screen
In person	Attendance of public
Staff	Cart in the middle of meeting space
Group pride	
Staff preparation	
Productive Meeting	
Wi-Fi	
Paula's presentation of strategic plan	

3:45 PM - Closing