



**Nursing Care Quality Assurance Commission (NCQAC)
Continuing Competency Subcommittee Minutes
March 21, 2014
111 Israel Rd SE, Room 115
Tumwater, WA**

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

DOH Staff: Teresa Corrado, Licensing Manager
Thomas Bolender, Continuing Competency Compliance Officer
Becky Cebula, Nurse Licensing Representative

Public: Karen Greenwalt

Absent: Linda Patterson, Nurse Consultant

1. 10:30 AM Opening — Lois Hoell, Subcommittee Chair

- Called to order at 10:33 AM

2. Roll call

- Completed

3. February Minutes

- Approved

4. Audit Progress

- Tom gave the following audit numbers
 - In January 29 late audit letters were sent, in February 49 were sent and from March 1 to March 21, 52 late letters were sent.
 - In February 54 random audit letters were sent. In March 1 the random audit report generated 51 nurses. 13 of those letters have been sent and each week an equal number of letters will be sent until complete.
 - In February 10 audits were completed. In March 22 audits were completed.
 - There are currently 172 pending audits of which 5 are ready for approval and 35 have submitted some documentation.
 - To date 25 audit deficiency letters have been sent
- Becky reported on 177-15 agreements signed for reactivation of expired licenses
 - In January 25 agreements were signed. In February 38 were signed. From March 1 to March 21, 38 were signed.

- Tom reported on 177-15 agreements signed for renewal of licenses for those who did not meet the continuing competency requirements.
 - In January 3 agreements were signed. In February 8 were signed. From March 1 to March 2, 6 were signed.
- A decision was made to create graphs or charts for the June meeting in an effort to see trends in auditing.

5. Nursing Numbers

- Tom reported on the increase in number of Inactive and Retired Active status nurses.
 - There has been an increase of 48 nurses who placed their license into Inactive status since the February meeting.
 - There has been an increase of 99 nurses who placed their license into Retired Active status since the February meeting.
 - A decision was made to create graphs or charts for the June meeting in an effort to see trends in status changes.
- Teresa reported she has submitted a request for the number of nurses older than 50
 - She will report the number at April's meeting

6. Deficiency Letters

- The number of letters was not available
- A decision was made to revisit the subject in April.

7. Update on Rules Progress

- Teresa talked about her status on drafting rules updates.
 - She plans to meet with Lois to go over the current changes
 - There are new suicide prevention education rules needing to be added while the rules are open.
 - In addition, the new rules are subject to small business analysis and a financial impact analysis.
- Tom talked about concern from employers about nurses who do not comply with the audit and have their licenses placed into Inactive status
 - The employers are concerned they won't know they have a nurse working illegally.
 - Those employers would like NCQAC to figure out a way to notify them of these occurrences.
 - The employers felt it would be better to send a renewal notice with an audit letter and only renew those nurses who have completed their requirements. This was discussed briefly at our December meeting and a decision was made to proceed as planned and make recommendations at a later date.
 - A decision was made we would make no changes in the audit process at this time.

- Teresa mentioned Nursys has an E-notify system employers can sign up for. This system will notify them of any license status change of their employees.

8. Open Meetings Act

- There was discussion a new law would require meeting agendas to be published within 24 hours of the meeting.
- The committee consensus was to follow best practices and continue with publishing the agendas two weeks prior to the meeting.

9. Follow up to Newsletter Discussion

- It is unclear whether Margaret Holm or Debbie Carlson was working on a template.
- Lois will talk with Margaret Kelly for a status update.

10. Adjourned – 11:12 AM