



**Nursing Care Quality Assurance Commission (NCQAC)
Regular Meeting Minutes (Draft)
May 9, 2014 8:30 AM
Red Lion River Inn
700 N. Division
Spokane, WA 99202
Shoreline Ballroom A**

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
Stephen J. Henderson, JD, MA, Public Member
Lois Hoell, MS, MBA, RN
Margaret Kelly, LPN
Gene I. Pingle, BSN-BC, CEN, RN
Donna L. Poole MSN, ARNP, PMHCNS-BC
Tracy Rude, LPN
Laurie Soine PhD, ARNP
Cass Tang, PMP, Public Member

Assistant Attorney General:

Gail Yu, Assistant Attorney General

Staff:

Paula R. Meyer, MSN, RN, Executive Director
Kathy Anderson, Management Analyst
Debbie Carlson, MSN, RN, Nursing Practice Advisor
Teresa Corrado, LPN, Health Services Consultant
Mary Dale, Discipline Manager
Michael Hively, Administrative Assistant
Mindy Schaffner, PhD, MSN-CNS, RN, Nursing Education
Advisor
Anne Schuchmann, MSN, RN, Deputy Executive Director
Catherine Woodard, Chief Investigator
Martha Worcester, PhD, ARNP, ARNP Advisor
Jen Anderson, Administrative Assistant
Karl Hoehn, Staff Attorney
Shari Kinsey, Senior Secretary

Excused:

Excused:

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 July 11, 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. Anne Schuchmann was appointed to National Council of State Boards of Nursing's new Standards Committee.
 - 2. Suellyn Masek on the slate of candidates for NCSBN, Director at large.

III. 8:40 AM – 8:45 AM NCQAC Panel Decisions - DISCUSSION

The NCQAC delegates the authority as provided by law for certain decisions to a panel of at least three members. Panels must be chaired by a member of the NCQAC. Pro tem members of the NCQAC may serve as panel members. The following minutes are provided for information.

- 1. NCQAC Disciplinary Hearing minutes January 6, 2014, January 24, 2014, February 4, 2014, & February 27, 2014
- 2. Nursing Program Approval Panel (NPAP) November 21, 2013 & January 16, 2014
- 3. Nursing Assistant – Nursing Program Approval Panel (NA-NPAP) January 3, 2014, February 10, 2014, & March 10, 2014.

IV. 8:45 AM - 8:50 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, March 14, 2014
 - 2. Advanced Practice sub-committee minutes March 19, 2014
 - 3. Licensing and Discipline sub-committee December 9, 2013 & February 24, 2014
 - 4. Consistent Standards of Practice sub-committee April 1, 2014
 - 5. Continuing Competency sub-committee February 21, 2014

Motion: Motion by Ms. Hoell with a second from Ms. Tang to adopt the consent agenda minus item 2 for editorial changes. Motion Passed.

- B. Out of State Travel Reports

1. National Council of State Boards of Nursing (NCSBN) Mid-Year and Distance Learning Committee, March 10-12, Kansas City, Mindy Schaffner
2. Executive Officer Forum, March 24-25, Chicago, Paula Meyer
3. National Organization of Alternative Programs, March 25-28, San Diego, Margaret Kelly, Mary Dale, Anne Schuchmann and Catherine Woodard
4. Robert Woods Johnson Academic Progression in Nursing (APIN) Grant, March 30 – April 1, Washington DC, Mindy Schaffner
5. NCSBN Research Symposium, April 10-11, Arlington VA, Lois Hoell, Paula Meyer

V. 8:50 AM – 9:45 AM Chair Report –Suellyn Masek - DISCUSSION/ACTION

A. Locations of July 2014 through December 2015 business meetings

Ms. Masek discussed the 2014-2015 proposed locations for NCQAC business meetings.

Motion: Motion by Ms. Eylar with a second by Ms. Kelly to adopt the proposed locations for the Nursing Commission business meetings, with an amendment to hold the March 2015 meeting in Tumwater rather than Kent. Motion Passed.

B. WA State Department of Veteran Affairs: Have You Heard Campaign

Secretary of the Washington State Department of Veterans Affairs Lourdes E. Alvarado-Ramos provided an overview of a national initiative designed to improve medical and mental health services for the expected 26,000 Veterans of the United States Military returning to Washington State.

C. Recognition for members completing their terms – Erica Benson-Hallock, Linda Batch

Ms. Masek presented plaques to Ms. Batch and Ms. Benson-Hallock thanking them for their contributions while serving their terms on the Commission. Ms. Batch and Ms. Benson-Hallock thanked the commission and staff for the recognition and reflected on their experiences while on the commission.

D. Budget committee report: Suellyn Masek, Erica Benson-Hallock, Lois Hoell, Kathy Anderson staff

Ms. Anderson provided an overview of the NCQAC budget. She explained the distinction between direct and indirect costs the commission incurs through its relationship with the Department of Health. Ms. Anderson and Ms. Meyer discussed with commission members why there are overages in certain budget line items and strategies to reduce these over-expenditures.

Motion: Motion by Ms. Tang with a second from Ms. Benson-Hallock to include a finance report as a standing agenda item for each Commission business meeting. Motion Passed.

E. Operating Agreement – April 30 meeting

Ms. Masek and Ms. Benson-Hallock provided an overview of the NCQAC Operating Agreement meeting with Dr. John Wiesman the Secretary of the Department of Health (DOH) and other senior-level DOH leaders. Ms. Masek explained that Ms. Meyer will lead future Operating Agreement

negotiations and that DOH and has committed to finalizing the new Operating Agreement by July 1, 2014.

VI. 9:45 AM – 10:00 AM Election of Officers – Erica Benson-Hallock - DISCUSSION/ACTION

The NCQAC members choose their chair and vice chair for July 1, 2014 through June 30, 2015. Cass Tang, chair of the Nominations Committee, announces the slate of candidates. Suellyn Masek, current chair, seeks re-election. Erica Benson-Hallock, vice chair, conducts the election. Ms. Benson-Hallock announces the election results. The new officers take their positions at the July meeting.

Ms. Tang explained that Ms. Masek is the only current candidate running for the Chair position and that Ms. Kelly and Ms. Hoell are the candidates for the Vice-Chair position. Ms. Benson-Hallock explained the election process as Ms. Meyer handed put ballot sheets. Two staff members calculated the ballots. Ms. Benson-Hallock announced that Ms. Masek will continue as Chair and that Ms. Kelly will be the new Vice-Chair.

- Ms. Masek received 14 votes
- Ms. Kelly received 9 votes
- Ms. Hoell received 5 votes

VII. 10:00 AM – 10:15 AM BREAK

VIII. 10:15 AM – 11:00 AM Executive Director Report – Paula Meyer – DISCUSSION/ACTION

A. Military Training and bridge to nursing programs

Ms. Meyer explained that Dr. Wendy Buezli, a Commission Pro Tem, has been appointed to work with local and state colleges to develop a program that assists military members in bridging the gap between military training and professional nurse licensure. Ms. Meyer explained that there is a work group composed of herself, Ms. Masek, Ms. Hoell, Dr. Mindy Schaffner and members from Olympic and Pierce Colleges to assist with developing the program. She further explained a model developed by Dr. Linda Hamilton of the University of Texas that evaluates individual transcripts to identify additional educational and training needs for military members seeking state licensure in Texas.

B. New member orientation self-learning modules

Ms. Meyer explained that the pro tem who was appointed to develop new orientation modules was unable to complete the project and NCQAC staff is looking to appoint a new pro tem member to complete the task.

C. Commission out of state travel - new procedure

1. H03.02
2. J10.01

Motion: Motion by Ms. Kelly with a second from Ms. Benson-Hallock to adopt procedure H03.02 with an amendment to change the name of the procedure to In and Out of State Travel. Motion Passed.

Motion: Motion by Ms. Kelly with a second from Ms. Tang to adopt procedure J10.01 with the addition of language that states “Exception to the policy will be made on a case-by-case basis and requires approval from the Executive Director or the Deputy Executive Director,” the addition of Name as it appears on driver’s license and exact birthday under the travel request section. Motion Passed.

D. July 2014 – June 2015 Out of state travel plan

Motion: Motion by Ms. Soine with a second from Ms. Poole to adopt the 2014-15 out of state travel plan. Motion Passed.

E. NCQAC signature authority delegation to staff – review

Ms. Meyer explained that due to NCQAC staff changes the signature delegation provided to staff in the credentialing, disciplinary, and rules and compliance offices needs updating to reflect appropriate personnel by name.

Motion: Motion by Ms. Benson-Hallock with a second from Ms. Tang to adopt the changes to the Delegation of Signature Authority as presented by Ms. Meyer with the addition to add Anne Schuchmann to the CR 101 and CR 102 delegation. Motion Passed.

F. July 2014 – June 2015 NCQAC education plan – Debbie Carlson

Ms. Carlson discussed suggested educational opportunities with commission members.

Motion: Motion by Ms. Foster with a second from Mr. Pingle to adopt the 2014-15 education plan with a change to the format to all commission members to select the top five out of nine topics they would like presented during the educational lunches. Motion Passed.

G. Research agenda

1. Change from Stipulation to Informal Discipline (STID) to Statement of Charges for entry into Washington Health Professional Services program
2. Medication Assistants – one year after new endorsements issued, need to evaluate effectiveness and safety
3. Continuing Competency – repeat baseline survey and compare results
4. Suicide Prevention education and continuing competency requirements, evaluated effectiveness
5. Evaluation of English proficiency and possible correlation to NCLEX test scores

Ms. Meyer reviewed the research agenda topics and requested two Commission members volunteer to assist the Department of Health’s Health Services Quality Assurance (HSQA) with the open rules WAC 246-11 Adjudicative Proceedings to review and present to the full commission what the changes might be by attending the HSQA workshops and providing input. Ms. Meyer further suggested that the Licensing and Discipline sub-committee track the HSQA’s progress and report back to the commission before any changes are made.

IX. 11:00 AM – 11:45 AM Subcommittee Reports – DISCUSSION/ACTION

A. Continuing Competency – Lois Hoell, chair

Ms. Corrado discussed the licensure data found in the business packet.

B. Consistent Standards of Practice – Gene Pingle, chair

Mr. Pingle stated that at the July 2014 business meeting the sub-committee will present an advisory opinion for nursing delegation in schools. Ms. Carlson discussed the May 8th symposium held at the Spokane Falls Community College. Ms. Carlson discussed that only about half of the registered participants attended and that she had received calls up to the day of the symposium. Ms. Benson-Hallock suggested charging a fee for attendees to gain commitment from the public in addition to sending reminders of the upcoming event. Ms. Yu explained the difficulties in charging a fee stating that it would have to be to the penny revenue neutral. Ms. Kelly complimented the NCQAC staff on the presentation.

C. Advanced Practice - Donna Poole, chair

Ms. Poole explained that the past Advanced Practice position description required updating to bring it more in line with terminology related of current WAC's and the consensus model. Ms. Poole explained the revision will better define the sub-committee's purpose.

Motion: Motion by the Advanced Practice sub-committee to adopt the revised Advanced Practice position description. Motion Passed.

D. Licensing and Discipline –Margaret Kelly

Ms. Kelly explained that the Licensing and Discipline sub-committee is working on developing a Substance Abuse Disorder Audit tool.

X. 11:45 AM – 12 Noon - BREAK

XI. 12 NOON – 1:00 PM Lunch

Education Session – Use of High Definition Simulation in Nursing Licensure and Disciplinary Practice Cases

Pam Randolph, RN, MS, FRE, of Arizona State Board of Nursing and Lynn Cairns, RN, MA, College of Registered Nursing of British Columbia, present their boards' experience in using high definition simulation.

XII. 1:00PM – 1:15 PM OPEN MICROPHONE

Public members provided views to commission members.

XIII. 1:15 PM - 1:45 PM Nominations Committee – Cass Tang - DISCUSSION/ACTION

Ms. Tang, Ms. Benson-Hallock and Dr. Susan Woods are members of the 2014 Nominations Committee. The members will discuss the position description for the Nominations Committee, particularly the NCQAC award. The NCQAC may modify the procedure for the

NCQAC award.

At the March 2014 meeting, the NCQAC discussed officer positions and terms of office. The NCQAC may continue this discussion.

Ms. Tang asked for Commission input in creating a succession plan for Chair Elect and Past Chair positions. She asked Ms. Schuchmann and Ms. Yu to participate in the Nomination Committee's efforts to refine the plan. Mr. Henderson and Ms. Eylar also volunteered to assist.

Ms. Tang asked that NCQAC staff managers provide recommendations for staff awards since the managers have a full picture of staff performance.

Ms. Tang announced that the two awards submitted to NCSBN were the Meritorious Service Award and the Regulatory Excellence Award and that NCSBN will announce the recipients the week of May 12th, 2014.

XIV. 1:45 PM – 2:00 PM BREAK

XV. 2:00 PM – 2:30 PM Tests of English Comprehension – Dr. Mary Baroni, Dr. Mindy Schaffner – DISCUSSION/ACTION

WAC 246-840- 045(2) allows the NCQAC to approve tests of English comprehension used to evaluate internationally educated applicants for Washington licensure. Dr. Baroni and Dr. Schaffner presented the IELTS examination for NCQAC consideration.

Ms. Schaffner explained that Nursing Commission Rules require that internationally educated nurses pass a commission approved English proficiency examination at a commission designated standard. The Nursing Program Approval Panels A and B reviewed information on the following English Proficiency Tests:

1. Test of English as a Foreign Language (TOEFL);
2. International English Language Testing System (IELTS); and
3. Test of English for International Communication (TOEIC).

Motion: Motion by panel chairs of Nursing Program Approval Panels A and B to continue to accept the TOEFL and include IELTS as another proficiency test as a pilot for two years, after which the commission will be presented with statistical data collected effective July 1, 2014. The chairs further move that the standards for evaluating English Proficiency be set at the National Council of State Boards of Nursing recommended standards. Motion passed.

XVI. 2:30 PM – 2:45 PM Legislative Task Force – Erica Benson-Hallock - DISCUSSION/ACTION

The NCQAC discusses potential request legislation for 2015 legislative session.

Ms. Benson-Hallock explained that the Legislative Task Force reviews proposed legislation during each legislative session and that recent law changes allow the Nursing Commission to work with the Governor's office on request legislation and approach legislators directly.

She further explained that the Nursing Commission identified FBI Criminal Background Checks and Federal RapBack as a priority in its 2013-2015 Strategic Plan and that while several other changes to the Nursing Practice Act could be useful, as a strategy to pursue several changes at once may not be effective.

Motion: Motion by Ms. Benson-Hallock with a second from Ms. Poole that the Nursing Commission pursue request legislation on FBI Criminal Background Checks and Federal RapBack only. Motion Passed.

XVII. 2:45 PM – 3:00 PM NCQAC Evaluation Results – Suellyn Masek - DISCUSSION/ACTION

Ms. Masek presents the results of the annual survey. NCQAC identify these areas for improvement and add these to the July agenda.

- Steep learning curve
- Need clear expectations of being a board member
- Need for itemized list of reimbursable expenses in regards to travel and pay
- Need for motion forms to NCQAC Chair before business meetings
- Need for the Steering Committee to review the evaluation process and suggest improvements
- Only 11 of 14 members responded
- Need to educate members on NCQAC’s strategic plan

Ms. Masek discussed issues with GoToMeeting among NCQAC members and staff. Given continued challenges with Go To Meeting, the Commission decided its committees and subcommittees will continue to use Consolidated Technology Services conference calls for meetings.

XVIII. 3:00 PM – 3:15 PM Meeting Evaluation

PROS	CONS
Not judgmental	Sound
Speaker Feedback	GoToMeeting
Coordination of out of area travel	Travel expenses
Food	Lack of outreach
Back to back with symposium	No laser pointer for presentations
Davenport stay	
Open discussion of GoToMeeting	
Interpersonal communication	

XIX. 3:15 PM - Closing