



**Nursing Care Quality Assurance Commission (NCQAC)  
Continuing Competency Subcommittee minutes  
May 16, 2014  
111 Israel Rd SE, Room 115  
Tumwater, WA**

**Commission 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:** Eileen Branscome, Chief Operating Officer Mason General Hospital

**Excused:** Linda Patterson, Nurse Consultant

**I. Opening — Lois Hoell, Subcommittee Chair**

- Called to order at 9:31 AM

**II. Roll call**

- Completed

**III. April Minutes**

- Approved

**IV. Audit Graph Labeling**

- Tom went over the changes made to better explain the graph labeling.
- Suggestions were made to add a little more detail explaining the Pending and NA fields.

**V. Audit Progress**

- Tom went over the audit graphs
  - Total numbers for April were:  
Late audit letters sent – 47  
Random audit letters sent – 58  
Second letters sent– 9  
Final letters sent– 2  
Completed audit files – 15  
Pending audit files at the end of the month – 264  
Files needing supervisor approval – 6  
Files with documentation received awaiting auditor review – 74

- One nurse requested Inactive status to forgo the audit
- The number of nurses entering into the 177-15 agreements was discussed.
    - The numbers were significantly down from April.
    - Teresa theorized due to the high number of applications currently being reviewed, there may be a few more reactivation applications that haven't been counted yet.

## **VI. 177-15 Agreement Rules**

- There was concern about the requirements for allowing a nurse to enter into the agreement.
  - A nurse was renewed by supplying renewal fees, a signed 177-15 agreement and a letter from an employer stating she had been hired. A week later the employer called to say she never showed for work.
  - There was concern this now has the ability to endorse to another state without having met her requirements here. There is currently no way for this information to be passed on to another state.
  - Teresa believes there's nothing we can do since we renewed her license. Once renewed, we cannot arbitrarily rescind the renewal.
  - The suggestion was made for Teresa to talk to Karl Hoehn, staff attorney about what we can do in a situation like this.

## **VII. Nursing Numbers**

- Tom reported a substantial increase in Retired Active licensees and a normal increase in those changing to Inactive status.
- There was confusion about the graph numbers. It was suggested a new column be added for both statuses showing the month to month increase.

## **VIII. Deficiency Letters**

- From April 18th to May 16<sup>th</sup>, 161 renewal deficiency letters were sent. The majority of the letters were sent due to nurses not signing the attestation on the back of the renewal notice. Some nurses didn't receive a notice and sent in payment without attestations.
- The yearly total is approximately 662. This gives an average of 147 per month.
- Audit deficiency letter number are averaging approximately 40 per month.
- The question was asked: "what are the most common reason for audit deficiencies. The most common issue is receiving certificates with contact hours or credit as the form of award. Those are not acceptable as there is no industry standard as to how these count. Some providers give credit just for paying while others don't give as much credit as they award. Clock hours are the only form of award the commission accepts.

## **IX. North Carolina Audits**

- Lois did not get time while at the conference to speak with them. Topic table for another meeting.

## **X. Update to Audit Attachment**

- A recommendation was made by Northwest One to add “Other human health professional licensee that requires a nursing license or use of nursing knowledge.” and “Employment in positions not necessarily requiring an RN license, however, in which nursing knowledge is frequently used to perform the job duties.”.
- Lois will talk to Norwest One to see exactly what they’re wanting.

**XI. Continuing Competency Rules**

- Changes to the rules are being worked on. An update will be provided to the committee for approval when finished.

**XII. Committee Merge**

- There is discussion to split the licensing and disciplinary subcommittee and merge licensing with the continuing competency subcommittee.
- The feeling of the subcommittee was it is a good idea. It will be discussed at the next meeting.

**XIII. June Meeting Schedule Change**

- June’s meeting will be on 6/13/14 not 6/20/14

**XIV. Adjourned – 10:16**