



**Nursing Care Quality Assurance Commission (NCQAC)
Regular Meeting Minutes (DRAFT)
July 11, 2014 8:30 AM – 4:30 PM
Red Lion Hotel, Evergreen Room
8402 S. Hosmer St.
Tacoma, WA 98444**

Commission Members:

Suellyn M. Masek, MSN, RN, CNOR, Chair
Margaret Kelly, LPN, Vice-Chair
Mary Baroni, PhD, RN
Brian Barrientos, LPN
John Peick, J.D, Public Member
Jeannie Eylar, MSN, RN
Charlotte Foster, BSN, MHA, RN
Stephen J. Henderson, JD, MA, Public Member
Lois Hoell, MS, MBA, RN
Gene Pingle, BSN-BC, CEN, RN
Donna Poole MSN, ARNP, PMHCNS-BC
Tracy Rude, LPN
Laurie Soine PhD, ARNP
Cass Tang, PMP, Public Member
Teri Trillo, MSN, RN

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
Karl Hoehn, Staff Attorney
Shari Kincy, Senior Secretary
Mindy Schaffner, PhD, MSN-CNS, RN, Nursing Education
Advisor
Catherine Woodard, Chief Investigator
Martha Worcester, PhD, ARNP, ARNP Advisor
Anne Schuchmann, MSN, RN, Deputy Executive Director

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 November 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 Call to order – Suellyn Masek - DISCUSSION/ACTION

- A. Introductions – New members: Brian Barrientos, LPN, and Teresa Trillo, MSN, RN
- B. New officers take their positions – Margaret Kelly, vice chair
- C. Order of the Agenda
 - 1. Ms. Masek explained under section VI. Subcommittee Reports item VI.D Advanced Practice subcommittee will begin the report process.
- D. Correspondence
- E. Announcements
 - 1. Paula Meyer explained that Hearing Minutes will no longer be included in the NCQAC business packet or agenda as they are already posted to the NCQAC website prior to the meeting.

II. 8:40 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 May 9, 2014 Business Meeting Minutes
 - 2. Advanced Practice sub-committee May 21, 2014; June 18, 2014 minutes
 - 3. Licensing and Discipline sub-committee March 31, 2014; April 28, 2014 minutes
 - 4. Consistent Standards of Practice sub-committee May 6, 2014; June 3, 2014 minutes
 - 5. Continuing Competency sub-committee May 16, 2014 minutes
- B. Meeting reports
 - 1. 2014 Boards/Commissions Leadership Forum, June 13, 2014, Lois Hoell, Catherine Woodard
 - 2. NCSBN Case Management and Disciplinary Summit, June 5-6, Park City UT Suellyn Masek, Kathy Anderson, Mary Dale, Catherine Woodard
 - 3. Strengthening Nursing Practice: Powerful Strategies to Achieve the IOM’s Future of Nursing Recommendations, June 12-13, 2014, Hartford, CT., Dr. Mindy Schaffner

Motion: Motion by Ms. Tang with a second from Ms. Hoell to adopt the consent agenda with an editorial change to Item II.A.1. May 9, 2014 Business Meeting Minutes. Motion Passed.

III. 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 March 7, 2014; March 23-24, 2014; March 24, 2104; April 25, 2014 Disciplinary Hearing minutes
2. Nursing Program Approval Panel (NPAP) March 20, 2014; April 24, 2014; May 15, 2014; May 19, 2014; June 16, 2014 minutes
3. Nursing Assistant – Nursing Program Approval Panel (NA-NPAP) April 14, 2014; May 12, 2014 minutes

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

1. NCQAC Operating Agreement with the Department of Health – Suellyn Masek and Dr. John Wiesman

Ms. Meyer invited Dr. Wiesman to come to the head table. Ms. Meyer acknowledged Ms. Masek, Ms. Kelly, Ms. Benson-Hallock, Mr. Pingle, Ms. Hoell, Ms. Poole, Mr. Henderson, and Dr. Woods, in addition to, NCQAC staff members Ms. Woodard, Ms. Dale, and Ms. Anderson’s efforts in negotiating the Joint Operating Agreement (JOA) in collaboration with representatives of the Department of Health (DOH).

Dr. Wiesman thanked the NCQAC Steering committee, NCQAC members and NCQAC staff for their efforts with the JOA. He explained that one of his foci is patient safety and that as DOH and NCQAC enter into this agreement, he believes the JOA focuses on preserving and enhancing patient safety through the joint efforts of the DOH and NCQAC.

Ms. Masek explained the section concerning indirect costs had reached impasse. That section of the JOA will be reviewed by the Office of Financial Management for mediation.

Ms. Masek and Dr. Wiesman signed the JOA and Performance Measure Agreement.

2. Assignments to sub-committees and panels, chairs of sub-committees and panels, mentors for new members

Ms. Masek completed committee and subcommittee assignments as follows:

Steering Committee	NPAP A	NPAP B	NAPAP
Suellyn Masek, Chair	Mary Baroni, Chair	Teri Trillo, Chair	Tracy Rude, Chair
Margaret Kelly	Lois Hoell	Laurie Soine	Margaret Kelly
Laurie Soine	Sue Woods, pro tem	Rhonda Taylor, pro tem	John Peick
Lois Hoell	Karen Heys, pro tem	Lin Murphy, pro tem	Margaret Castle, pro tem
Gene Pingle	Mindy Schaffner, Staff	Mindy Schaffner, Staff	Judy Rose-Bungay, pro tem
Charlotte Foster	Tim Talkington, Staff Attorney	Tim Talkington, Staff Attorney	Mindy Schaffner, Staff
Paula Meyer			Carole Knutzen, Staff
			Tim Talkington, Staff Attorney

Advanced Practice	Licensing	Consistent Standards of Practice	Legislative Task Force
Laurie Soine, Chair	Lois Hoell, Chair	Charlotte Foster, Chair	Margaret Kelly, Chair
Donna Poole	Brian Barrientos	Tracy Rude	Suellyn Masek
Todd Herzog, pro tem	Stephen Henderson	John Peick	Paula Meyer, Staff
Nancy Armstrong, pro tem	Sally Watkins, pro tem	Debbie Carlson, Staff	Debbie Carlson, Staff
Karen Hays, pro tem	Anne Schuchmann, Staff		Martha Worcester, Staff
Sheena Jacob, pro tem	Teresa Corrado, Staff		Anne Schuchmann, Staff
Martha Worcester, Staff	Linda Patterson, Staff		

Discipline	Case Disposition Panel 1	Case Disposition Panel 2	Case Disposition Panel 3
Gene Pingle, Chair	Lois Hoell, Chair	Gene Pingle, Chair	Cass Tang, Chair
Lois Hoell	Donna Poole	Charlotte Foster	Margaret Kelly
Tracy Rude	Jeannie Eylar	Erica Benson-Hallock, pro tem	Stephen Henderson
Cass Tang	Suellyn Masek	Susana Serna, pro tem	Brian Barrientos
Jeannie Eylar	Laurie Yockey, pro tem	Staff Attorney	Diane Sanders
Sue Woods, pro tem	Staff Attorney		Todd Herzog
Catherine Woodard, Staff			Staff Attorney
Mary Dale, Staff			
Margaret Holm, Staff			
Karl Hoehn, Staff Attorney			

Case Disposition Panel 4
Tracy Rude, Chair
Laurie Soine
Mary Baroni
Stephen Henderson
Rhonda Taylor, pro tem
Jeanell Rasmussen, pro tem
Sue Woods, pro tem
Staff Attorney

3. NCSBN Annual Meeting
 - a. Delegates: Suellyn Masek and Paula Meyer
 - b. NCSBN Board of Directors Recommendations
 - c. Members attending: Suellyn Masek, Margaret Kelly, Lois Hoell, Debbie Carlson. A public member forum will be held.

Ms. Masek asked for a public member to volunteer to attend a Public Member forum to attend the

meeting from August 12-15, 2014. Mr. Henderson accepted the invitation.

4. NCQAC Awards – annual NCQAC award recipients

Ms. Masek announced that Margaret Holm, Jim Burkhart, and Carole Knutzen as annual award recipients. The NCQAC presented them with the award.

Ms. Masek acknowledged each recipient and read letters written by the public and NCQAC staff recommending them for the awards.

5. Annual Evaluation – Gene Pingle

Mr. Pingle explained that the Steering Committee discussed some of the concerns the NCQAC had with the survey tool: different methods of collection (e.g. survey monkey, opinio), outcome oriented rather than process items (tie to strategic plan), evaluate subcommittees using action outcomes, increase internal NCQAC communication, and clearer information on how the survey's results will be used. Mr. Pingle, Ms. Hoell, and Ms. Kelly will work on next year's survey tool using this feedback.

V. 9:45 AM – 10:45 AM Executive Director Report – Paula Meyer – DISCUSSION/ACTION

A. Budget report – Kathy Anderson

Ms. Anderson explained that the report is through May, 2014 including 11 months of data.

Ms. Anderson reviewed direct costs and explained that NCQAC hours are underspent due to the 11 months of data, that rent is overspent due to staff increases and rent increases, legal services are overspent and addressed in Joint Operating Agreement.

B. Performance Measures report

1. Licensing – Teresa Corrado

Ms. Corrado explained that for performance measure 1.1, NCQAC is at 99%. She further explained that 99% clearly meets the performance measures goal, and that the 1% could be a result of an FBI background check, among others.

Ms. Corrado explained that Performance measure 1.2 notices of decision are issued within 30 days and that NCQAC is currently at 100%.

2. Investigations – Catherine Woodard

Ms. Woodard explained that Performance Measure 2.2 is the percent of cases completed within 170 days, and the correlation of Performance measure 2.4 the percent of cases over 170 days.

3. Discipline – Mary Dale

Ms. Dale reviewed Performance Measure 2.1 intake and assessment; Performance Measure 2.3 Case Disposition within 140 days timeline; Performance Measure 2.5 cases in case disposition overdue; Performance Measure 2.5 Sanctions schedules; and Performance Measure 2.7

Ms. Meyer reviewed Performance Measures 3.2 Number of Completed Investigations; 4.1 Financial Performance measures; Measure 5.1 Number of Rules Adopted in 18 Months; and Measure 5.2 Legislative Required Annual Reports Submitted On Time

C. Education Plan, September 2014 through May 2015 – Debbie Carlson

Ms. Carlson presented the 2015 NCQAC educational schedule. These presentations are completed during lunch at the NCQAC meetings.

D. Annual Board Pay report – Paula Meyer

Ms. Meyer explained the NCQAC annual board pay report summary.

E. Strategic Plan Update – Paula Meyer

Ms. Meyer explained areas of the Strategic plan that currently meet goals and those that require additional time to complete.

F. Hearing Panel Member education – Paula Meyer

Adena Nolet worked with Dr. Judith Personett (pro tem member), NCQAC Staff, and Assistant Attorney Generals in creating a DVD outlining NCQAC member's role on a hearing panel. Mr. Hively explained he is working on formatting the video so it will play on all DVD and BluRay mediums.

VI. 10:45 AM – 11:00 AM BREAK

VII. 11:00 AM – 2:30 PM Subcommittee Reports – DISCUSSION/ACTION

A. Licensing and Discipline – Margaret Kelly, chair

1. Sexual Misconduct Rule

Ms. Kelly explained WAC 246-840-740 Sexual Misconduct draft rules were open for amendments and final language. Additions to section (5) state "A Nurse who has provided psychological or psychiatric diagnostic or therapeutic services to a patient shall never engage, or attempt to engage, in sexual misconduct as defined in subsection (1) of this section with a former patient, former client, or former key party." In addition section (9) will read "Sexual misconduct also includes sexual contact with any person involving force, intimidation, or lack of consent; or a conviction of a sexual offense listed in RCW 9.94A.030"

Motion: Motion by the subcommittee that the NCQAC approve the draft language for WAC 246-840-740 Sexual Misconduct Prohibited, and file with the Code Reviser's Office for a rules hearing on September 12, 2014. Motion Passed.

2. WAC 246-840-025 Initial licensure for registered nurses and practical nurses – Commission approved Washington State nurse education program

Ms. Kelly explained under section 4(b), there is no viable purpose to have "Transcript must be received within ninety days of the applicant's first taking of the examination" and no legal

repercussion can be taken.

Motion: Motion by subcommittee to open rule 246-840-025 to remove the verbiage “Transcript must be received within ninety days of the applicant’s first taking of the examination” from section 4(b) of the rule. Motion Passed.

B. Continuing Competency – Lois Hoell, chair

1. Subcommittee Change

Ms. Hoell explained adding suicide prevention to the continuing competency rules revision. Ms. Hoell explained potential areas of improvement. The Continuing Competency subcommittee would become the Licensing subcommittee and Licensing and Discipline subcommittee would become the Discipline subcommittee.

Motion: Motion by Ms. Hoell with a second from the Licensing and Discipline and Continuing Competency subcommittees to separate the Licensing and Discipline subcommittee and bring Continuing Competency under the Licensing subcommittee. Motion Passed.

Motion: Motion by Ms. Hoell with a second from Mr. Pingle to adopt the Discipline subcommittee position description with amendments to Duties and Responsibilities of the Chairperson (2) removing “which are to be held at least monthly, unless otherwise determined”. Motion Passed.

C. Consistent Standards of Practice – Gene Pingle, chair

1. Advisory Opinion: Registered Nurse Delegation in School Settings (Draft)

Motion: Motion by Mr. Pingle with a second from the subcommittee to adopt the Advisory Opinion: Registered Nurse Delegation in School Settings. Motion Passed.

D. Advanced Practice - Donna Poole, chair

1. Clinical Nurse Specialist Inclusion in Advanced Practice Rules

- The Advance Practice subcommittee requests the NCQAC open WAC 246-840-010 and 020 for an expedited rule change to adopt references to “clinical nurse specialist” should this specialty be adopted by the NCQAC.

Motion: Motion by the Advanced Practice subcommittee that the NCQAC open WAC 246-840-010 and 020 for an expedited rule change to adopt references to “clinical nurse specialist”, should this role be adopted by the NCQAC as part of the Advanced Practice rules 246-840-300 through 246-840-455. Motion Passed.

VIII. 11:30 – 1:00 PM Lunch

Education Session – Direct Transfer Agreement/Major Ready Program –DTA/MRP

Workgroup: Joint Transfer Council, Washington State Council of Presidents, State Board of Technical and Community Colleges, Independent Colleges of Washington, Washington Student Achievement Council, Washington Center for Nursing, and Washington State Nursing Care Quality Assurance Commission. Presenters: Dr. Mary Baroni, Dr. Mindy Schaffner, Jim West, Dr. Michelle Andreas, Dr. Louise Kaplan, Dr. Renee Hoeksel, Teri Trillo, and Dr. Jane Sherman.

The DTA/MRP pathway:

- Promotes seamless progression from the Associate Degree in Nursing (ADN) education to the Bachelor of Science Degree in Nursing (BSN);
- Contributes to meeting the Institute of Medicine Report on the Future of Nursing (2010) goal of 80 percent of nurses having a BSN or higher by 2020 through a statewide DTA for RN-to-BSN completion;
- Creates uniform nursing pre-requisites to ADN program, uniform General University Requirements (GUR) accepted toward BSN degree, and consistent RN-to-BSN credits; and
- Consists of 60 academic core credits plus 75 nursing core credits for the ADN degree and 45 upper-division nursing credits for a total of 180 credits for the BSN degree.

IX. 1:00PM – 1:15 PM OPEN MICROPHONE

Open microphone is for public presentation of issues to the NCQAC. If the public has issues regarding disciplinary cases, please call 360-236-4713.

X. 2:30 PM – 3:00 PM Washington Health Professional Services – Dr. John Furman – DISCUSSION/ACTION

Dr. Furman presents the WHPS annual report.

Dr. Furman presented the WHPS Annual Report. The Annual Report included data on WHPS business practices and implementing best practice for alternative to discipline programs. Dr. Furman presented the changes made in the last 6 months to improve the WHPS reporting process.

XI. 3:00 PM – 3:30 PM Request for Lists and Labels – Anne Schuchmann - DISCUSSION/ACTION

1. The Washington State Coalition on Mental Health Professionals and Consumers seeks approval to receive the list of addresses for Advanced Registered Nurse Practitioners.
2. Veeva Systems has requested approval for a list of addresses for Advanced Registered Nurse Practitioners, Registered Nurses, and Licensed Practical Nurses.
3. RediClinic has requested approval for a list of addresses for Advanced Nurse Practitioners.

Ms. Meyer explained that NCQAC staff may approve requests for list and labels, but are not authorized to deny a request. Based on the information provided by the above requesters, NCQAC staff could not determine if the requesters met the criteria for approval as a professional or educational entity. Ms. Meyer asked the NCQAC to provide determination.

Motion: Motion by Ms. Hoell with a second from Ms. Tang to deny Washington State Coalition of Mental Health Professionals and Consumers request to become an approved entity. Motion Passed.

Motion: Motion by Mr. Pingle with a second from Ms. Hoell to deny Veeva Systems request to

become an approved entity. Motion Passed.

Ms. Meyer explained that RediClinic has asked to be granted an extension in order to submit additional items.

Friendly discussion: The NCQAC decided to wait until the September 12, 2014 business meeting to wait for additional documents that were requested.

XII. 3:30 PM – Meeting Evaluation

PROS	CONS
NCQAC members working together	Chairs too hard
Lunch presentation	No windows
Licensing, Discipline, Investigations presentation	Food
Signing of Joint Operating Agreement	Room was too hot
	Packet not presented on screen
	Painting of Hotel
	Presentations not in packet
	Room was too dark

3:45 PM - Closing