



**Nursing Care Quality Assurance Commission (NCQAC)
Licensing Subcommittee Minutes
July 17, 2014
111 Israel Rd SE, Room 115
Tumwater, WA**

Commission Members: Lois Hoell, MS, MBA, RN, Chair

Pro Tem Member: Sally Watkins, RN, Franciscan Health Systems

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

Public: Karen Greenwalt, RN, Parish Nurse

Absent: Brian Barrientos
Stephen Henderson
Jeannie Eylar

I. Opening — Lois Hoell, Subcommittee Chair

- Called to order at 9:33 AM

II. Roll call

- Completed
- Tom will call the new members to make sure they got the agenda email.

III. June Minutes

- Approved

IV. Committee Merge

- Lois discussed the change from Continuing Competency Subcommittee to the Licensing Subcommittee which has been made to increase efficiency and coordination for both the discipline and licensing functions.

V. Meeting Schedule

- Lois discussed the possibility of changing the meeting times and dates to accommodate the new committee members. More to follow.

VI. Printing Licenses

- There was discussion about the possibility of offering wallet-size printed licenses on-line. It was decided Teresa and Lois will discuss it further and provide follow up at the next meeting.

VII. Licensing Subcommittee Work Plan (attached)

- Teresa moved items from the former Licensing and Discipline subcommittee work plan to the new Licensing subcommittee work plan.

VIII. Audit Progress

- Tom went over the audit graphs and gave numbers for June
 - Late audit letters sent – 84
 - Random audit letters sent – 57
 - Second letters sent – 7
 - Final letters sent – 8
 - Completed audit files – 79
 - Pending audit files at the end of the month – 294
 - Files needing supervisor approval – 0
 - Files with documentation received awaiting auditor review – 97
 - Nurses placed in Inactive status – 8 – 3 of the 8 have already gone back to Active status after signing 177-15 agreements.
 - Files audited that required deficiency letters – 13
 - Becky completed the first audit of a person who entered into the 177-15 agreement to reactivate their license.
- The number of nurses entering into the 177-15 agreements was discussed.
 - Signed for reactivation – 46 the total to date this year is 236
 - Signed for renewal – 5

IX. Changing License Status to Inactive

- Teresa discussed the rule regarding the requirements to have a credential holder's license changed to Inactive. The rule requires a written request and the license to be in good standing.
- The rule for continuing competency requires a license to be placed in Inactive status when the credential holder fails to have a successful audit.
- Teresa commented with the rules being open, it is a good time to change the rule to be consistent with WAC 246-12-090.
- Teresa and Lois will discuss the process HSQA uses when a person has an unsuccessful audit and they will bring more information to the August meeting.

X. Nursing Numbers

- Retired Active – total year-to-date 764, an increase of 241 from May.
- Inactive – total of 1651 year-to-date, an increase of 213 from May.
- There was discussion of the number of nurses choosing to let their licenses expire. The numbers are increasing since the option became available on the renewal notice.

XI. Discipline Cases

- Teresa talked about an Investigator's concern that a nurse lied about completing the competency requirements. While the rules are open, it would be an appropriate time to clarify that the commission may request an audit of a person under investigation.
- ACTION: The subcommittee agreed this should be added to the rules.

XII. Renewal Deficiency Letters

- 246 deficiency letters were sent to credential holders who submitted the renewal fee but did not attest to completing the continuing competency requirements. This is not an issue when renewing on-line.
- ACTION: Teresa will have a message posted to the listserv to remind licensees to sign the attestations when renewing by paper.

XIII. Suicide Prevention Education

- Teresa discussed the change request is under review by the Rules review unit.
- Teresa discussed a document written by Debbie Carlson summarizing the options the Nursing Commission has in regards to suicide prevention education.
- Debbie will be taking the document to the Consistent Standard of Practice subcommittee for discussion. Once it has been approved by that subcommittee, Teresa will bring the document to the Licensing subcommittee meeting for review.

XIV. North Carolina Audits

- Lois reported licensees in NC who do not have a successful audit by their renewal date, their licenses are placed in Inactive status.
- Lois reported NC stated the work load of auditing was lightened by auditing prior to renewal versus after renewal
- Teresa asked how the work load would go down if the work is the same.
- Lois will talk with NC and find out the particulars of their audit process.

XV. Continuing Competency Rules

- Teresa will be attending 5 stakeholder meetings in August for review of the draft rules.

XVI. Meeting Date Change

- The August meeting will be changed to the 22nd instead of the 15th.
- Tom will get the call in line updated for the new date.

XVII. Adjourned – 10:15 A.M.