



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

Commission Members: Lois Hoell, MS, MBA, RN, Chair
Stephen Henderson, JD, MA

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

DOH Staff: Teresa Corrado, Licensing Manager
Thomas Bolender, Continuing Competency Auditor
Becky Cebula, Continuing Competency Auditor
Shari Kincy, Administrative Assistant
Adena Nolet, Compliance Officer
Debra Johnson

Absent: Brian Barrientos, LPN
Jeannie Eylar, MSN, RN

Public member: Karen Greenwald

I. Opening — Lois Hoell, Subcommittee Chair

- Called to order at 9:35 AM

II. Roll call

- Completed

III. Introduce Shari

- Shari gave a brief overview of herself and what she will be doing in her new position.

IV. August Minutes

- Teresa will check to see if the draft September minutes can be sent to the Committee members.
- The August minutes were approved.

V. Licensing Update

- Juris Prudence Exam
 - Teresa gave a little background and reminded the Committee that they had put this on the back burner. She discussed this with the other managers and is asking the sub-committee to remove it from the strategic plan and reconsider at a later time..
 - The Committee agreed to remove it from the strategic plan.

- Review draft rules: Continuing Competency
 - Teresa asked that this be removed from the agenda and reviewed at a later meeting.

Change to agenda. Agenda item # XI was moved to accommodate the guest, Adena Nolet.

- Adena was requested to attend the meeting and give an overview of the compliance process for the Nursing Commission given the recent news on TV and in newspapers about discipline procedures for healthcare professionals.

VI. Audit Progress

- Update on audit numbers
 - Tom gave an update on the audit numbers.
 - The numbers for September and October are significantly higher than they have been previously. The highest month previously was August at 84 and that has jumped to 155 in September.
 - There are two reasons for that, one is that Linda Patterson assisted in reviewing the audits.
 - The other reason is that there were no random audit letters sent out for August and September.
 - In October there were 133 files that need to be reviewed and Linda assisted in that process.
 - Tom will continue to run random audit reports.
- Update on pending 177-15 agreement audits
 - Tom gave a brief overview for the committee members that were unclear on this process.
 - Tom updated the committee on renewals. The numbers have been consistent over the last four months.
 - For reactivations, the September numbers were higher because some extra applications were caught up. October numbers should be accurate.

VII. North Carolina Audits

- Report on Lois and Teresa's visit to NC
 - Lois and Teresa spent a day with the North Carolina Board to learn about their audit process.
 - North Carolina had previously done their audits after renewal and was quickly overwhelmed in the process and switched to doing them prior to renewal. This resulted in the nurses submitting their competency paperwork more quickly and providing for renewal efficiencies. Notice of audit is included in the nurse's renewal notice which is sent out 90 days prior to the renewal date. The nurse is required to submit documentation of continuing competency at least 10 days prior to the renewal date. Failure to submit the paperwork in the allotted time results in the license being placed on inactive status on the renewal date.
 - They accept CNE's as clock hours.

- Teresa commented that HSQA will begin to send out notices 90 days in advance to be in compliance with the rules. That change will provide nurses adequate time to comply with audit requirements.

VIII. Suicide Prevention Education

- Report on ideas/Teresa
 - Teresa contacted the Medical Commission regarding the law and the training curriculum. The Medical Commission will accept CME or CNE training to meet the law requirements.
 - Teresa recommended to the Committee that the Nursing Commission develop an approved entities list.
 - The Committee agreed.

IX. Proposed Rule Changes/ Continuing Competency

- Approve draft rule changes to be presented and approved at January Commission Business meeting
 - The committee would like some time to look over the proposed changes as all members did not have the latest version.
 - The committee agreed to add a meeting just to discuss the proposed changes. That meeting will be by conference call on December 11 at 2:30 PM.

X. Nursing Numbers

- Increase in Retired Active and Inactive statuses
 - No discussion. Numbers are being monitored to assess impact on revenue.

XI. Deficiency Letters

- Report on number of audit letters in July and August
 - No discussion
- Report on number of renewal deficiency letters sent in July and August
 - No discussion

XII. December Meeting

- There will be a meeting on December 11, 2014 to discuss proposed rule changes
- The next scheduled meeting is December 19, 2014.

XIII. Adjourned – 10:35 A.M.