



**Nursing Care Quality Assurance Commission (NCQAC)
Regular Meeting Minutes (DRAFT)
January 9, 2015 8:30 AM
20809 72nd Avenue S. Kent, WA 98032
Commons Area Mt. Rainer Room**

Commission Members:

Suellyn M. Masek, MSN, RN, CNOR, Chair
Margaret Kelly, LPN, Vice-Chair
Mary Baroni, PhD, RN
Brian Barrientos, LPN
Jeannie Eylar, MSN, RN (attended via phone)
Charlotte Foster, BSN, MHA, RN
Lois Hoell, MS, MBA, RN
Donna Poole MSN, ARNP, PMHCNS-BC
Tracy Rude, LPN
Laurie Soine PhD, ARNP
Cass Tang, PMP, Public Member
Teri Trillo, MSN, RN, CNE

Assistant Attorney General:

Gail Yu, Assistant Attorney General

Staff:

Paula R. Meyer, MSN, RN, FRE, Executive Director
Kathy Anderson, Management Analyst
Debbie Carlson, MSN, RN, Associate Director, Nursing
Practice
Teresa Corrado, LPN, Health Services Consultant
Mary Dale, Discipline Manager
Michael Hively, Administrative Assistant
Karl Hoehn, Legal Manager
Mindy Schaffner, PhD, MSN-CNS, RN, Associate Director,
Nursing Education
Anne Schuchmann, MSN, RN, Associate Director,
Operations/Licensing
Catherine Woodard, Associate Director, Discipline
Garr Nielsen, Chief Investigator
John Furman, PhD, MSN, CIC, COHN-S, Director,
Washington Health Professional Services

EXCUSED:

Stephen J. Henderson, JD, MA, Public Member
Gene Pingle, BSN-BC, CEN, RN

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 March 13, 2015 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

Ms. Meyer thanked all the commission and pro tem members for their flexibility and commitment to service on discipline hearings. She explained that although only fourteen hearings were scheduled, commission and pro tem members volunteered their time for hundreds of days out of the year. Ms. Meyer further reported that she had a pleasant experience with her on-line renewal but the office receives frequent calls related to frustrations with the on-line renewal process. Teresa Corrado is working with Office of Customer Service representatives to improve the process.

III. 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 Business Meeting, November 14, 2014 draft minutes
 2. Advanced Practice sub-committee, October 15, 2014 and November 19, 2014 draft minutes
 3. Discipline sub-committee, September 23, 2014 draft minutes
 4. Consistent Standards of Practice sub-committee, November 4, 2014 and December 2, 2014 draft minutes
 5. Licensing sub-committee, November 21, 2014
 6. NCLEX Regional Workshop report
 7. National Council of State Boards of Nursing News Release

Motion: Motion by Ms. Kelly with a second from Mr. Barrientos to adopt the consent agenda.
Motion Passed.

Friendly Amendment: Ms. Foster asked for editorial changes to section VII.A.3 of item III.A.1, explaining the word “commission” has been omitted from the sentence “...bring draft rules to the ____ within the next few months.”

IV. 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. Nursing Program Approval Panel (NPAP), August 21, 2014, October 3, 2014 and November 12, 2014 meeting minutes
2. Nursing Assistant – Nursing Program Approval Panel (NA-NPAP), October 13, 2014 and November 10, 2014 meeting minutes

V. 8:45 AM – 9:00 AM Chair Report –Suellyn Masek - DISCUSSION/ACTION

- A. Committee appointments
 - i. Budget committee

Ms. Kelly explained that the budget committee was originally created to educate NCQAC members on how the budget operates and improve processes. The NCQAC discussed the need to continue this committee do to Kathy Anderson’s detailed budget reports at all NCQAC business meetings.

Motion: Motion by Ms. Tang with a second from Ms. Kelly to disband the budget committee.
Motion Passed.

Motion: Motion by Ms. Hoell with a second from Ms. Soine to create a Secretary/Treasurer Officer position with in the NCQAC to work with Ms. Anderson on budget matters. Motion Passed.

- ii. Nominations committee

Ms. Masek overviewed the position description for the nominations committee and explained that she needed to nominate three NCQAC members to the committee. Tracy Rude, Gene Pingle, and Charlotte Foster were nominated as members.

VI. 9:00 AM – 9:30 AM Executive Director Report – Paula Meyer – DISCUSSION/ACTION

A. Performance Measures – Paula Meyer, Martin Mueller

According to the Performance Management Agreement with Health Systems Quality Assurance (HSQA), the NCQAC executive director, the assistant secretary of HSQA, and office directors will present performance outcomes at every January and July NCQAC business meetings. The HSQA assistant secretary, Martin Mueller, and executive director of the NCQAC present benchmarks and strategies to continually improve performance and outcomes.

Ms. Meyer introduced Mr. Mueller and Bob McLellan to the NCQAC and thanked them for coming. Ms. Meyer explained that as a result of the Joint Operating Agreement the NCQAC will receive a report on performance measures from the Assistant Secretary of Health Quality Assurance every July and January business meeting. Ms. Meyer, Mr. Mueller and Mr. McLellan discussed process

improvements in criminal backgrounds checks received from Washington State Patrol and the Federal Bureau of Investigations relating to nurse licensure. Ms. Meyer stated that because of these reports licensing staff can better determine licensing requirements for out of State applicants. Mr. Mueller explained that because of FBI systems changes and monthly meetings with Ms. Meyer, expectations have been clarified that increase transparency and consistency in the reporting process. Mr. McLellan discussed why fingerprint rejection rates appear high and that fingerprints are currently collected on paper finger print cards and not digitally scanned. Mr. McLellan further discussed limitations to submitting digital finger prints identifying potential future process improvements. Ms. Meyer discussed setting specific performance expectations for each staff attorney.

B. Budget Report – Paula Meyer

Ms. Meyer overviewed two financial measures, revenue and budget and spending. She explained that it remains conservative and that more revenue is generated than currently spent. Mr. Mueller explained that Steve Hodgson works closely with Ms. Anderson to develop financial measures and reports ensuring DOH's and NCQAC's goals remain aligned. Ms. Meyer explained that there is still discussion over the indirect rate paid for these services and based on three recommendations provided by the Office of Financial Management this process will continue to be refined. Ms. Anderson discussed direct expenditures explaining the cost of rent has increased due to staffing increases. She further explained increases in Enterprise Software were a result of State negotiations with Microsoft.

9:30 AM – 9:45 AM BREAK

VII. 9:45 AM – 11:00 AM Subcommittee Reports – DISCUSSION/ACTION

A. Advanced Practice – Laurie Soine, chair

i. Clinical Nurse Specialist Inclusion Rules

Ms. Soine presented the DRAFT Clinical Nurse Inclusion Rules. She explained that the Advanced Practice Subcommittee held multiple meetings with CNS stakeholders and they agreed on and passed by unanimous vote the current version of the rules. Ms. Soine explained that there might be future meetings to clarify rule verbiage and hopes to present the final version to the NCQAC at its March business meeting.

B. Consistent Standards of Practice – Charlotte Foster, chair

i. Equipping Law Enforcement with Naloxone-Washington Association of Sheriffs and Police Chiefs Response

Ms. Foster explained that the Consistent Standards of Practice Subcommittee recommends developing an advisory opinion working with the Advanced Practice Subcommittee, Pharmacy Commission, Medical Commission and the Board of Osteopathic Medicine specific to registered nurses, licensed practical nurses, and advanced registered nurse practitioners related to administering, prescribing, dispensing, purchasing, acquiring, or using naloxone.

Motion: Motion by Ms. Foster with a second from the CSP Subcommittee do develop an advisory opinion equipping law enforcement with Naxolone. Motion Passed.

ii. Quality Assurance/Quality Improvement Report

- a. Taxonomy of Error, Root Cause Analysis and Practice-Responsibility™ (TERCAP)

Ms. Carlson presented the TERCAP report covering nurse characteristics, patient characteristics, system factors, and practice breakdowns reported by 23 participating states.

C. Licensing – Lois Hoell, chair

- i. Continuing Competency Audit Results

Ms. Hoell thanked Tom Bolender and Teresa Corrado for developing the audit report. Ms. Hoell explained that using the audit reports the Licensing Subcommittee has found the process to become cumbersome because individuals are selected for an audit after they have renewed their license. Instead of being identified for audit before renewal.

- ii. Rules on Continuing Competency and Suicide Prevention, Assessment and Education

Ms. Hoell overviewed the rules explaining that the rules have been reorganized to increase logic and readability and omit redundancies found throughout the rules. In addition, she pointed out language that clarifies exemptions to continuing competency for nurses who are taking advanced nursing education while enrolled in school. Ms. Hoell discussed the Licensing Subcommittees suggestion to remove the 5% audit requirement from the rules after speaking with North Carolina about their model to increase licensing and audit efficiency. She further discussed a potential need to audit nurses currently in the discipline process. She explained needed editorial changes to page 12 item 2, stating it should read “nurse selected for auditing will have ninety calendar days to complete and submit...” Instead of “nurse selected for auditing will have thirty calendar days to complete and submit...” and changes to page 15 item 7 omitting the verbiage “thirty calendar days following the third letter...”

VIII. 11:00AM – 11:30 AM Washington Center for Nursing, Annual Report – Linda Tieman - DISCUSSION/ACTION

Ms. Tieman presented the annual report from the Center for Nursing. The Center for Nursing is supported through a five dollar licensing surcharge on RN and LPN fees. Deliverables for the Center for Nursing are defined in RCW 18.79.202.

Ms. Meyer presented Ms. Tieman with a plaque thanking her for her service and contributions to public safety while serving as Executive Director of WCN. Ms. Tieman is ending her service with the Center for Nursing March 31, 2015.

IX. 11:30 – 1:00 PM Lunch

12 noon – 1:00 PM Education Session - The Disciplinary Process – Mary Dale, Catherine Woodard, Garr Nielsen, Karl Hoehn - DISCUSSION/ACTION

NCQAC members received education on the Uniform Disciplinary Act during their orientation, from their mentors, and service on panels. Changes to the Uniform Disciplinary

Act, procedures and policies during the terms of NCQAC members may lead to different levels of understanding and expectations. Staff reviewed the disciplinary process from complaint intake through compliance and answered questions related to roles of Reviewing Commission Members, attorneys, and investigators.

X . 1:00PM - 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.

XI. 1:15 PM – 1:45 PM Nurse Licensure Compact – Cass Tang, Donna Poole, Tracy Rude, Jeannie Eylar, Paula Meyer– DISCUSSION/ACTION

The National Council of State Boards of Nursing (NCSBN) and the Nurse Licensure Compact Administrators are proposing revisions to the Nurse Licensure Compact. The revisions and rationale were presented. Washington State is not a member of the Nurse Licensure Compact.

XII. 1:45 PM– 2:30 PM Nurse Delegation in Community Based Care Settings – Suzanne Sikma, PhD, RN Doris Barrett, MBA, RN - DISCUSSION/ACTION

Nurse Delegation in Community Based Care Settings began with legislation in the 1990s. Dr. Sikma was a primary author of research on Nurse Delegation in Community-Based Care settings in a report to the legislature. Ms. Barrett is the manager of the Nurse Delegation and Private Duty Nursing program, Department of Social and Health Services. The presentation included the history of the program, the evolution of nurse delegation in community based care settings and patient safety mechanisms built into the program.

2:30 PM – 2:45 PM BREAK

XIII. 2:45 PM – 3:30 PM Military Medical Personnel Training and Nursing Education Gerianne Babbo, Minerva Holk, Anne Mulligan- DISCUSSION/ACTION

In May, 2012, Suellyn Masek and Lois Hoell produced a report for the NCQAC, Military Education and Training Comparison Report. The report was presented to the National Council of State Boards of Nursing in June 2013.

Ms. Babbo, Ms. Holk and Ms. Mulligan used the report as a basis to develop educational curriculum to bridge military training to education for nurses. The program will be presented to the Nursing Program Approval Panel to evaluate compliance with nursing education standards. Once the program meets nursing education standards and is approved, graduates may be eligible to take the NCLEX examination.

XIV. 3:30 PM – 4:00 PM Prescription Monitoring Program - Chris Baumgartner - DISCUSSION/ACTION

The WA State Prescription Monitoring Program helps promote patient safety and prevent prescription drug misuse.

Mr. Baumgartner provided an update on registration and use by nurses (and other health professionals), the latest prescription drug misuse statistics, review data trends from the PMP, and discuss enhancement projects.

XV. 4:00 – Meeting Evaluation

PROS	CONS
Meeting Content	Faulty WiFi connection
Input for External Stakeholders	
Guest Speakers	

4:15 - Closing