



**Nursing Care Quality Assurance Commission (NCQAC)
Regular Meeting Agenda
March 13, 2015 8:30 AM
6729 Pacific Avenue SE
Lacey Community Center
Lacey, Washington**

Commission Members:

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

Excused:

Gene Pingle

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
John Furman, PhD, MSN, CIC, COHN-S, Director, Washington
Health Professional Services
Karl Hoehn, Legal Manager
Garr Nielsen, Chief Investigator
Stefanie Parrish, Administrative Assistant 4
Mindy Schaffner, PhD, MSN-CNS, RN, Associate Director,
Nursing Education
Anne Schuchmann, MSN, RN, Associate Director,
Operations/Licensing
Marriane Schumacher, Administrative Assistant 3
Catherine Woodard, Associate Director, Discipline

The minutes of this meeting will be posted on our website after they have been approved at the May 8, 2015 NCQAC meeting. For a copy of the actual recording, please contact the Public Disclosure Records Center (PDRC) at PDRC@doh.wa.gov .

Smoking is prohibited at this meeting.

I. Opening – Suellyn Masek, Chair

II. Call to order - – DISCUSSION/ACTION

- A. Introductions
- B. Order of the Agenda
- C. Correspondence
- D. Announcements

- Introductions were made by all members.
- The NCQAC welcomed a new Public Member, Helen Myrick.
- Paula Meyer introduced correspondence from Council of Nurse Education of Washington State (CNEWS) to be discussed in detail later in the meeting.
- Ms. Meyer also discussed buying new computers for NCQAC members. The hardware must be purchased by May 2015 with a tentative expectation of July delivery to NCQAC members.
- Sophia Aragon announced as the new Executive Director of the Washington Center for Nursing (WCN).

III. 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, January 9, 2015 draft minutes
 - 2. Advanced Practice sub-committee December 17, 2014 draft minutes
 - 3. Consistent Standards of Practice sub-committee January 6, 2015 draft meeting minutes
 - 4. Discipline sub-committee November 25, 2014 draft minutes
 - 5. Out of state travel reports
 - a. Advancing Nursing Education Transformation: Academic Progression, Mindy Schaffner, Houston, TX, January 21-23
 - b. Federation of Associated Regulatory Boards, Kathy Anderson, Tucson, AZ, January 22-25

Motion: Ms. Eylar moved, with a second from Ms. Tang, to adopt the consent agenda.
Motion passed.

IV. 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)
 - a. November 20, 2014 meeting minutes
 - b. December 18, 2014 meeting minutes
2. Nursing Assistant – Nursing Program Approval Panel (NA-NPAP),
 - a. December 8, 2014 meeting minutes
 - b. January 12, 2015 meeting minutes

V. **Chair Report –Suellyn Masek - DISCUSSION/ACTION**

A. Position Descriptions

1. Chair

Motion: Ms. Kelly moved to adopt position description with edits. Seconded by Ms. Hoell. Motion passed.

Amendment: change from “Chair of disciplinary panel” to “Chair of a panel”.

2. Vice Chair

Motion: Ms. Kelly moved to adopt position description with edits. Seconded by Ms. Hoell. Motion passed.

Amendments:

- Change description from “on the day her or his term is to begin” to “at the time the term begins”
- Change description from “Chair of disciplinary panel” to “Chair of a panel”
- Remove the word “Person” from description (this amendment to be carried through as a theme on all position descriptions).

3. Immediate Past Chair

Motion: Ms. Kelly moved to adopt the revised position description for the Immediate Past Chair. Seconded by Ms. Rude. Motion reconsidered.

Motion: Ms. Foster moved to retire the Immediate Past Chair position description. Seconded by Ms. Rude. Motion passed.

4. Secretary/Treasurer

Motion: Ms. Kelly moved to remove three years’ experience requirement from Secretary/Treasurer position description. Seconded by Ms. Tang. Motion passed.

Amendment: remove chair of disciplinary panel.

Amendment: remove “as the chair” in first sentence of qualifications.

Motion: Ms. Kelly moved to add “If the chair or vice chair is not available, conducts the meeting of the Commission.” Seconded by Ms. Poole. Motion passed.

Motion: Ms. Kelly moved to adopt position description with edits. Seconded by Ms.

Tang. Motion passed.

5. Sub-committees

Amendment: change all wording in sub-committee descriptions to reflect the word technicians, not techs.

Amendment: remove the word 'is' from "chair is appointed by the NCQAC Chair."

a. Discipline

Motion: Ms. Kelly moved to adopt position description with edits. Seconded by Ms. Rude. Motion passed.

b. Licensing

Motion: Ms. Kelly moved to adopt position description with edits. Seconded by Mr. Henderson. Motion passed.

c. Consistent Standards of Practice

Motion: Ms. Kelly moved to adopt position description with edits. Seconded by Ms. Rude. Motion passes.

Amendment: Add Nursing Technicians to purpose.

Amendment: Move the goals description below the duties and responsibilities of the chairperson, and re-label to "Duties and Responsibilities of the Sub-committee."

Amendment: person appointed by chair should be next to membership, rather than listed in duties, as it is in other position descriptions.

d. Advanced Practice

Motion: Ms. Kelly moved to adopt position description with edits. Seconded by Ms. Poole. Motion passed.

Amendment: Move the goals description below the duties and responsibilities of the chairperson, and re-label to "Duties and Responsibilities of the Sub-committee."

Amendment: Add Certified Registered Nurse Anesthetist (CRNA), Certified Nurse Midwife (CNM), and Clinical Nurse Specialist (CNS) to membership description.

Amendment: person appointed by chair should be next to membership, rather than listed in duties, as it is in other position descriptions.

6. Legislative Panel

Motion: Motion by Ms. Tang to add "presents recommendations for legislative changes at every May meeting." Seconded by Ms. Poole. Motion passed.

Motion: Motion by Ms. Kelly to adopt position description with edits. Seconded by Ms. Rude. Motion passed.

Amendment: Change “conclusion” to “Public Comments”, then “conclusion”.

B. Public Member Qualifications - H07.02

Provided as information only, position filled.

C. Upcoming NCQAC vacancies: characteristics and competencies needed in new members
1. Registered Nurse – executive

Charlotte Foster seeks re-appointment to this position.

2. Licensed Practical Nurse

A candidate was appointed, but did not meet the minimum years of experience requirement. This position remains open.

3. Public Member

Helen Myrick was appointed.

Discussion on qualifications for future Pro Tem members: a nurse practitioner who is a faculty member and someone involved in community health.

D. Meeting Locations – Margaret Kelly, Charlotte Foster, Gene Pingle, Jeannie Eylar, Kathy Anderson

Motion: Ms. Eylar moved to continue with six business meetings per year, five of the six as one day meetings held at the Kent facility. The sixth meeting will be a two day meeting in July, alternating each year between a Tumwater location and a Spokane location. Seconded by Ms. Tang. Motion withdrawn.

Motion: Motion by Ms. Eylar to hold the May 2015 meeting in Kent, WA. Seconded by Ms. Kelly. Motion passed.

Motion: Motion by Ms. Eylar, for calendar year 2016, to have five, one-day meetings in the Kent, WA area, and a two day meeting in July in Eastern Washington. Seconded by Ms. Foster. Motion passed.

E. NCSBN Board of Director and Leadership Succession openings and election opportunities

Applications are due by April 3, 2015. NCQAC is a member in Area One. The openings include treasurer, two director at large positions, and three positions on the leadership succession committee.

VI. Executive Director Report – Paula Meyer – DISCUSSION/ACTION

A. Budget report – Kathy Anderson

Kathy Anderson reported on the budget. NCQAC has a 16 per cent reserve. A five to ten per cent reserve is recommended. With NCQAC now fully staffed, reserves may go down. The current budget includes purchases for NCQAC member computers.

B. Performance Measures report

Catherine Woodard and Karl Hoehn introduced the new performance measures and legal review format for the Legal Unit. NCQAC members discussed the value and use of legal reviews as they prepare for case disposition panels. The legal unit proposed legal reviews be sent within thirty days of assignment with a 77 per cent target rate.

Ms. Meyer reported on the dashboard measures.

C. Out of State Travel

Ms. Meyer reported on Out of State Travel.

Updates included:

- On Ms. Hoell's travel from August 2014 to add NCSBN paid for one third the cost.
- Karl Hoehn added to personnel attending the NCSBN Discipline Summit in June 2015.
- Mr. Pringle and Ms. Eylar removed from the NCSBN Midyear meeting.
- Adding National Association of Drug Diversion Investigations Conference with Heidi Dodd and Melissa Fraser attending on April 28-30, 2015 in Las Vegas, NV.

D. Dates for July 1, 2015 – June 30, 2016 business meetings and hearings

Additional 2016 dates include July 14th – 15th, September 9th, and November 18th.

E. Substance Use and Abuse Task Force

Anne Schuchmann reported on the contract for an expert consultant. The consultant works with the task force on the policies and procedures for the program. The NCQAC considers the policies and procedures to approve the program.

F. Medical Assistants – Need to revise definition in WAC 246-841-535 – Mindy Schaffner

Dr. Schaffner and Carole Knutzen presented information on the need to revise the definition of medical assistant-certified in NCQAC rule. The rules need changes to reduce barriers for medical assistants-certified to enter nursing assistant alternative training programs.

Motion: Motion by Ms. Rude, with a second from the Nursing Assistant Program Approval Panel (NAPAP) to use the expedited rules process and amend WAC 246-841-535 to allow medical assistants who hold current certification from one of the certifying

organizations identified in WAC 246-827-0200(2) to be eligible to enroll in a nursing assistant alternative training program. Motion passed.

VII. Sub-committee Reports – DISCUSSION/ACTION

A. Advanced Practice – Laurie Soine, chair

No report.

B. Discipline – Gene Pingle, chair (presented by Margaret Kelly)

1. Closure letters (for below threshold complaints)

Deferred.

2. Case Disposition Panel pilot (update and ask for input)

The NCQAC provided input on the case disposition panel pilot. All agreed the reduction in paperwork is good. Members expressed concerns with fewer opportunities to regularly hear case presentations of other members. Another member voiced a concern for an evening panel. The Discipline subcommittee appreciated the feedback and recommend changes for improvement.

C. Licensing – Lois Hoell, chair

No report.

**VIII. Nominations Committee – Gene Pingle, Tracy Rude, Charlotte Foster
DISCUSSION/ACTION**

A. Slate of Candidates

1. Chair: Margaret Kelly and Charlotte Foster
2. Vice Chair: Suellyn Masek and Donna Poole
3. Secretary /Treasurer: Cass Tang and Lois Hoell

B. NCSBN Awards nominations

The NCQAC has been nominated for the Regulatory Achievement Award.

C. NCQAC Annual Award

Managers revised the application. All staff and managers may submit nominations. Nominations must be submitted by May 1, 2015. Recommendations for awards will be submitted to the Nominations Committee by May 15, 2015. NCQAC will award two people to attend NCSBN annual meeting. The announcement of award recipients will be at the July meeting.

D. Other award nominations

Staff nominated Catherine Woodard for the Governor's Leadership in Management Award.

IX. **Legislative Panel – Margaret Kelly - DISCUSSION/ACTION**

The Legislative Panel reviews legislative proposals and takes positions for the NCQAC. Ms. Kelly provided the NCQAC with a report on bills and actions.

Agenda item moved. Ms. Kelly gave a report and directed Ms. Meyer to complete the bill report. Ms. Meyer reported on the current status of legislation.

X. **Education Session**

Just Culture: Linda D. Burhans, PhD, RN, NEA-BC, CPHQ, FRE, Associate Director, Practice Regulation and Education, North Carolina Board of Nursing

XI. **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

Dr. Chris Henshaw spoke on accessing automated drug distribution systems by nursing students.

Debra Ridling spoke on CNS: title protection and suicide prevention education.

XII. **Consistent Standards of Practice Sub-committee Report– Charlotte Foster, chair**

Advisory Opinion Revision: Administration of Sedation, Analgesic, and Anesthetic Agents

Agenda item moved. Discussion on definition.

Motion: Motion by Ms. Foster, with a second by Ms. Rude, requests the removal of the language specific to compounding the references in the Administration of Sedating, Analgesic, and Anesthetic Opinion (September 12, 2014). Motion passes.

XIII. **NCLEX – RN Test Plan – Dr. Mary Baroni, Teri Trillo, Dr. Mindy Schaffner- DISCUSSION/ACTION**

RCW 18.79.110(2) states “The commission shall determine examination requirements for applicants for licensing as registered nurses, advanced registered nurse practitioners, and licensed practical nurses under this chapter, and shall certify to the secretary for licensing duly qualified applicants.” The NCSBN administers the NCLEX examination. The NCLEX Examination Committee (NEC) reviewed the *Report of Findings from the 2014 RN Practice Analysis: Linking the NCLEX-RN® Examination to Practice* at their October 2014 meeting. The NEC provided recommendations to the NCQAC for review and comment. The NCQAC delegated the review of the documents to the NPAP.

Dr. Baroni, Ms. Gumprecht, and Dr. Schaffner reported that NPAP members reviewed the proposed test plan and will send panel comments to NCSBN for consideration by Monday March 16, 2015. In August, the NCSBN Delegate Assembly votes on the 2016 NCLEX-RN Test Plan

and the 2016 NCLEX-RN Passing Standard.

XIV. Nurse Licensure Compact Task Force – Cass Tang, Donna Poole, Tracy Rude, Jeannie Eylar, Suellyn Masek, - DISCUSSION/ACTION

A. Direction for Suellyn Masek and Paula Meyer as delegates to the special session at the NCSBN Meeting

B. Action plan to begin stakeholder meetings

C. Fiscal and legal analysis to be completed by May 2015

Motion: Ms. Tang moved, with a second from the task force, that the NCQAC support the revised language in the Nurse Licensure Compact and corresponding changes in the Advanced Practice Compact. Motion passed.

XV. Annual Evaluation – Lois Hoell, Margaret Kelly, Gene Pingle - DISCUSSION/ACTION

Each year, the NCQAC evaluates itself for quality assurance purposes and identified opportunities for improvement. The feedback informs officers and staff of performance, as well as the strategic plan. The evaluation tool and process was presented.

The evaluation will be sent to NCQAC members by April 1, 2015. The evaluation is due on April 15, 2015. The evaluation is anonymous. Staff compile the results. The results will be included in the May meeting packet.

XVI. Accessing Drug Distribution Systems by students, Joint task force report - Teri Trillo, Jeannie Eylar, Mindy Schaffner, Barbara Gumprecht - DISCUSSION/ACTION

WAC 246-872-010 through 246-872-050 are pharmacy regulations related to automated medication distribution systems. The regulations impact nursing education programs and students accessing automated drug distribution systems. Task force members provide an update.

Jeannie Eylar, Barbara Gumprecht and Mindy Schaffner provided an update on the work of the Task Force. The Joint NCQAC and Pharmaceutical Quality Assurance Commission (PQAC) Task Force was created as a result of inconsistencies in NCQAC statute and PQAC rule. The task force is comprised of equal representation from both commissions. The task force purpose statement states, “ The task force is dedicated to the evaluation analysis of patient safety measure used in nursing and pharmacy for accessing automated drug distribution systems. The task force will develop recommendations for actions by the NCQAC and PQAC using evidence based practice standards. Specifically, the task force will develop best practices to use for nursing students accessing automated drug distribution systems in the course of their education. The task force will also make any recommendations for regulatory reform necessary to accommodate nursing student access to automated drug dispensing devices.” The task force completed a review of the literature on safe practices associated with automated drug distribution systems by nursing students; developed a survey to be administered to both pharmacy and nursing stakeholders; and surveyed other state boards of nursing and pharmacy to collect laws, rules, policies, procedures, professional and educational standards related to use of automated drug distribution systems used

by nursing students. All thirty-six (36) boards of nursing that responded to the survey identified there are no state regulations regulating student nurse access and administration of patient medications through an automated dispensing system. The eight (8) boards of pharmacy reported there are no states limiting nursing students access to automated dispensing systems. However, one state did specifically identify supervision of nursing students by a physician or nurse. The next steps for the task force are to send out the stakeholder survey seeking information on best practices, compile the data, and make recommendations for best practices and regulatory changes if needed. The task force will make recommendations to the nursing and pharmacy commission in July.

XVII. Request for Lists and Labels – Anne Schuchmann – DISCUSSION/ACTION

1. Kootenai Health has requested approval for list and labels

Motion: Motion by Ms. Kelly to deny request for lack of information. Seconded by Ms. Foster. Motion passed.

2. Health Market Science has requested approval for list and labels

Motion: Motion by Ms. Hoell to deny request for lack of information. Seconded by Mr. Henderson. Motion passed.

XVIII. Meeting Evaluation

PROS	CONS
Just Culture Presentation	Food not labeled
Building Location	Not enough plates
Shape of Table	Chairs
Packet on Projector	Acoustics
View	Location of Presenter

XIX. Closing