



**Nursing Care Quality Assurance Commission (NCQAC)
Licensing Subcommittee Minutes
March 20, 2015
111 Israel Rd SE, Room 115
Tumwater, WA**

Committee Members: Lois Hoell, MS, MBA, RN, Chair
Jeannie Eylar, MSN, RN
Stephen Henderson, JD, MA
Sally Watkins, RN, Franciscan Health System

Staff: Teresa Corrado, LPN, Licensing Manager
Thomas Bolender, Continuing Competency Auditor
Sara Kirschenman, Staff Attorney
Shari Kincy, Administrative Assistant

Absent: Rebecca Cebula

Public member: Karen Greenwald

I. 9:30 AM Opening - Lois Hoell, MS, MBA, RN, Sub-committee Chair

- Roll call
 - Completed
- Called to order at 9:30 AM
 - Lois has requested a new LPN member.

II. Approve November and February Minutes

- The November and February 2015 minutes were approved by the committee.

III. Audit Letter Revisions

- Review proposed letters
 - Teresa went over the revisions to the audit letter.
 - Lois had other corrections. Where it says “submission of” on the first page it should say “submission of your” this same correction needs to be made on page two.
 - In the last paragraph the sentence that states “failure to respond or receive documentation” should read “failure to respond to the audit or to provide evidence of compliance with continuing competency requirements will result in your license being placed into inactive status”.
 - The committee approved the letter with the changes.

IV. Audit Progress

- Update
 - Tom gave an updated report.
 - The audits are going the same.
 - The number of random audits has gone down
 - That has given Tom the opportunity to send out all the late audit letters
 - Next month the number of audit letters should be around 40. In the previous months there have been about 120 letters going out
 - Sue Woods and Linda Latta came into the office to help do audits
 - Teresa will do an article for the next newsletter regarding continuing competency
 - The forms have helped tremendously
 - Teresa will talk with Debbie Carlson about having the Nursing Consultants do a PowerPoint presentation on the audit process when they are out giving presentations

V. 177-15 Agreements

- Report on number of agreements signed by those who failed audit
 - Tom gave an update
 - The number of agreements has been increasing
 - In January there were 7 people that signed the agreement and failed their initial audit. In February there were 12
 - Teresa will provide the number of licensees who have failed the 177-15 audit at the next meeting.

VI. Frequently Asked Questions

- Update on questions on website
 - Teresa, Becky and Tom updated the questions with feedback from Lois
 - The committee gave more feedback
 - Teresa will update the questions
 - The questions were approved by the committee with the changes that were discussed

VII. Closing

- **Next meeting April 17, 2015**
- **The meeting was adjourned at 10:16 am**