



**Nursing Care Quality Assurance Commission (NCQAC)
Regular Meeting Minutes
September 11, 2015
Crown Plaza Hotel
17338 International Boulevard
Seattle, WA 98188**

Commission Members:

Margaret E. Kelly, LPN, Chair
Donna Poole MSN, ARNP, PMHCNS-BC, Vice-Chair
Cass Tang, PMP, Public Member, Secretary/Treasurer
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
Suellyn M. Masek, MSN, RN, CNOR
Helen Myrick, Public Member
Gene Pingle, BSN, RN-BC, CEN, CPEN
Tiffany Randich, LPN
Tracy Rude, LPN
Laurie Soine PhD, ARNP
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, Licensing Manager
Mary Dale, Discipline Manager
Bobbi Allison, Administrative Assistant
Karl Hoehn, Legal Manager
Mindy Schaffner, PhD, MSN-CNS, RN, Associate
Director, Nursing Education
Catherine Woodard, Associate Director, Discipline
Garr Nielsen, Chief Investigator
John Furman, PhD, MSN, CIC, COHN-S, Director,
Washington Health Professional Services

The minutes of this meeting will be posted on our website after the November 13, 2015 NCQAC meeting. The NCQAC digitally records all meetings. For a copy of the recording, please contact the Public Disclosure Records Center (PDRC) at PDRC@doh.wa.gov .

I. Opening – Margaret E. Kelley, LPN, Chair – DISCUSSION/ACTION

II. Call to Order

A. Introductions

B. Order of the Agenda

Agenda item V.E, Nursing Assistant Program Approval Procedure (NAPAP) E02.04 revision was removed from the agenda.

C. Correspondence

D. Announcements

Ms. Meyer announced the hiring of Chris Archuleta as the new Administrative Assistant 4. Mr. Archuleta begins working with the NCQAC on September 16.

Ms. Meyer informed the NCQAC we are using both the NCQAC member home and Department of Health (DOH) email addresses to assure receipt of information. In January, 2016, we will begin to use only DOH email addresses.

Ms. Meyer announced Suellyn Masek's election to the National Council of State Boards of Nursing's Board of Directors as the Area I Representative. Tracy Rude was elected to the Leadership Succession Committee.

Ms. Meyer also acknowledged the receipt of the Regulatory Achievement Award from The National Council of State Boards of Nursing. Ms. Meyer presented the award to the NCQAC and acknowledged their contributions.

III. 8:40 AM Consent Agenda – DISCUSSION/ACTION

A. Consent Agenda items are considered routine and are approved with one single motion

B. Approval of Minutes

1. NCQAC Business Meeting, July 9, 10, 2015
2. Advanced Practice Sub-committee, July 15, 2015
3. Discipline Sub-committee, May 26, 2015; June 23, 2015
4. Consistent Standards of Practice Sub-committee, August 4, 2015
5. NCSBN Letter from the President, July 27, 2015
6. Use of Automated Drug Distribution Devices by Nursing Student

Ms. Masek requested removal of the July 10, 2015 Business Meeting Minutes from the consent agenda. Ms. Yu requested removal of the Discipline Sub-Committee June 23, 2015 meeting minutes from the consent agenda.

Motion: by Ms. Tang with a second from Ms. Foster to accept the consent agenda with the removal of the July 10, 2015 Business meeting minutes and the Discipline Sub-Committee June 23, 2015 minutes. **Motion carried.**

Ms. Masek requested corrections to the out of state travel plan:

- Ms. Randich will be attending the NCSBN Mid-year meeting in March and not the Public Policy meeting.

Ms. Tang requested correction to the membership of the Legislative Task Force:

- Remove Helen Myrick and replace with Cass Tang as the public member representative.

Motion: by Ms. Tang, with a second from Dr. Baroni, to accept the minutes with the changes. **Motion carried with three abstentions.**

Mr. Pingle requested revision to the Just Culture section of the Discipline Sub-Committee minutes.

- The Sub-committee asked why the NCQAC could not use the NCSBN tool. The NCQAC must follow existing rules which already include aggravating and mitigating factors.
- The tool could be adopted and used to explain these factors and to articulate in orders the reasons for imposing a particular sanction.
- The tool could also be used with the sanction rules when mentoring a new NCQAC member and for the Early Remediation program.
- The tool should not be placed into policy.

Motion: Ms. Foster moved, with a second by Ms. Eylar to accept the minutes with the changes. **Motion carried.**

IV. 8:45 AM NCQAC Panel Decisions – DISCUSSION

A. The NCQAC delegates the authority as provided by law for certain decisions to a panel of at least three members. A member of the NCQAC must chair panels. Pro tem members of NCQAC may serve as panel members. The following minutes were provided for information.

1. Nursing Program Approval Panel (NPAP), May 21, 2015; June 18, 2015; July 2, 2015; July 16, 2015
2. Nursing Assistant - Nursing Program Approval Panel (NA-NPAP), June 28, 2015; July 13, 2015

V. 8:50 AM – 9:15 AM Chair Report – Margaret Kelley – DISCUSSION/ACTION

A. Expectations of NCQAC members

Ms. Kelley requested an annual review.

Ms. Hoell requested a footer be added to include a date.

B. 2014-2015 NCQAC Annual Evaluation Results

Ms. Kelley reviewed the annual report and mentioned two areas for improvement:

- Communication
- Inclusion of the Pro Tem members.

Ms. Kelley asked the sub-committee chairs to include an agenda item for their meeting to review business meeting actions and to disseminate the information to the pro tem members. Ms. Kelley also gave accolades to the staff for the format and report. This is a huge improvement over the paper copies and that this will be used towards the strategic plan.

C. 2014-2015 Board Pay – trends for 2011-2014

1. Commission Pay by Hours
2. Commission Pay Totals

The NCQAC requested three years of information to compare trends. NCQAC members noted the decrease in total board pay in 2014. Ms. Kelley explained that the work to finish Senate House Bill 1518 report increased the overall hours in 2014 and resulting board pay.

D. Nominations Sub-committee

1. Members for upcoming year

Tracy Rude, Tiffany Randich and Helen Myrick volunteered to be members of the committee. Ms. Kelly appointed Ms. Rude as the Chair.

2. Revision of position description to add recognition of nurses

Ms. Rude requested addition of the position of the Secretary/Treasurer to the list of nominees each year.

Ms. Hoell asked if the nurses in Washington would be nominating nurses for the annual recognition. Ms. Meyer stated the Nominations Committee would bring forth the recommendations for the process.

Motion: by Ms. Tang with a second from Ms. Soine to accept both changes to the job position description by adding the Secretary/Treasurer position and adding the annual recognition process. **Motion Carried.**

E. Computers for NCQAC and pro tem members, report on use and schedule for sub-committee and panels to begin use.

Ms. Kelley reviewed the schedule of sub-committees to begin using the computers. The below dates were committed per the table in the agenda with exception as indicated.

- Case Management Team started using the laptops on July 14.
- NPAP A will begin using them the week of September 14.
- Several Reviewing Commission Members are using the computers for investigations rather than receiving paper copies by postal service.
- NPAP B begins use on October 1.
- NAPAP begins use on September 14.
- Discipline begins use on October 27.
- Licensing begins use in October on the fourth Friday, October 23.
- Consistent Standards of Practice begins use on October 6.
- Advanced Practice begins use on October 21.
- Business Packet will be loaded for the November meeting on October 30.
- The Legislative Panel begins use on November 11.

Ms. Tang would like a procedure to ask for assistance. She would like names, phone numbers and email addresses of staff to contact for assistance. Ms. Kelley asked Ms. Tang to draft the procedure. Ms. Meyer reminded NCQAC members of staff available to help and will provide contact information.

Ms. Soine commented on the time out from Citrix. Ms. Tang offered to help Ms. Soine to extend the time on her computer. Ms. Kelley informed the NCQAC that there will be printers available, if needed by the November 13 business meeting.

Ms. Foster asked if she could forward meeting request to her Administrative Assistant to schedule her appointments. Ms. Yu said that as long as there was nothing else in the body of the email that would be fine.

VI. 9:15 AM – 9:45 AM Budget Report – Cass Tang - DISCUSSION/ACTION

Kathy Anderson assisted in the presentation of the close of the 2015 biennium and the projected 2015-2017 biennial budget.

Ms. Anderson gave updates on the completed 13-15 biennium report and the projected budget for the 15-17 biennium. There will be no budget report at the November meeting. Ms. Anderson and Ms. Tang will present a full report in January.

Ms. Meyer gave an update on the Integrated Licensure and Regulation System (ILRS) Database. Currently, DOH is using the ILRS system for licensing; Health Systems Quality Assurance (HSQA) worked with the vendor to create a discipline side to this database. That discipline functionality is not meeting NCQAC requirements. HSQA suggested working with another vendor to create a system to meet requirements. NCSBN is also working on a licensure and discipline system, Optimal Regulatory Board System (ORBS), for all state boards of nursing. NCSBN provides the licensing/discipline system to member boards at no cost. The business case to use ORBS has a much more attractive ROI for use of public funds versus the cost to use the ILRS system.

HSQA proposes to begin the business requirements gathering process by funding a business analyst and two administrative resources to gather requirements from all agencies under the DOH umbrella and design a financial assessment for a future procurement RFP process.

NCQAC will concurrently investigate implementation of the NCSBN ORBS system.

Ms. Meyer suggested that NCQAC contribute funds to HSQA to perform and participate in requirements gathering to design and build a data interface from ORBS to the new WA State IRLS replacement.

Motion: Ms. Poole with a second from Ms. Masek and Ms. Hoell recommended a one-time \$50,000 contribution in the 15-17 biennium to support HSQA work on the business requirements for new system as it integrates with the ORBS system. **Motion Carried.**

VII. 9:45 AM - 10:30 Executive Director Report – Paula Meyer – DISCUSSION/ACTION

A. Performance Measures Report

1. HSQA Performance Measures

The NCQAC exceeded the targets on performance measures. Ms. Meyer announced the Dr. Mary Sue Gorski will be the new member of the NCSBN's Commitment to Ongoing Regulatory Excellence (CORE) committee. Ms. Meyer completed four years on the committee and NCQAC recognizes her dedication and contribution.

2. Washington Health Professional Services Performance Measures, baseline measures – Dr. John Furman

Dr. Furman presented new performance measures for the Washington Health Professional Services.

NCQAC requested more detail about employment information.

NCQAC inquired about drug test durations concurrent with nurse requesting medical review, retest, and removal from practice.

3. Legal Services Performance Measures, baseline measures – Karl Hoehn

Mr. Hoehn presented new performance measures for the Legal Services Unit.

NCQAC requested addition of the following data statistics:

- How many new cases per attorney are started each month?
- What are the number of summary suspensions and timelines?
- How many attorneys are being reported in data sets provided?

B. Data and Quality Assurance at the NCQAC – Dr. Mary Sue Gorski

NCQAC initiated a task force to review existing NCQAC data provisions for research projects. Task force members are Lois Hoell, Lauri Soine, Mary Baroni and Jeannie Eylar. Dr. Gorski will be staff for the task force. Dr. Baroni will chair the task force.

Motion: Made by Helen Myrick with a second by Suellyn Masek to initiate a task force to work on research projects outlined by the NCQAC and use existing data sources. **Motion carried.**

C. Out-of-State Nursing Education Programs Annual Report - Dr. Mary Sue Gorski

Dr. Gorski presented reports on students enrolled in Nursing Education Programs across the state.

D. Medical Assistant Definition Rule Change: Request from NCQAC to file the Code Reviser (CR) 103. NCQAC used the CR-105 expedited rule process to revise WAC 246-841-535(2). The proposed rule definition incorporates, by reference or without material change, another Department of Health rule. The CR 105 process eliminates the need for a public

hearing. On March 13, 2015, NCQAC approved and staff filed the CR 105. The code reviser's office then published the CR 105. The announcement allowed 45 days for the public to send written comments to the NCQAC. NCQAC did not receive any public comments. Therefore, the NCQAC proceeds directly to adopt the final rule as published by the code reviser. A CR103 will be filed.

Ms. Meyer reviewed the rule process and explained the change to the rule.

Motion: Ms. Rude, with a second from the Nursing Assistant Program Approval Panel, moved to adopt the rule and file the CR103 with the Code Revisers office: WAC 246-841-535(2) revised to read Medical Assistant Certified under Chapter 18-88A RCW means a person who holds a current certification from one of the certifying organizations in WAC 246-827-0200(2). **Motion Carried.**

10:30 AM – 10:45 AM BREAK

VIII. 10:45 AM – 11:30 AM Sub-committee Report – DISCUSSION/ACTION

A. Advanced Practice – Laurie Soine, Chair

1. Advanced Practice Strategic Plan Goals and Objectives

Ms. Poole reported on the Advanced Practice portion of the strategic plan.

2. Health Care Authority-Applied Behavior Analysis Rule Revision

Ms. Poole reported on the rule change by the Health Care Authority. The Health Care Authority moved quickly and resolved the issue of identifying ARNPs as midlevel practitioners in the rule.

B. Consistent Standards of Practice – Charlotte Foster, Chair

1. Consistent Standards of Practice Strategic Plan Goals and Objectives

Ms. Foster reported on the strategic plan for the Consistent Standards of Practice sub-committee.

C. Discipline – Gene Pingle, Chair

1. Just Culture Principles

Mr. Pingle gave an update, this is not a rule just a suggestion to use as a guide when reviewing cases. The sub-committee is bringing this forward as a tool for the Sanction Standards.

2. Procedure A34 Early Remediation (ER) Program revision

Motion: Mr. Pingle explained that when the program was developed, nurses would enter the program when NCQAC received an initial complaint. The case was placed in the investigation phase until the nurse completed an action plan, with a timeline of 170 days. Staff found many nurses currently in the ER program are offered the program after full investigation. With the additional time used by the Reviewing Commission Member (RCM) and then legal review places these cases well beyond timelines allowed. The changes made to the procedure include, adding a section addressing ER cases referred at Case Disposition, closing the discipline case after entry to the non-disciplinary track and some edits and clarifications. Mr. Pingle moved, with a second from the Discipline Sub-Committee, to adopt the revisions in Procedure A34.05 Early Remediation Program. **Motion Carried.**

3. Strategic plan goals

Mr. Pingle reported on the strategic plan for the Discipline Sub-Committee.

D. Licensing – Lois Hoell, Chair

1. Update on Continuing Competency Rules

Ms. Hoell provided an update on the Continuing Competency Rules. The sub-committee anticipates the hearing to be held at the November meeting.

2. Update on Retired Active Rules

Ms. Hoell provided an update on the Retired Active Rules. The sub-committee anticipates the hearing to be held at the November meeting.

3. Strategic plan goals

Ms. Hoell gave an update on the Licensing Sub-Committee strategic plan.

IX. Education Strategic Plan – Tracy Rude, Chair NAPAP; Teri Trillo, Chair NPAP-B; Dr. Mary Baroni, Chair NPAP-A

Ms. Rude along with the other panel members, Ms. Trillo and Dr. Baroni, gave the update to the Education strategic plan.

X. 11:30 AM – 1:00 PM Lunch

XI. 12:00 PM – 1:00 PM Education Session

Washington Compact Administrators Panel

Compact administrators in Washington present their experiences working with an interstate compact and being a member of an interstate compact NCQAC. Jeff Litwak, the Columbia River Gorge Commission and Dawn Bailey, Juvenile Offenders Compact, presented on their experience as compact administrators. Mr. Litwak is a professor of compact law with Lewis and Clark College.

XII. 1:00 PM Open Microphone

- A. 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. Fujio MacPherson requested an Interpretive Statement or Advisory Opinion to support Acupuncture being recognized as being within the scope of practice for ARNPs.

XIII. 1:15 PM – 3:00 PM Substance Use Disorder Task Force – Suellyn Masek, Margaret Kelley, Charlotte Foster, Jeanell Rasmussen, Dr. Nancy Darbro - DISCUSSION/ACTION

RCW 18.130.160, RCW 18.130.175, and WACs 246-840-750 through 246-840-780 describe the NCQAC's regulations on nurses and substance use and abuse. Dr. Nancy Darbro, expert consultant, advised the members of the task force. The members of the task force presented recommendations for approval of the Washington Health Professional Services program.

Ms. Masek gave an introduction to the Washington Health Professional Services (WHPS) program and their policies and procedures. Ms. Masek introduced Dr. Darbro and her work with the task force. Dr. Darbro reviewed the draft NCQAC procedures for the WHPS program. NCQAC members recommended changes to the draft procedures. The updated procedures with the recommendations from the NCQAC will be available at the November meeting.

3:00 PM – 3:15 PM BREAK

XIV. 3:15 PM – 3:45 PM Nurse Licensure Compact and Advanced Practice Compact task force - Cass Tang, Donna Poole, Suellyn Masek, Tracy Rude, Helen Myrick, Jeannie Eylar - DISCUSSION/ACTION

Ms. Tang updated NCQAC on the recent meeting with representatives from the Washington State Nurses Association and Service Employees International Union/1199. One of the outcomes of this meeting is to meet on a regular basis to understand mutual needs and priorities. Based on provided recommendations from NCQAC and any nursing-related groups, NCQAC will send a survey to the nursing community to gather information on the changing work environment, their needs, and how NCQAC can assist. The NCQAC is planning the second meeting with WSNA and SEIU to continue dialogue on issues that are of importance to nurses and the public.

XV. 3:45 PM – 4:15 PM Request for Lists and Labels – Paula Meyer – DISCUSSION/ACTION

A. Annual review of recognized professional associations and educational organizations

At every September business meeting, the NCQAC reviews the list of recognized entities and revises the list as necessary.

B. Requests

The NCQAC reviewed the updated list.

Motion: Dr. Baroni, with a second from Mr. Pingle, moved to adopt the updated list of Professional Associations and Educational Organizations recognized by the NCQAC as meeting the criteria in Procedure J04.01.

Motion Carried.

XVI. 4:15 PM Meeting Evaluation

Ms. Meyer asked the NCQAC their preference in meeting location. The NCQAC members voted between the Kent Center Point Conference Center and the Crowne Plaza Hotel. The November NCQAC meeting will be held at the Kent Center Point Conference Center. NCQAC decided to have their meetings for January, March, and May of 2016 at the Crowne Plaza Hotel in SeaTac. The January meeting will begin at 1:00 PM on January 7 for computer training and continue with an all-day regular meeting on January 8.

PROS	CONS
Computers	Cold Room
Facility	Table Space
Food	Agenda on Screen

Good Meeting	Phone Portion
Hotel	Problem with Mics
Lunch Presentation	Skylight
Location	Traffic Noise
Techies helping with computers one-on-one	Meeting Room
NCSBN Award	Remotely driving the projector
Staff	
The good work of the Chair	
The work that Bobbi did for her first meeting	
Wi-Fi	

XVII. 3:38 PM Closing

/S/

Margaret E. Kelly, LPN, Chair

/S/

Cass Tang, PMP, Public Member,
Secretary/Treasurer