Nursing Care Quality Assurance Commission (NCQAC)
Regular Meeting Agenda
January 7, 8, 2016
Crowne Plaza Seattle Airport
17338 International Blvd
SeaTac, 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
Charlotte Foster, BSN, MHA, RN
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

Excused:

Stephen J. Henderson, JD, MA, Public Member
Jeannie Eylar, MSN, RN (Flight cancelled due to weather)

Assistant Attorney General:

Gail Yu, Assistant Attorney General

Staff:

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

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 approval at the March 11, 2016, NCQAC meeting. For a copy of the actual recording, please contact the Public Disclosure Records Center (PDRC) at PDRC@doh.wa.gov .

Thursday, January 7, 2016

I. 12:00 PM – Lunch

II. 1:00 PM – 2:30 PM Go To meeting/webinar training

III. 2:45 PM – 3:00 PM BREAK

IV. 3:00 PM – 5:00 PM Go To meeting/webinar training, continued

Beginning January 11, 2016, all sub-committee and panel meetings will be held by Go To meeting/webinar. Use of the Go To suite allows the public to participate in meetings open to the public through the Go To products. NCQAC includes the link to the meetings on all agendas. The NCQAC also publishes the links to the meetings on list serve messages for meetings open to the public. The NCQAC members and pro tem members received training on accessing the Go To products, chairing meetings using the Go To products and staff resources.

Friday, January 8, 2016

I. 8:30 AM Opening – Margaret Kelly, Chair – DISCUSSION/ACTION

II. Call to Order – Meeting was called to order at 8:30 AM

A. Introductions
B. Order of the Agenda
C. Correspondence
D. Announcements
1. Ms. Meyer announced the appointments of Karl Hoehn to the NCSBN Medical Cannabis Committee and Dr. Mindy Schaffner as the chair of the 2016 NCSBN Nursing Education Trends Committee.

III. 8:40 AM Consent Agenda

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

A. Approval of Minutes
1. NCQAC Business Meeting, November 13, 2015
2. Advanced Practice Sub-committee
   a. October 21, 2015
   b. November 18, 2015
3. Discipline Sub-committee
   a. September 22, 2015
4. Consistent Standards of Practice Sub-committee
   a. December 1, 2015
5. Licensing Sub-Committee
   a. August 28, 2015

Ms. Hoell requested the removal of the November 13, 2015 Business Meeting minutes. Ms. Poole informed the NCQAC of scrivener errors in her out of state travel report that have been corrected.

MOTION: Moved by Ms. Tang with a second by Ms. Foster and Dr. Baroni to accept the consent agenda with the removal of the November 13, 2015 Business Meeting minutes. **Motion carried.**

Ms. Hoell requested the introductory paragraph for item XV of the November 13, 2015 Business Meeting minutes be rewritten to better capture the purpose of the hearing. Ms. Hoell provided the updated paragraph.

MOTION: Moved by Ms. Hoell with a second from Ms. Masek to accept the November 13, 2015 business meeting minutes with the changes. **Motion carried with one abstention.**

B. Out of State Travel Reports

1. International Nurses Society on Addictions (IntNSA), October 21-24, 2015, Charlotte, NC; John Furman
2. National Council of State Boards of Nursing (NCSBN) Leadership and Public Policy Conference, October 26-29, 2015, West Lake Village, CA; Margaret Kelly, Suellyn Masek, Debbie Carlson
3. Citizens Advocacy Center annual conference, November 12, 13, 2015, Washington DC; Cass Tang
4. National Association of Drug Diversion Investigators, November 17 – 20, 2015, Orlando FL; Dana Malone, Heidi Dodd
5. American Association of Colleges of Nursing (AACN) & American Nurses Association (ANA) APRN Stakeholders Meeting, December 1, 2015, Silver Spring, MD; Donna Poole

IV. 8:45 AM – 9:00 AM NCQAC Panel Decisions

The NCQAC delegates the authority as provided by law for certain decision 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.

A. Nursing Program Approval Panel (NPAP)

1. NPAP B, October, 1, 2015 Minutes
2. NPAP A, October 9, 2015 Minutes
3. NPAP B, November 5, 2015 Minutes
4. NPAP A, November 19, 2015 Minutes

B. Nursing Assistant Program Approval Panel (NAPAP)

1. October 12, 2015 Minutes
2. November 9, 2015 Minutes

V. 9:00 AM - 9:15 AM Chair Report

A. Board Pay – board pay for travel time, documenting on board pay form; tracking board pay and TEMS, tracking for six months

1. Board Pay, TEMS Log
2. NCQAC Procedure H04.03 Commission Pay
3. NCQAC Procedure H03.03 Out of State Travel Approval

Ms. Allison presented a new board pay spreadsheet in addition to the updated NCQAC Procedure H04.03 for Commission Pay. Ms. Allison also provided travel examples and clarification to NCQAC members regarding reporting and submitting travel expenses and commission pay. A new tracking spreadsheet was introduced to assist the chair and executive director monitor payment submission and processing.

MOTION: Moved by Ms. Tang with a second from Ms. Hoell to adopt the revised procedure H04.03 on Commission Pay. **Motion carried.**

VI. 9:15 AM – 9:45 AM Executive Director Report

A. Budget Report – Cass Tang, Kathy Anderson

Ms. Anderson and Ms. Tang submitted a report on NCQAC expenditures vs. revenues through October 2015 and presented a brief forecast for the fourth quarter of 2015 and into 2016.

B. Performance Measures Report

Ms. Woodard provided an updated 3.1 performance measures report for Investigations reflecting the changes that were requested to be made at the November business meeting. Investigations is meeting or exceeding targeted measures.

C. House Bill 2080, FBI Criminal Background Checks

Ms. Meyer provided a progress update on the RapBack legislation and read aloud a list of supporters. Ms. Tang inquired as to who opposes the bill. Ms. Meyer explained the current position of the American Civil Liberties Union (ACLU) and Washington State Nursing Association (WSNA) who opposed the bill in 2015. Dr. Baroni inquired about getting the stakeholders list emailed to NCQAC members.

D. Nurse Licensure Compact (NLC) survey results

1. NLC survey – Executive Summary
2. NLC survey – Nurses
3. NLC survey – Nurse Employers

Ms. Meyer provided a brief overview of the NLC survey results and short interpretation of the findings. Ms. Meyer thanked Dr. Mary Sue Gorski for her work on this project. Dr. Baroni asked if there were any data on respondents who are represented by unions vs. those who are not.

E. 1518 report to the legislature

Ms. Meyer explained the purpose of the report is a follow up report on a presentation to the Governor and legislature in 2013. Ms. Kelly asked if this report was required in statute or simply recommended. Ms. Masek clarified that the intent of the original response was to recommend a follow up report. Ms. Tang asked that the report be reviewed for readability and the NCQAC wait to submit until after further review. Dr. Baroni agreed that the report needs to be reviewed more closely by the NCQAC before submitting. Ms. Meyer asked for time to go back and review the original language in the report and defer this until later in the agenda.

MOTION: Moved by Ms. Poole with a second from Dr. Soine and Ms. Masek that the NCQAC delegate to the chair, vice chair, and the secretary/treasurer to come back in March with

recommendations regarding the 1518 report. **Motion was withdrawn after discussion with permission from the second.**

MOTION: Moved by Ms. Poole with a second from Ms. Hoell and Ms. Tang that the NCQAC delegate to the chair, vice chair, and secretary/treasurer to make needed editorial revisions to the 1518 report and to submit to the legislature on behalf of the NCQAC by February 1, 2016.

Ms. Tang moved with a second by Ms. Randich to make a friendly amendment to the original motion to add that the report will be brought before the NCQAC at the March business meeting and submitted to the legislature by March 15, 2016. **Motion carried.**

F. Ethically Sound Medical Regulation Research, December 4 meeting

Margaret Kelly, Margaret Holm and Ms. Meyer attended a meeting on December 4, hosted by Dr. Tom Gallagher. The meeting participants reviewed the existing Conflict Resolution Program used by the Medical Quality Assurance Commission. Dr. Gallagher invited representatives of the NCQAC due to interest from the medical community. Dr. Gallagher applied for a HRSA grant on the Conflict Resolution Program. Dr. Gallagher requested a letter of support from the NCQAC. Ms. Meyer wrote a letter documenting the NCQAC's support of Just Cultures principles.

VII. 9:45 AM – 10:00 AM Increase capacity for BSN and graduate educational opportunities, including LPN and BSN/MSN – Mary Baroni, Mary Sue Gorski, Mindy Schaffner

Evaluating nursing education programs and determining the capacity for additional types of nursing education programs, requires that the Commission have information regarding the impact of regulation on academic progression in nursing. The Commission heard a proposal to study regulatory impact on academic progression and was asked to consider support for the proposal.

The NCQAC was asked to provide a letter of support to submit a grant application to NCSBN to fund a study of regulatory impact on academic progression. Dr. Baroni, Dr. Gorski, and Dr. Schaffner provided further insight into this topic.
There was discussion regarding the budgetary impact of the study.

MOTION: Moved by Ms. Trillo with a second from Ms. Hoell that the NCQAC submit a letter of support for the requested funding from NCSBN for this much needed regulatory research in building ADN and RN to BSN program capacity. **Motion carried.**

10:00 AM - 10:15 AM BREAK

VIII. 10:15 AM – 11:30 AM Sub-committee Reports – DISCUSSION/ACTION

A. Advanced Practice – Laurie Soine, Chair

1. Clinical Nurse Specialist (CNS) Survey Results – Sheena Jacobs
2. CNS Survey Summary Presentation

Sheena Jacobs presented the CNS survey results and analysis of the data collected. Ms. Foster, Ms. Tang, and Dr. Baroni discussed the findings in more detail.

3. ARNP Sanction Guidelines Revision Draft

MOTION: The Advanced Practice Sub-committee, moved with a second, to adopt the updated Sanction Guidelines with the removal of the Physician Assessment and Clinical Education (PACE) Program for ARNP competency and fitness for duty evaluation and continued use of the PACE Program to pursue continuing education credits and education. **Motion carried.**

B. Consistent Standards of Practice – Charlotte Foster, Chair

1. Continuing Education Approval and Recognition Program (CEARP) Provider Unit Procedure Draft F04.01

Ms. Carlson provided clarification on planning workgroup qualifications within Washington State Nurses Association (WSNA). Ms. Tang asked that hyperlinks be provided in the document.

MOTION: The Consistent Standards of Practice Subcommittee, moved with a second, to adopt the CEARP Provider Unit Procedure. **Motion carried.**

2. Advisory Opinion Requests: Delegation of Glucagon in Schools and Use of Powdered Nasal Glucagon

MOTION: The Consistent Standards of Practice Subcommittee, moved with a second, that instead of creating two separate advisory opinions to answer these two requests, to review/revise the RN Delegation in School Settings Advisory Opinion and update based on existing laws and rules specific to delegation of glucagon in emergency situations and to address whether or not a "nasal spray" may be in liquid or powder formula. **Motion carried.**

C. Licensing – Lois Hoell, Chair

1. Jurisprudence examination discussion

Ms. Hoell announced that the Licensing sub-committee will meet every other month for a while due to workload from passing the rules at the November business meeting.

Ms. Hoell provided information and data on other states that currently have a jurisprudence exam. Sub-committee discussed developing questions for an exam and what the best way would be to administer such a test. A time frame to administer the test was also discussed. Mr. Pingle inquired about the impact of having a jurisprudence exam would have on the Nurse Licensure Compact. Ms. Masek clarified the impact it would have. Ms. Hoell requested the ability to move forward with a fiscal analysis. Discussion only, no motion required.

11:30 AM – 1:00 PM Lunch

IX. 12:00 PM – 1:00 PM Education Session: Nursing Delegation: History, Evolution, and Future – Doris Barrett, MBA, RN

Ms. Barrett manages the Nurse Delegation program, Department of Social and Health Services. Ms. Barrett reviewed the laws related to Nurse Delegation, evolution of the program and laws, and questions presented to the program.

X. 1:00 PM - 1:15 PM Open Microphone

- Martha Worcester – acknowledged the work of everyone associated with the CNS rules

XI. 1:15 PM – 2:30 PM - Rules Hearing (WAC 246-840-010, 246-840-020, and 246-840-300 through 246-840-420 Advanced Registered Nurse Practitioner: Clinical Nurse Specialist Designation)

The NCQAC received a petition to open rules related to the definition of Advanced Registered Nurse Practitioners. In the NCSBN APRN Consensus Model document, advanced practice includes four categories of nurses: Certified Nurse Midwives, Certified Registered Nurse Practitioners, Advanced Practice Registered Nurses, and Clinical Nurse Specialists. The petition requested the NCQAC to include Clinical Nurse Specialists as Advanced Registered Nurse Practitioners.
NCQAC reviewed revisions to WAC 246-840-010, WAC 246-840-020 and WAC 246-840-300 through 246-840-420 and may adopt the rules.

Hearing convened at 1:15 PM.
Ms. Kelly asked that all those who wished to be heard to sign in.
Informal comments:

- Lacey Rosemiller (doctor of nursing practice student at UW) – in favor of changes to CNS rules, however pointed out limitations for perinatal CNS

Formal Public testimony at 1:21 PM:

- Nancy Lawton (ARNP United) – Supports CNS rules expansion and thanked the NCQAC for hard work
- Jean Sullivan – No testimony
- Susan Erdley (CNS representing Washington State affiliate of National Association of CNS) – Thanked NCQAC and Advanced Practice Subcommittee, Heather Schoonover in particular, for work on bringing these rule changes to vote. Supports CNS rules
- Erin Eddington Alden (CNS with Harborview Medical Center UW) – Approves of proposed rules and thanked NCQAC, Heather Schoonover in particular, for their work.
- Mary Jo Kelley (Critical care CNS with Northwest Hospital) – In favor of proposed rules

Dr. Soine announced there were 10 anonymous written comments posted on the website; all in favor of proceeding with approval of CNS inclusion. Dr. Soine, on behalf of the Advanced Practice Sub-committee, announced five scrivener edits to the documents before discussion. The NCQAC members asked if the edits were substantive or non-substantive changes. Ms. Yu clarified the issue and believed the changes were non-substantive and the rules could move to a vote.

MOTION: Moved by Ms. Tang, with a second from Dr. Soine, to adopt the rules as proposed. **Motion carried.**

Hearing adjourned at 1:37 PM.

2:30 PM – 2:45 PM BREAK

XII. 2:45 PM – 3:15 PM Joint Operating Agreement, Performance Agreement – Health Systems Quality Assurance (HSQA) report – Martin Mueller, Paula Meyer

This item on the agenda was moved up to follow the rules hearing that adjourned early. Mr. Mueller gave an update on the HSQA performance measures and operational update Mr. Mueller gave a broad overview and update of operational functions with HSQA. Mr. Mueller expressed his satisfaction with the joint operating agreement and the structure of the relationship with NCQAC. Mr. Mueller reviewed a couple important staffing changes that have recently occurred within HSQA. Mr. Mueller highlighted 2016 HSQA initiatives.

XIII. 3:15 PM – 3:45 PM Substance Use Disorder Task Force – Suellyn Masek, Margaret Kelly, Charlotte Foster, Jeanell Rasmussen

Revisions to procedures and rules were presented at the September and November meetings. The NCQAC considered adopting the procedures for the Washington Health Professional Services (WHPS) program and disciplinary procedures.

Ms. Rasmussen presented edits to the documents in the packet. Discussion ensued with regards to edits and suggested changes. Procedures were updated accordingly.

Ms. Meyer personally thanked NCQAC members and staff for all the time and effort put into these procedures that are now in alignment with a nationally published model. Jean Sullivan was introduced and thanked for initiating the program and Dr. Furman as the current program director.

MOTION: Moved by Ms. Masek with a second from Dr. Soine to adopt the Washington Health Professional Services procedures. **Motion carried.**

MOTION: Moved by Ms. Masek with a second from Dr. Soine and Mr. Pingle to approve Washington Health Professional Services as the Commission's substance abuse monitoring program. **Motion carried.**

XIV. 3:45 PM – 4:15 PM Ethics in State Government – Gail Yu

Gail Yu, Assistant Attorney General, provided the NCQAC members with an update on Ethics in State Government. As regulators, Section 4 of the State Ethics Act applies to NCQAC members and staff. Ms. Yu explained limitations because of regulatory responsibilities. Hypothetical situations were presented to the NCQAC for review and discussion.

XV. 4:15 PM – 4:30 PM New Business

Dr. Baroni provided an update on her trip as a keynote speaker at the Organization for Associate Degree Nursing Programs in Jacksonville, Florida in November.

Ms. Rude announced that elections and nominations are coming up.

NCSBN Institute of Regulatory Excellence attendees were confirmed.

XVI. 4:30 PM – 4:45 PM Meeting Evaluation

Pros	Cons
Facility (roomy, good location, comfy)	Facility – Noisy
Large amount of work accomplished	Citrix – insufficient opportunity to practice
Support by Staff	Outlook training
CNS Presentation and Participation	Lack of Citrix functionality
GoToWebinar training	Metal tables (too cold and noisy)
Food was good	
Educational session was helpful	
Pro-tems attended	

XVII. 4:45 PM Closing

Meeting adjourned at 4:15 PM

Margaret E. Kelly, LPN, Chair

3/17/16

Cass Tang, PMP, Public Member
Secretary/Treasurer