



**Nursing Care Quality Assurance Commission (NCQAC)
Regular Meeting Agenda
March 11, 2016
Crowne 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
Suellyn M. Masek, MSN, RN, CNOR
Gene Pingle, BSN, RN-BC, CEN, CPEN
Tiffany Randich, LPN
Tracy Rude, LPN
Laurie Soine PhD, ARNP

Excused:

Lois Hoell, MS, MBA, RN
Helen Myrick, Public Member
Teri Trillo, MSN, RN, CNE
Gail Yu, Assistant Attorney General

Assistant Attorney General:

Heather Carter, Assistant Attorney General

Staff:

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

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 May 13, 2016 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 – Margaret Kelly, Chair

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

A. Introductions

B. Order of the Agenda

MOTION: Moved by Dr. Soine with a second from Ms. Poole to remove the Advanced Registered Nurse Practitioner-Clinical Nurse Specialist Frequently Asked Questions Draft (ARNP-CNS FAQ) from the agenda to go back to the Advanced Practice Sub-committee for review and revisions. **Motion carried.**

C. Correspondence

D. Announcements

Ms. Meyer announced Steve Saxe will be the acting Executive Director of the Pharmacy Quality Assurance Commission (PQAC), replacing Chris Humberson who has accepted a different position as an inspector with the PQAC. Mr. Saxe was the previous Executive Director of the PQAC.

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, January 7-8, 2016
2. Advanced Practice Sub-committee
 - a. January 20, 2016
3. Discipline Sub-committee
 - a. November 24, 2015
4. Consistent Standards of Practice Sub-committee
 - a. January 5, 2016

B. Out of State Travel Reports

1. Institute of Regulatory Excellence (IRE) Conference, January 26-28, Long Beach, CA: Charlotte Foster, Jeannie Eylar, Mary Baroni
2. Federation of Associations of Regulatory Boards (FARB), January 28-31, Clearwater Beach FL: Kathy Anderson, Mary Dale

C. National Council of State Boards of Nursing (NCSBN) President's Letter, Shirley Brekken, January 2016

MOTION: Moved by Mr. Pingle with a second from Ms. Tang to accept the consent agenda. **Motion carried.**

IV. 8:50 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 A, December 10, 2015
2. NPAP A, January 21, 2016
3. NPAP B, December 3, 2015
4. NPAP B, January 14, 2016

B. Nursing Assistant Program Approval Panel (NAPAP)

1. December 14, 2015
2. January 11, 2016

V. 9:00 AM – 9:30 AM Chair Report – Margaret Kelly

A. Annual Evaluation – The NCQAC made substantial and significant revisions to its annual evaluation document in 2015. The NCQAC discussed if it will use the same document for its 2016 evaluation or if further revisions are necessary.

Ms. Meyer provided the timeline for making changes to the annual evaluation. Ms. Kelly and Ms. Tang provided feedback and suggested changes to the survey. Changes were documented for staff to make the suggested revisions. The survey results will be presented at the May meeting.

B. 1518 report to the Governor and Legislature – the draft report was presented at the January meeting. A revised report was presented to the NCQAC for consideration.

The NCQAC reviewed the suggested changes from the January Business Meeting and discussed additional changes needed. Ms. Masek, Ms. Tang, and Dr. Baroni suggested changes and pointed out scriveners errors in need of correction.

Ms. Tang suggested a Memorandum of Understanding or more formal document be drafted between the NCQAC and the Department of Health to provide more accountability. Ms. Meyer explained that when the Department of Health was created in law in 1991, the law requires operating agreements with boards and commissions. Operating agreement is the legal term for the agreement between

the NCQAC and the Department of Health and is stronger than a Memorandum of Understanding.

MOTION: Moved by Ms. Poole with a second from Ms. Foster, Ms. Masek, and Dr. Baroni to adopt the 1518 report to the governor and legislature with the suggested changes. **Motion carried.**

C. Commission vacancies and recruitment

Two NCQAC members will complete their second terms and one member is seeking reappointment. The NCQAC discussed specialties, geographic location and characteristics needed in new members.

Suggested characteristics included: technologically savvy, more ethnic diversity, non-native English speaking, and diversity in types of nursing represented (long term care, transitional care, or community care nursing).

VI. 9:30 AM – 10:30 AM Executive Director Report – Paula Meyer

A. Budget Report

Ms. Anderson and Ms. Tang provided an update on the current financial standing of the NCQAC seven months into the biennium, seventeen months left. Reserve balance is decreasing by approximately \$80K each month at current rate of spending. The NCQAC strives to maintain a recommended balance of \$2.5M in reserves according to Office of Financial Management principles.

Ms. Anderson and Ms. Tang provided information regarding recent trends in nursing licensees. The trends impact the budget because the NCQAC is fully fee dependent. The fees must support all the expenses of the NCQAC.

The NCQAC discussed the limited representation at the table during the negotiations on indirect rates with federal government and Department of Health. There is a task to report out how this will be avoided in the future.

Ms. Anderson and Ms. Tang provided data on a proposed fee increase and the projected results of the increase. Ideas for controlling discretionary spending were also provided. Law states that the NCQAC must be fully supported by licensing fees.

MOTION: Moved by Ms. Tang with second from Dr. Soine to proceed with a fee study to be presented at the May meeting for action. **Motion carried.**

Ms. Masek proposed moving future business meeting locations to the Tumwater area as an option to control expenditures. Ms. Anderson and Ms. Tang discussed

the benefits of moving the meetings to the Tumwater area. New potential revenue streams were also discussed.

MOTION: Moved by Ms. Tang with a second from Ms. Rude and Ms. Randich to move the two day July business meeting from Spokane to the Tumwater area. **Motion carried.**

Discussion ensued regarding the length of the July meeting and need to hold meetings bimonthly vs. quarterly. Due to time constraints, Ms. Tang and Ms. Meyer recommended that this discussion be moved to the new business section later in the agenda. Tabled to a later time in the agenda.

B. Performance Measures Report

1. NCQAC
2. Washington Health Professional Services (WHPS)
3. Legal Unit

Ms. Meyer gave an update on each unit's progress with regards to their performance. No questions or comments from the members.

C. Strategic Plan

Ms. Meyer and Ms. Knutzen gave a status update on the strategic plan and the proposed one page status report that will be provided at the NCQAC business meetings versus the full report. The NCQAC is currently meeting targets and deadlines. No questions were raised by the members.

D. Rules Plan

Ms. Meyer and Ms. Knutzen reported on the Rules Plan. The NCQAC needs to give staff permission to open a CR101 for a fee study (earlier motion) and to require nurses to complete minimum data sets on renewal.

MOTION: Moved by Dr. Baroni with a second from Dr. Soine to open a CR101 requiring nurses to complete minimum data sets on renewal. **Motion carried.**

E. Education report at every meeting

Ms. Meyer proposed adding a standing item on the topic of Nursing Education to upcoming business meeting agendas. The NCQAC agreed.

F. NCSBN grant application – capacity of our nursing education and impact of regulation

The letter of support endorsed by the NCQAC at the January business meeting for the grant application is requested by April 7, 2016. The grant application is due April 8, 2016.

G. NCSBN Committee openings

The NCQAC will soon receive the list of NCSBN committee openings. Ms. Meyer recognized the NCQAC's well-deserved reputation with the NCSBN and committee participation.

H. NCSBN Optimal Regulatory Board System (ORBS)

Ms. Meyer and Ms. Tang are continuing research and information sharing with a focus on how to proceed and researching the benefits of ORBS and how the functionality complements and/or overlaps the current department system, Integrated Licensing & Regulatory System (ILRS) and other options.

I. Nurse Licensure Compact (NLC) Video

Ms. Meyer provided an update of the progress of the video. NCSBN provided the script, student volunteers recruited, and are now researching options to film the video at no cost outlay to the NCQAC.

10:30 AM – 10:45 AM Break

VII. 10:45 AM – 11:45 AM Sub-committee Report

A. Advanced Practice – Laurie Soine, Chair

1. ARNP-CNS FAQ Draft

With removal of the draft FAQs, nothing further to report.

B. Consistent Standards of Practice – Charlotte Foster, Chair

1. Practice Performance Measures
 - a. Commitment to Ongoing Regulatory Excellence (CORE) State Report – Practice
 - b. CORE Practice Quality Improvement Project Charter

Ms. Tang inquired about the accuracy of the target date and what risks are involved with the charter. Ms. Foster, Ms. Carlson, and Ms. Meyer provided clarity.

MOTION: Moved by Ms. Foster with a second to adopt the CORE Practice Quality Improvement Project Charter. **Motion carried.**

C. Licensing – Lois Hoell, Chair

1. Update on Rules

Ms. Kelly provided an update on rules on the behalf of Ms. Hoell. Continuing Competency and Suicide Prevention rules have been filed.

Request to move discussion on NCQAC business meeting location that was moved to the new business section of the agenda be brought forth at this time. Approved. Ms. Tang led the discussion on location and length of upcoming meetings.

MOTION: Moved by Ms. Tang with a second from Dr. Baroni to change the July meeting to be one day in length located in the Tumwater area. **Motion carried.**

MOTION: Moved by Ms. Tang with a second from Mr. Pingle to direct staff to make recommendations for location and duration of NCQAC business meetings based on fiscal soundness and NCQAC recommendations. **Motion carried.**

11:45 AM – 1:00 PM Lunch

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

12:00 PM – 12:30 PM The Rules Process – Karl Hoehn

Mr. Hoehn presented the Rules Process to the NCQAC.

12:30 PM – 1:00 PM Computer Training – Chris Archuleta

Mr. Archuleta presented the feedback from a recent survey on NCQAC laptops and the GoToWebinar meeting platform. Best practices were provided for training NCQAC members.

IX. 1:00 PM – 1:15 PM Open Microphone

- Sue O'Donnell, representing Washington State Nurses Association (WSNA) – Voiced concerns and objections to the NCQAC's pursuit of the NLC and proposed video.
- Nancy Muggoch, APRN – Raised questions relating to appeal of a licensing decision. Ms. Meyer directed her to discuss the matter with Mr. Hoehn.

X. 1:15 PM – 1:45 PM Nominations Committee – Tracy Rude

A. The Nominations Committee

Presented the slate of candidates for the 2016 elections: chair, vice chair and secretary/treasurer. Each candidate was allowed to speak to their desire to run, experience and qualifications.

1. H01.02 Officer Nominations Procedure

2. H02.03 Election of Officers Procedure

The slate of candidates were presented and additional nominations from the floor were requested. None were offered.

MOTION: Moved by Ms. Rude with a second from Mr. Henderson to accept the slate of candidates as is. **Motion carried.**

MOTION: Moved by Ms. Rude with a second from Ms. Foster to adopt the updated procedures to include the secretary/treasurer position. **Motion carried.**

B. NCSBN award applications

Rhonda Taylor was nominated by Dr. Schaffner for the NCSBN award for exceptional contribution.

MOTION: Moved by Ms. Rude with a second from Mr. Pingle to accept the nomination of Rhonda Taylor for the NCSBN award for exceptional contribution. **Motion carried.**

C. NCQAC award nomination process

The NCQAC discussed suggestions for creating a procedure for the nominations process. Awards are presented at the May business meeting, deadline for nominations is April 30th. Nominations committee was tasked by the NCQAC with presenting a nomination process procedure at the May meeting.

D. Annual Recognition of nurse(s)

The NCQAC discussed the original intent of the award and if the award needed to be given annually and other options for the award. Nominations committee provided suggestions for the award.

MOTION: Moved by Mr. Pingle with a second by Ms. Rude and Ms. Randich not to formalize the awards process for nurses within the state as this is not in the mission of the NCQAC; therefore, the NCQAC and will not actively solicit for this award. **Motion carried.**

XI. 1:45 PM – 2:30 PM Prescription Monitoring Program (PMP) – Gary Garrety

Mr. Garrety presented an annual update on the Prescription Monitoring Program and new legislation related to the program.

2:30 PM – 2:45 PM BREAK

XII. 2:45 PM – 3:15 PM Washington Center for Nursing (WCN) – Sofia Aragon

Ms. Aragon provided the NCQAC with the annual report from the Center for Nursing and presented a short video on the benefits of the Bachelor of Science in Nursing (BSN) education and credential. The NCQAC contracts with the Center for Nursing to accomplish goals in RCW 18.79.202.

XIII. 3:15 PM – 3:45 PM Legislative Panel – Donna Poole, Margaret Kelly, Helen Myrick, Tiffany Randich

Ms. Meyer reported on legislative bills impacting the NCQAC and positions taken by the panel, including House Bill 2080 “2015-16 concerning fingerprint-based background checks for health professionals” (RapBack). Ms. Masek asked that the discussion on Senate Bill 6171 “2015-16 concerning civil penalties for knowing attendance by a member of a governing body at a meeting held in violation of the open meetings act” be moved to the new business section on the agenda.

This item was moved up to follow item VII.C on the agenda as time permitted.

XIV. New Business

Ms. Masek requested discussion on two bills from the legislative panel report, Senate Bill 6171 and House Bill 2080. The NCQAC discussed the need for more education on the Open Public Meeting Act (OPMA) to ensure compliance.

XV. 3:45 PM Meeting Evaluation

Pros	Cons
Meeting location (SeaTac advantages, food)	Facility – cold
Idea of moving the July and future meetings to the Tumwater area	Distance of NCQAC member tables from speakers
Dinner the night before (comradery)	Not being at the table during HSQA indirect cost negotiations
Prescription Monitoring Program Presentation	NCQAC members unable to attend
A/V support staff during meeting	
Food was good	
Budget review and discussion	
Staff efforts with IT	
WCN presentation	
Monitor in front of NCQAC	

XVI. 4:00 PM Closing

Meeting adjourned at 4:08 PM



Margaret E. Kelly, LPN, Chair



Cass Tang, PMP, Public Member,
Secretary/Treasurer