



**Nursing Care Quality Assurance Commission (NCQAC)
Regular Meeting Minutes
May 13, 2016
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
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:

Suellyn M. Masek, MSN, RN, CNOR

Assistant Attorney General:

Gail Yu, 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
Karl Hoehn, Legal Manager
Mindy Schaffner, PhD, MSN-CNS, RN, Associate
Director, Nursing Education
Catherine Woodard, Associate Director, Discipline

Excused:

Mary Dale, Discipline Manager
Garr Nielsen, Chief Investigator
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 they have been approved at the July 8, 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

C. Correspondence

D. Announcements

- Ms. Meyer announced Dr. Baroni and Ms. Meyer conducted three very successful presentations at Cascade Valley Hospital in April on the NCQAC. Presentations are available for NCQAC members and staff to use.
- Ms. Meyer provided a celebratory acknowledgment of Nurses Week, May 6 – 12, 2016
- Ms. Meyer congratulated Rhonda Taylor, current pro tem and former NCQAC member, Yakima CC – recipient of the National Council of State Boards of Nursing (NCSBN) Meritorious Service Award

III. 8:40 AM Consent Agenda

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

A. Approval of Minutes

1. NCQAC Business Meeting
2. Advanced Practice Sub-committee
 - a. February 17, 2016
 - b. March 16, 2016
3. Discipline Sub-committee
 - a. January 26, 2016
 - b. February 23, 2016
4. Consistent Standards of Practice Sub-committee
 - a. February 2, 2016
 - b. March 1, 2016
5. Licensing Sub-Committee
 - a. December 11, 2015

B. Out of State Travel Reports

1. NCSBN Midyear Meeting, March 14-16, Chicago: Margaret Kelly, Tiffany Randich, Paula Meyer

2. 2016 NCSBN APRN Roundtable, April 5, 2016, Rosemont, IL:
Donna Poole
3. National Organization of Alternative Programs (NOAP) Annual Conference, March 15-18, 2016, West Palm Beach, FL: John Furman, Melissa Fraser, and Charlotte Foster

C. NCSBN President's Letter, Shirley Brekken, February 2016

Dr. Soine requested the Advanced Practice Sub-committee March 16 minutes be removed and Dr. Baroni requested the Licensing Sub-committee December 11 minutes be removed from the consent agenda.

MOTION: Moved by Dr. Soine with a second from Ms. Hoell to accept the consent agenda with the removal of the requested minutes. **Motion carried.**

Dr. Soine requested the sentence "*Medicine is considering adding a new certification course specific to ARNPs and physician's assistants.*" under item IV on page one be stricken from the minutes.

Dr. Baroni requested the indication that the chair, Ms. Hoell, was absent at the December 11th Licensing Sub-committee be stricken as she was present.

MOTION: Moved by Dr. Soine with a second from Dr. Baroni to accept the Advanced Practice Sub-committee March 16th minutes with the suggested change. **Motion carried.**

MOTION: Moved by Dr. Baroni with a second from Ms. Foster to accept the Licensing Sub-committee December 11th minutes with the suggested change. **Motion carried.**

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 was provided for information:

A. Nursing Program Approval Panel (NPAP)

1. January 1, 2016 – March 31, 2016

B. Nursing Assistant Program Approval Panel (NAPAP)

1. January 1, 2016 – March 31, 2016

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

A. Terms of NCQAC members

1. According to RCW 18.79, NCQAC members may serve two full, four year terms. Recent advice from Governor Inslee's office allows appointments for two full, four year terms.

After a revision in the interpretation of the law by the governor's office, the interpreted definition of a full term was clarified, the option for Ms. Tang and Ms. Kelly to run for a second full four year term was presented. Ms. Tang decided to not run for reappointment and Ms. Kelly was notified by the governor's office that since her partial term was less than six months short of a full four year term that she was not eligible for reappointment.

B. Joint Operating Agreement

1. The NCQAC and Secretary Wiesman signed the current Joint Operating Agreement on July 11, 2014, which will be reviewed and discussed by both parties for level understanding and mutual interpretation.
2. The NCQAC discussed Information Technology, budget and service level requirements related to the Joint Operating Agreement.

MOTION: Moved by Ms. Poole with a second from Ms. Tang, Dr. Baroni, and Mr. Pingle to send a letter to Dr. John Wiesman to begin the discussion to open the current Joint Operating Agreement. **Motion carried.**

C. 2017 Hearing dates

1. The NCQAC schedules dates for hearings in advance. Each NCQAC member determines dates they are available to serve on hearing panels.

Ms. Kelly and Ms. Meyer requested that the NCQAC members sign up and return the forms via email to Ms. Adena Nolet no later than May 31st.

MOTION: Moved by Ms. Hoell with a second from Mr. Henderson to adopt the dates for hearings for 2017 with requested changes. **Motion carried.**

D. NCQAC Annual Evaluation Results

Ms. Kelly informed the NCQAC that only 11 responses out of a possible 31 were recorded. Discussion as to the manor of administration of the survey, the possibility of resending the survey, and how to track submissions ensued.

MOTION: Moved by Ms. Eylar with a second from Mr. Pingle to move forward with the survey data as is. **Motion carried.**

E. Procedure H14.01, DRAFT: Executive Director Annual Evaluation

Ms. Kelly introduced draft procedure H14.01 for the annual evaluation of the Executive Director (ED). Ms. Yu explained that an executive session is required to discuss the ED's performance and actual evaluation. Step One is introducing the procedure. Note: this does not require an executive session. Step Two is to request feedback from the NCQAC members by email to the chair. Timing of the

evaluation in the procedure was discussed and clarified. The procedure is a guideline/template for completing the evaluation. Note: If deadlines are missed, the procedure is intended to allow for timing flexibility and does not need to be amended. Ms. Meyer will send the job description for ED to NCQAC members. Ms. Kelly also requested an updated succession plan be shared with the Commission members. The NCQAC will go into executive session at the July business meeting to complete the ED evaluation.

MOTION: Moved by Ms. Tang with a second from Dr. Soine to accept the proposed procedure H14.01 as is. **Motion carried.**

F. NCQAC Education Topics 2016-2017

Ms. Kelly requested the addition of training on Adobe Acrobat and Microsoft Outlook be added to the list of topics. Training on digital discipline case management is a priority requirement. Ms. Eylar requested training by an succession planning subject matter expert. Ms. Hoell requested training on the long term effects of marijuana use by nurses. (Note: the latter training is scheduled at a future business meeting.)

MOTION: Moved by Ms. Foster with a second from Ms. Eylar to accept the NCQAC education topics with requested additions. **Motion carried.**

VI. 9:30 AM – 10:15 AM Executive Director Report – Paula Meyer

A. Budget Report - Topic moved to the end of the ED report.

1. Location of meetings and associated costs

Ms. Anderson and Ms. Tang provided an update on NCQAC financial state and projections. Discussion ensued regarding the availability of meeting rooms in the Tumwater area for the upcoming dates. Dr. Soine requested that various options be considered in the Tumwater / Olympia area.

MOTION: Ms. Tang moved with a second from Ms. Myrick to hold the July, September, and November 2016 meetings in the Tumwater area. Data and experience from these meetings will be the basis for determining meeting locations for the remainder of the 2016 – 17 fiscal year. **Motion carried.**

2. Fee Study

Ms. Anderson and Ms. Tang provided very detailed data on nursing fees within the state relative to other states and on nursing fees and other professions within the state. NCQAC members discussed steps to identify fee adjustment options. Ms. Tang requested that the discussion be tabled until the New Business section of the agenda later in the afternoon due to time constraints.

B. Performance Measures Report

1. NCQAC/HSQA measures
2. Legal
3. WHPS

C. Recognition of commission members ending their second terms and pro tem members ending their fourth term

Special recognition was given to Ms. Tang and Ms. Kelly for their completion of their second terms as NCQAC members. Special recognition was also given to Dr. Judy Personette, Dr. Sue Woods, Mr. Todd Herzog, Ms. Karen Heys, and Dr. Louise Kaplan for their completion of their fourth and final terms as pro tem members.

D. Hearing days for the past year, members who volunteered for multiple day hearings and the hearings cancelled due to settlement

Ms. Meyer expressed her gratitude to the NCQAC members that volunteered their time for hearings, many of which were cancelled due to early settlement.

E. 2016 NCSBN Annual Meeting, August 17-19, Chicago – attendees

Attendees of the 2016 NCSBN Annual Meeting were announced via the introduction of the 2016 Out of State travel plan. Ms. Hoell requested to attend the Annual Meeting, Ms. Meyer suggested using resource funds. Name of NCQAC staff member to attend was held back until the announcement of the award recipient later in the agenda. Request to change the NCQAC staff award recipient's travel expenses from NSCNB resource fund to NCQAC was made.

MOTION: Moved by Ms. Tang with a second from Dr. Baroni, Ms. Foster, and Mr. Pingle to accept the out of state travel plan for July 1, 2016 through June 30, 2017 as modified. **Motion carried.**

Ms. Meyer announced she was asked to run as the president-elect position with NCSBN and asked for NCQAC support. The election will be held at the annual meeting in August. If elected, the term is four years.

F. 2016 Out of state travel plan

1. Nursing Commission Travel Form

A travel report form for out-of-state travel was introduced. Ms. Kelly requested the addition of a report submittal due date following the conclusion of travel. Ms. Allison will provide this form to NCQAC members when the Call to Meeting notice is made.

G. E-notify service through NCSBN

Ms. Meyer requested all nurses, employers, and NCQAC members register for the e-notify service through NCSBN which will assist collecting needed data sets. A free service to participants.

H. RapBack and Compact presentation available

Presentations on RapBack and the Nurse Licensure Compact are available to all NCQAC members and staff.

I. Designation of Hearings Officer for Brief Adjudicative Proceedings (BAP)

Ms. Meyer and Mr. Hoehn provided background and defined the process for the designations.

MOTION: Ms. Rude moved with a second from Mr. Henderson to designate Mark Triplett, Deputy Director of the Office of Legal Services, Department of Health, as designee to perform all necessary duties. Mr. Triplett will be the presiding officer for any referred Brief Adjudicative Proceeding related to decisions affecting nursing and nursing assistant education programs. In the event this position is vacated, the Executive Director will name a qualified interim presiding officer until the NCQAC designates a new presiding officer. **Motion carried.**

MOTION: Ms. Rude moved with a second from Ms. Hoell to designate Margaret C. Holm, RN, JD, as the appropriate designee to perform all necessary duties as reviewing officer for any administrative appeal following a Brief Adjudicative Proceeding related to decisions affecting nursing and nursing assistant education programs. In addition, in the event of this position is vacated, the Executive Director will name a qualified interim reviewing officer until the NCQAC designates a new reviewing BAP officer. **Motion carried.**

10:15 AM – 10:30 AM Break

VII. 10:30 AM – 11:15 AM Sub-committee Report

A. Advanced Practice – Laurie Soine, Chair

1. Advanced Registered Nurse Practitioner Clinical Nurse Specialist
Frequently Asked Questions

MOTION: Moved by Dr. Soine with a second to approve the Clinical Nurse Specialist FAQ. **Motion carried.**

2. Advanced Registered Nurse Practitioner Sanctions Guidelines and Remediation Course Examples
3. Advanced Registered Nurse Practitioner Pain Management Specialist Policy

MOTION: Moved by Dr. Soine with a second to approve the ARNP Pain Management Specialist Commission-Approved Credentialing Entities Policy. **Motion carried.**

B. Consistent Standards of Practice – Charlotte Foster, Chair

1. Project Plan Charter: (P2) Strategic Plan Nursing Scope of Practice/Regulations Education

MOTION: Moved by Ms. Foster with a second to adopt the Strategic Plan Nursing Scope of Practice/Regulations Education Project Plan Charter. **Motion carried.**

C. Discipline – Gene Pingle, Chair

1. Evening Case Disposition Panel

MOTION: Moved by Mr. Pingle with a second to discontinue the Wednesday evening meeting, and staff will schedule ad hoc meetings as needed. **Motion carried.**

2. Discipline Strategic Plan

D. Licensing – Lois Hoell, Chair

1. No report

VIII. 11:15 AM – 11:30 AM Election of Officers

The NCQAC elects their chair, vice chair and secretary/treasurer.

The NCQAC elected the following members for the following positions:

- Chair – Charlotte Foster
- Vice Chair – Donna Poole
- Secretary/Treasurer – Lois Hoell

Results for each position were unanimous as each member ran unopposed. 13 members voted, and 2 members were excused.

11:30 AM – 1:00 PM Lunch

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

Nursing Students and Disabilities – how nursing students with disabilities successfully complete their education.

X. 1:00 PM – 1:15 PM Open Microphone

- Eileen Ely, President, Green River College – Strongly supports NCQAC Strategic Plan and E4 in particular, LPN-BSN programs
- Dr. Derek Brandes, Vice President, Green River College – Supports Strategic Plan and E4 in particular, LPN-BSN programs
- Carina Mears, representing potential nursing students – Requested support for LPN-RN progression

- Cheryl Carino Burr, Welcome Back Center at Highline College –
- Kathryn Ogden, Swedish Health Services – Supports change to WAC 246.84.511
- Myra Griffith, Clover Park Technical College – Supports LPN-BSN programs
- Diane Nauer, Bates Technical College – Support LPN-BSN programs

XI. 1:15 PM – 1:30 PM Education Rules, WAC 246-840-045, WAC 246-840-090, WAC 246-840-500 through 571 – Dr. Mary Baroni, Teri Trillo, Dr. Mindy Schaffner

Dr. Schaffner provided background and a brief introduction of the proposed rules changes.

Informal comments:

- Sheila Smith, Pacific Lutheran University – Had questions on simulation requirements in the proposed rules.

XII. 1:30 - 2:30 PM Rules Hearing – NCQAC reviews proposed changes to WAC 246-840-045, WAC 246-840-090, WAC 246-840-500 through 571; including repeal of sections and adding new sections to nursing education programs and may adopt the rules.

The proposed rules identify quality standards for NCQAC approval of Nursing Education Programs. In addition, the rules provide updated requirements for refresher course programs, including a course designed for Advanced Registered Nurse Practitioners (ARNPs) and supplemental education programs to facilitate licensure for Internationally Educated Nurses (IENs). The rules include current NCQAC procedures and guidelines for the approval of clinical practice experience in the state of Washington for distance-learning nursing education programs.

Rules hearing convened at 1:30 PM.

Public Testimony:

- Cheryl Carino Burr, Welcome Back Center at Highline Community College – Opposed to some rule changes that will create further obstructions to IENs licensure and offered three proposed changes.
- Kassonme Zongo, CNA – Requested removal of barriers to IENs.
- Vy Nguyen, Policy Associate, One America – Discussed “Brainwaste,” immigrant professionals underutilized due to barriers to foreign educated professionals.
- Katheryn Ogden – Pass
- Gerianne Babbo – Pass
- Minerva Holk – Pass

- Eileen Ely, President, Green River College – Supports changes and thanked NCQAC members.
- Michelle Hillesland, Clover Park Tech – Supports changes.
- Sheila Smith – Pass
- Sharon Fought, University of Washington - Tacoma – Opposed to increase in education requirement in RN-BSN programs and associated cost increase.
- Heather Stephens Selby, Public, foreign trained graduate – Agrees with the Welcome Back Center regarding barriers to IENs.

Written comments:

- Three comments were read into record.

MOTION: Moved by Ms. Trillo with a second from Ms. Hoell and Dr. Baroni that the NCQAC adopt the proposed rules presented including WAC 246-840-045, WAC 246-840-090, and WAC 246-840-500 through WAC 246-840-571 with the following minor changes:

1. WAC 246-840-511(4) insert the word “not” between the words “does” and “maintain” to read: The commission may take action as identified in WAC 246-840-557 against a nursing education program that does not maintain national nursing education accreditation status.;
2. WAC 246-840-519(3) (a) (viii) replace “significant risk for patient harm” with the words “unreasonable risk of patient harm.” The sentence to read: Reporting and logging of events involving a student and faculty member that the nursing education program has reason to believe resulted in patient harm, unreasonable risk of patient harm, or diversion of legend drugs;

Discussion:

- Ms. Myrick expressed her concern about the barriers and unintentional discrimination issues that were raised during the public testimony.
- Ms. Tang echoed the concerns raised by Ms. Myrick and asked if there are alternatives to TOEFL.
- Mr. Henderson commented that the English speaking requirements may make it more difficult for IEN licensure.
- Mr. Pingle expressed the importance of communication and that safety of the patient/public is paramount. Reducing standards could diminish public safety.
- Dr. Baroni expressed concern over competing values as an educator vs. as a commission member.
- Ms. Trillo expressed that change to WACs promote development, however funding is an issue.
- Ms. Meyer commented that the proposed rules are innovative in nature and major steps resulted from the rules process.
- Ms. Randich emphasized the importance of public safety and requested that NCQAC continue to hold high standards.

- Ms. Foster shared the concern over the number of hours required for practice experience and accumulative test costs that may be barriers facing nursing students.

Vote: Motion carried.

Hearing adjourned at 2:42 PM

2:30 PM – 2:45 PM BREAK

XIII. 2:45 PM – 3:00 PM Nominations Committee – Tracy Rude

The NCQAC announced Margaret Holm recipient of the 2016 NCQAC staff award. Ms. Holm will attend the 2016 NCSBN Annual Meeting in August.

Procedure on the NCQAC Annual Staff Award was introduced.

MOTION: Moved by Ms. Rude with a second to adopt the NCQAC Staff Award procedure with amendments from the NCQAC. **Motion carried.**

XIV. 3:00 PM – 3:15 PM Legislative Panel – Donna Poole

The Legislative Panel makes recommendations to the NCQAC for needed changes to existing laws impacting nursing regulation. The NCQAC considered legislative actions for the 2017 legislative session.

MOTION: Ms. Randich with a second, to support the following legislative actions in the 2017 session:

1. Continue with the RapBack legislation
2. Continue to work with stakeholders on the Nurse Licensure and Advanced Practice Compacts and support legislation in 2017 if there is agreement
3. Continue with amending RCW 18.79.110 and 18.79.380
4. Begin discussions with DOH on the transfer of the nursing assistant program to the authority of the Nursing Commission

Motion carried.

XV. 3:15 PM – 3:30 PM Education Report – Dr. Mary Baroni, Teri Trillo, Dr. Mindy Schaffner - DISCUSSION/ACTION

The education report became a standing agenda item at the March 2016 NCQAC meeting. Dr. Baroni, Ms. Trillo, Ms. Rude, and Dr. Schaffner reported on nursing education trends and topics.

Ms. Rude and Dr. Schaffner reviewed the new format for reporting results from the NPAP and NAPAP meetings with the NCQAC.

Dr. Schaffner suggested convening a solutions summit in collaboration with Washington Center for Nursing (WCN) to address educational issues brought forth. Mr. Pingle asked who would be responsible for funding the summit. Ms. Tang requested that time-based outcomes be set.

MOTION: Moved by Ms. Hoell with a second from Dr. Soine that the NCQAC, in collaboration with the WCN, convene a solutions summit to address:

1. Faculty qualifications, preparation and salary issues
2. Academic progression for all levels of nursing education
3. Clinical practice experiences
4. Program resources

Summit should include representatives from nursing education, practice, administration, higher education, and state agency representatives. **Motion carried.**

XVI. 3:30 PM – 3:15 PM New Business

Budget and Fee study was brought back for discussion.

MOTION: Moved by Mr. Pingle with a second from Dr. Soine and Ms. Tang that the NCQAC authorize staff begin the rule-making process to increase application and renewal fees for all types of nursing licenses keeping the following guidelines in mind:

- The cost of application fee and renewal fee for each individual type of license will be the same.
- Net effect to the fee increases will result in a projection of revenue which most closely matches the \$25 across the board increases presented today.
- Draft of the proposed fee changes and the revenue projections will be on the July agenda.

Motion carried with Mr. Henderson and Ms. Myrick absent for vote.

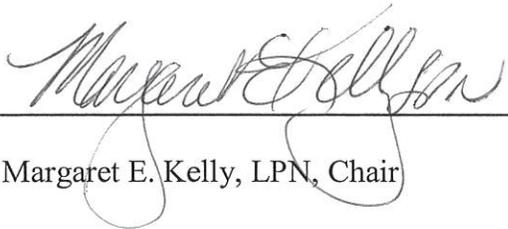
XVII. 3:15 PM - 3:30 PM Meeting Evaluation

Pros	Cons
Stakeholder/Public attendance and participation during rules hearing	SeaTac location vs. Tumwater area
Awards presented – uplifting meeting	Sound and Audio issues – microphones
Passing of the Education rules	Temperature in room - Cold
SeaTac location	Margaret’s final meeting as Chair
Food was excellent again	
Staff assistance	
Amount accomplished at meeting	

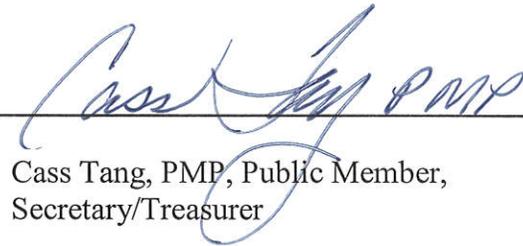
Budget Report and the response by staff and commission to modify motion	
Teamwork	

XVIII. 3:30 PM Closing

Meeting Adjourned at 3:51 PM



Margaret E. Kelly, LPN, Chair



Cass Tang, PMP, Public Member,
Secretary/Treasurer

