



**Nursing Care Quality Assurance Commission (NCQAC)  
Regular Meeting Minutes  
July 8, 2016  
Red Lion Hotel Olympia  
2300 Evergreen Park Drive Southwest  
Olympia, WA 98502**

- Commission Members:** Margaret E. Kelly, LPN, Chair  
Charlotte Foster, BSN, MHA, RN, incoming Chair  
Donna Poole MSN, ARNP, PMHCNS-BC, Vice-Chair  
Lois Hoell, MS, MBA, RN, incoming Secretary/Treasurer  
Mary Baroni, PhD, RN  
Jeannie Eylar, MSN, RN  
Stephen J. Henderson, JD, MA, Public Member  
Suellyn M. Masek, MSN, RN, CNOR  
Helen Myrick, Public Member  
Gene Pingle, BSN, RN-BC, CEN, CPEN  
Tracy Rude, LPN  
Renee Ruiz, Public Member  
Laurie Soine PhD, ARNP  
Teri Trillo, MSN, RN, CNE
- Excused:** Adam Canary, LPN  
Tiffany Randich, LPN
- 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  
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 they have been approved at the September 9, 2016, NCQAC meeting. For a copy of the actual recording, please contact the Public Disclosure Records Center (PDRC) at [PDRC@doh.wa.gov](mailto:PDRC@doh.wa.gov).

**I. 8:30 AM Opening – Margaret Kelly, Chair** – Meeting was called to order at 8:30 AM

Ms. Kelly opened the meeting. Ms. Kelly, as the outgoing chair of the NCQAC, recognized Charlotte Foster as the new chair of the NCQAC. Ms. Foster moved to chair the meeting. Ms. Foster introduced the new officers of the NCQAC:

Donna Poole, vice chair  
Lois Hoell, secretary/treasurer

Ms. Foster introduced the new governor appointed members of the NCQAC: Adam Canary, LPN who was unable to attend, and Renee Ruiz, Public Member.

**II. Call to Order**

**A. Introductions**

A moment of silence was observed by the NCQAC to acknowledge recent events affecting the country over the past few days.

**B. Order of the Agenda**

Dr. Baroni asked that Jeannie Eylar be added as a member of the Data Task Force, item XI.B on the agenda.

**C. Correspondence**

**D. Announcements**

**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, May 13, 2016
2. Discipline Sub-committee
  - a. March 22, 2016
  - b. April 26, 2016
3. Consistent Standards of Practice Sub-committee
  - a. April 5, 2016
  - b. May 3, 2016 Minutes

**B. Out-of-State Travel Reports**

1. National Council of State Boards of Nursing (NCSBN): Expert Panel on Practice-Related Remediation – Deborah Carlson
2. 2016 NCSBN IT/Operations Conference, May 24-25, 2016, Chicago, IL: Chris Archuleta

**C. NCQAC Organization Chart**

Ms. Hoell requested the May 13 meeting minutes be removed from the consent agenda.

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

Ms. Hoell requested a change to the out of state travel: Ms. Hoell is no longer a member of the NCSBN Finance Committee NCQAC funds will support Ms. Hoell’s attendance at the NCSBN Annual Meeting. Ms. Hoell also asked for clarification as to why Dana Malone was requested to attend the annual meeting. Ms. Meyer explained Mr. Malone was attending the National Association of Drug Diversion Investigators and the out of state travel report would be corrected.

**MOTION:** Moved by Ms. Hoell with a second from Dr. Baroni to accept the May 13 Business Meeting minutes with the suggested change. **Motion carried.**

**IV. 8:45 AM – 8:50 AM NCQAC Panel Decisions**

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 materials were provided for information:

- A. Nursing Program Approval Panel (NPAP)**
- B. Nursing Assistant Program Approval Panel (NAPAP)**

**V. 8:50 AM – 9:15 AM Chair Report – Charlotte Foster**

**A. Sub-committee chairs and members, appointments**

Ms. Foster appointed the sub-committee chairs and members for the upcoming year.

Dr. Soine questioned why the panelists vary on the Case Disposition Panel. Mr. Pingle and Ms. Dale provided clarity on the subject.

**B. NCQAC Annual Survey results**

Ms. Foster raised the question, what does the NCQAC do with the data from the survey? Ms. Hoell explained that at the May meeting it was decided there was sufficient data to move forward with analysis. Ms. Poole suggested that future surveys be simplified in order to increase participation.

**MOTION:** Moved by Ms. Hoell with a second from Ms. Rude to create a sub-committee to evaluate the data from the annual survey and bring back a report at the September meeting.  
**Motion carried.**

Ms. Hoell, Ms. Kelly, and Ms. Eylar volunteered to analyze the results, present recommendations for action and modifications of the survey tool. Ms. Meyer will be the staff for the group and Ms. Hoell will chair.

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

**A. Budget Report: Fee study**

Ms. Anderson updated the NCQAC on the current financial state and projections. Ms. Hoell commented that the NCQAC is operating under budget with 3.2 vacant FTE positions. Ms. Anderson provided an update on the marijuana “loan” from the O2G Health Professions Fund in 2015 and repayment status.

Ms. Anderson provided three scenarios for proposed fee increases for the NCQAC to consider.

**MOTION:** Moved by Dr. Baroni with a second from Ms. Hoell to proceed with a CR 102 to adjust fees as follows:

Registered Nurse Application Fee - \$99

Registered Nurse Renewal Fee - \$99

Licensed Practical Nurse Application Fee - \$64

Licensed Practical Nurse Renewal Fee - \$64

Advanced Registered Nurse Practitioner Application Fee - \$125

Advanced Registered Nurse Practitioner Renewal Fee - \$125

Nurse Technologist Application Fee - \$25

Nurse Technologist Renewal Fee - \$25

**Motion carried.**

**B. Performance Measures Report**

1. NCQAC

2. Legal

3. Washington Health Professional Services (WHPS)

Ms. Hoell requested that targets on all measures be provided on the Legal and WHPS performance measures reports. Ms. Meyer agreed and will add by the September meeting.

### **C. NCSBN House of Delegates: recommendations from the board of directors**

Ms. Masek presented the recommendations from the NCSBN board of directors so that the NCQAC could give Ms. Foster and Ms. Meyer direction on voting at the annual meeting. Dr. Baroni asked for clarification on the evolution of the strategic plan as presented. Ms. Meyer provided background and next steps for the plan. Ms. Poole asked what the top two controversies in the presented materials are. Ms. Masek identified the Nurse Licensure Compact (NLC) and the Area Directors election process as hot topics.

**MOTION:** Moved by Ms. Masek with a second from Ms. Rude accept the recommendations from the NCSBN board of directors and direct the delegates to vote for the recommendations.  
**Motion carried.**

Ms. Rude updated the NCQAC on the slate of candidates for the NCSBN officers, six additional candidates were vetted as nominees.

### **D. Strategic Plan**

Ms. Meyer provided an update on the strategic plan and recognized Carole Reynolds for her work creating the summaries and tracking the progress of the NCQAC.

### **E. Board Pay, July 1, 2015 – June 15, 2016**

Ms. Meyer detailed a year over year comparison on the hours the NCQAC provided on their board pay. The NCQAC requested this comparison to demonstrate how their board pay reflects the time they use for their responsibilities. .

### **F. Nursing Workforce/Minimum Data Set (MDS) questions and answers**

Ms. Meyer updated the NCQAC on the progress of the rules for collecting MDS/demographic data. Workshops and webinars were held across the state during June. Rules are to be drafted and presented at the September meeting and anticipate a rules hearing at the January meeting.

### **G. Recognition**

Ms. Meyer recognized Margaret Kelly for her years of service and contributions to the NCQAC. Ms. Kelly was the first LPN chair of the NCQAC.

Ms. Meyer introduced new procedure H15.01, which would allow staff to collect e-signatures from the NCQAC leadership for the purpose of signing documents electronically. Ms. Dale and Dr. Schaffner will create a procedure to use

electronic signatures beyond the NCQAC officers and will present at the September meeting.

**10:15 AM – 10:30 AM Break**

**VII. 10:30 AM – 11:00 AM Medical Marijuana Authorizing Guideline – Dr. Louise Kaplan, Mike Ellsworth**

Senate Bill 5052, passed in the 2015 legislature, required the Department of Health to develop guidelines for health professionals with prescriptive authority when authorizing medical marijuana. Dr. Kaplan was appointed as a pro tem member of the NCQAC to serve on the group developing the guidelines. Mike Ellsworth served as the project manager. Dr. Kaplan and Mr. Ellsworth provided a report on the development and potential costs associated with the project.

Mr. Pingle asked what decisions other boards and commissions made. Mr. Ellsworth replied the medical commission approved \$5000 for the development of a continuing education meeting at their last meeting. Mr. Ellsworth will be presenting to the board of naturopathy and osteopathy in August. Discussion ensued regarding the databases and registries associated with legal and medical marijuana regulation.

Ms. Meyer recognized Dr. Kaplan's service and contributions to the NCQAC. Dr. Kaplan completed her fourth and final term as a pro tem on June 30, 2016.

**MOTION:** Moved by Dr. Soine with a second from Ms. Poole and Ms. Hoell to adopt the recommendation of the Medical Marijuana Practice Guideline Workgroup Option 3 to jointly fund the development of a single accredited CE program. **Motion carried.**

**VIII. 11:00 AM - 11:30 AM Sub-committee Report**

**A. Advanced Practice – Laurie Soine, Chair**

**B. Consistent Standards of Practice – Charlotte Foster, Chair**

Ms. Foster announced the selection of Tiffany Randich as the new chair for the Consistent Standards of Practice sub-committee. Ms. Foster continues to participate on the sub-committee.

**C. Discipline – Gene Pingle, Chair**

**D. Licensing – Lois Hoell, Chair**

1. FBI Criminal Background Checks: The NCQAC considered authorizing staff of the Health Systems Quality Assurance FBI Criminal Background Unit to Use Procedure A21.06 Decision Making Criteria. An FBI audit of the unit recommended changes to bring the unit into compliance.

Ms. Hoell and Ms. Corrado provided clarification on the current process and issues that the FBI audit revealed.

**MOTION:** Moved by Ms. Hoell with a second from the sub-committee to authorize staff of HSQA FBI Criminal Background Unit to use NCQAC Procedure A21.06 Decision Making Criteria to improve the licensing process for both the NCQAC licensing staff and the Criminal Background Check unit. **Motion carried.**

2. Report out on Jurisprudence Exam.

Ms. Hoell and Ms. Meyer updated the NCQAC on Jurisprudence Exam discussions and options available to the NCQAC. Further analysis is needed before an informed decision by the NCQAC can be made.

**11:30 AM – 1:00 PM Lunch**

**IX. 12:00 PM – 1:00 PM Education Session – Foundational Public Health – Marie Flake**

Ms. Flake presented information on the need for changes in the WA Public Health system.

**X. 1:00 PM – 1:15 PM Open Microphone**

- Judy Huntington, Executive Director Washington State Nurses Association (WSNA) and Vice-president of Washington Center for Nursing (WCN) – served on the Foundational Public Health Services Taskforce and provided further comments on the lunch education session on Foundational Public Health

**XI. 1:15 PM – 2:15 PM Education Report**

**A. Annual Nursing Education Report – Dr. Mary Sue Gorski, Dr. Mindy Schaffner**

Dr. Gorski and Dr. Schaffner provided an in depth review and answered questions regarding the annual report. One change highlighted from the previous year's report was the addition of out of state programs. Ms. Foster asked if Sofia Aragon could give a presentation at the September meeting on the efforts by Washington Center for Nursing to develop a more diverse workforce.

**MOTION:** Moved by Ms. Trillo with a second from Dr. Baroni to accept the Nursing Education Annual Report for academic year 2014-2015. **Motion carried.**

**B. Data Task Force – Dr. Mary Sue Gorski, Dr. Mary Baroni, Dr. Laurie Soine, Lois Hoell, Jeannie Eylar**

Data Task Force presented their recommendations for improving access and utilization of available data for research and best practices in regulatory efforts. The NCQAC discussed the three recommendations presented. Ms. Meyer asked the task force to use the data we are already contributing to Commitment to Ongoing Regulatory Excellence (CORE) and to review recommendations so that we are not repeating data.

**MOTION:** Moved by Dr. Soine with a second from Ms. Poole to accept the NCQAC Data Task Force Report and Recommendations as presented in the report. **Motion carried.**

**C. Use of the International English Language Testing Systems (IELTS) examination for internationally educated nurses – Barbara Gumprecht**

Ms. Gumprecht presented a follow up report at the request of the NCQAC in 2014 on the use of IELTS as second option to test English proficiency during the licensure process. Data comparing results of the use of IELTS vs. Test of English as a Foreign Language (TOEFL) was detailed.

**2:15 PM – 2:30 PM BREAK**

**XII. 2:30 PM – 3:30 PM Leadership Succession Plan and Performance Development Plan – Paula Meyer**

- A. Procedure H14.01 Evaluation of Executive Director**
- B. Succession Plan**

Ms. Meyer introduced the NCQAC Executive Director Succession plan and answered questions from NCQAC members about the plan.

The NCQAC proceeded to Executive Session and evaluated the Executive Director. The NCQAC concluded the executive session at 3:56 pm.

**XIII. 4:00 PM New Business**

**XIV. 4:00 PM – 4:10 PM Meeting Evaluation**

Pros	Cons
Charlotte Foster’s first meeting performance as chair	Noise/Band directly below meeting room
Amount of work accomplished	Food – poor presentation, poor quality, service, timing, quantity
Meeting flow	Dirty utensils

Education session – great information presented	Meeting room
Room seating – close proximity to peers	Meeting location in Olympia – travel distance and time
Views from the meeting room/having windows	
Room temperature – comfortable	
Hotel guest rooms	
New commission members	
Learning from other commission members	

**XV. 4:00 PM Closing**

**Meeting adjourned at 4:11 PM**

*Charlotte Foster, BSN, MHA, RN*

*Lois E. Hoell, R.N.*

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Charlotte Foster, BSN, MHA, RN  
Chair

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Lois Hoell, MS, MBA, RN  
Secretary/Treasurer