



**WASHINGTON STATE DEPARTMENT OF HEALTH
MIDWIFERY ADVISORY COMMITTEE
PUBLIC MEETING MINUTES**

September 13, 2016
9:00 AM

Department of Health – Kent
Creekside Two at CenterPoint
20425 72nd Avenue S, Suite 310, Room 307
Kent, WA 98032

On September 13, 2016 the Midwifery Advisory Committee met at the Department of Health in Kent, Creekside Two at CenterPoint, 20125 72nd Avenue S., Suite 310, Room 307, Kent, WA and by webinar. In accordance with the Open Public Meetings Act, notices were sent to individuals requesting notification of meetings.

MEMBERS PRESENT

CONSTANCE FREY, LM, CHAIR
ALI TROMBLAY, LM, VICE CHAIR
ROBERT PALMER, JR., MD
ALI LEWIS, MD
COLLEEN DONOVAN- BATSON, CNM
MARGARET OSTERVOLD, PUBLIC MEMBER

STAFF PRESENT

KATHY WEED, PROGRAM MANAGER
TRINA CRAWFORD, EXECUTIVE DIRECTOR
SANDIE PEARSON, PROGRAM REPRESENTATIVE
KRYSTL MURPHY, AAG

MEMBERS ABSENT

KAT BARRON, LM

OTEHRS PRESENT

DAN RENFROE, PROJECT MANAGER, DOH
DEBRA PURYEAR-TAINER, ONLINE LICENSING PROJECT, DOH
ELIZABETH GORDON, INVESTIGATION AND INSPECTION MANAGER, DOH
PAUL KONDRAT, INVESTIGATOR, DOH
ALEX GEIL, INVESTIGATOR, DOH
GABRIELLA PRICE (VIA WEBINAR)
KIMBERLY KINCADE (VIA WEBINAR)

Tuesday, September 13, 2016 – 9:05 AM – Open Session

1. CALL TO ORDER

The meeting was called to order by Constance Frey, Chair at 9:05 a.m.

1.1 Introductions

Committee members, staff, and guests introduced themselves.

1.2 Approval of Amended Agenda

The committee reviewed and approved the amended agenda as presented.

1.3 Approval of June 13, 2016 Meeting Minutes

The committee reviewed the June 13, 2016 Draft Meeting Minutes. The committee approved the June 13, 2016 Meeting Minutes as presented. Program staff will post the final version of the June 13, 2016 Meeting Minutes to Midwifery Committee webpage.

1.4 Announcements

There were no announcements made at this time.

- 2. ONLINE LICENSING AND INFORMATION COLLECTION PROJECT** – The committee received an update from Project Manager, Dan Renfro about the department’s online licensing project. Mr. Renfro shared that the department is working to provide an online portal for applicants to apply for licensure. The portal will provide a streamlined easy-to-use online application process. Implementation of the online application will be introduced and phased in for health professionals in early 2017.

Mr. Renfro also provided an update to the committee regarding the department’s Information Collection project. Demographic information is being collected using a survey that health care professionals may voluntarily take when renewing their credential. Data collected during the survey is profession specific and will be used to reduce healthcare disparities and ensure the healthcare workforce is used to their best abilities.

- 3. BIRTH CENTER INSPECTIONS** – Elizabeth Gordon, Investigation and Inspection Manager provided information about birth center inspections to the committee. Ms. Gordon provided a brief history regarding birth center inspections and the department’s responsibilities. The department is responsible to survey birth centers every 24 months. There are currently 17 child birth centers. The department is working to stagger the inspections so all are not due at the same time. Ms. Gordon also provided the committee a “Summary of Survey Findings” that compiled issues investigators noted during past inspections. She also shared with committee members that the department has received very few complaints about birth centers.

4. **BIRTH ASSISTANT GUIDELINE** – Information was provided to the committee by Kathy Weed, Program Manager. The committee received a draft version of guidelines for the appropriate use of birth assistants created by the department and the MAC rules sub-committee. Ms. Weed shared that the guideline was regarding the use of birth assistants for general, non-emergent care. Committee members reviewed the draft guidelines and provided input. Committee members suggested defining the word “obtain” under the section “Duties that are appropriate for a birth assistant under supervision of a license midwife”. It was also suggested that the term “supervision” be defined to be consistent with the draft rule language. Members requested “pre-natal” be removed from the list of duties that are appropriate for a birth assistant. Committee members voted to approve the guideline as a final version once the requested changes are made. Ms. Weed shared that she will make the requested changes and post the final version to the listserv and to the program webpage.

Committee members discussed other ways the guideline could be distributed. The committee requested the final version of the guideline be distributed to applicants sitting for the exam as well as sent to the professional associations. Ms. Weed will provide copies of the final guideline to the professional associations and those taking the exam.

Ms. Weed also shared that the Nursing Quality Assurance Commission (NQAC) reviewed the draft guideline and provided no comments or suggestions. An update will be provided to the committee at the next meeting regarding whether significant feedback from stakeholders was received after being posting the guideline to listserv and the webpage.

5. **SUMMARY OF MIDWIFERY COMPLAINTS** – A summary of recent midwifery complaint types was presented to the committee by Executive Director, Trina Crawford. Committee members were provided a handout detailing complaints received dating back to January 1, 2012 to July 30, 2016. Ms. Crawford shared that several of the unlicensed complaints are against the same individuals.
6. **CHARTING DEFICIENCIES** – Kathy Weed, Program Manager shared with committee that charting deficiencies are identified during investigations. The committee discussed charting deficiencies and provided feedback. Individual committee members were designated to look into the following and report back their findings at the next meeting:
 - Review a summary of charting gaps and identify types of gaps – Ali Tromblay
 - Continuing education classes for charting best practices – Colleen Donovan- Batson
 - National guidelines for charting – Ali Lewis
7. **COMMITTEE POLICIES AND BYLAWS** – Information was provided to the committee by Ms. Weed and Ms. Frey. The committee received an update and discussed draft policies presented and changes made to the bylaws. The committee moved and voted to approve the policies and bylaws as presented.

8. PROGRAM MANAGER REPORT – Information was provided to the committee by Program Manager, Kathy Weed.

8.1 Business Plan - Ms. Weed presented the updated Business Plan for 2015 – 2017 to committee members. The committee reviewed and discussed the Business Plan. It was suggested that a review of the newly adopted Birth Assistant Advisory Opinion be added to the Business Plan. Ms. Weed will add this to the Policy and Procedure review. She will also include the five-year timeline to the rule review as well noting the statute. The Business Plan is a living document and will be included on future meeting agendas.

9. CONSENT AGENDA – GENERAL INFORMATION – A copy of the current issue of “The Sentinel News for DOH Employees” was provided to board members.

10. MEETING WRAP UP AND ADJOURNMENT

10.1 Agenda Items for next meeting – The committee discussed adding the following items to future meeting agendas:

- Charting deficiency update
- 2017 agenda items and goals
- Update on legend drug status (if any)

10.2 Action items/meeting minutes emailed and reviewed

10.3 Next meeting location – The next meeting is scheduled for Monday, December 5, 2016 and will be held in Kent.

The committee adjourned at 11:55 p.m. Updated meeting information will be posted on the Midwifery website.

Respectfully submitted:

Approved:

Kathy Weed
Program Manager

Constance Frey, Chair
Midwifery Advisory Committee