



**Nursing Care Quality Assurance Commission (NCQAC)
Special Meeting Minutes
September 10, 2010, 8:30am – 5:30pm
Business Meeting Videoconference
Point Plaza East, Room 152/153
310 Israel Road
Tumwater WA 98504-7864**

Commission Members:

Susan Wong, MBA, MPA, RN, Chair
Rhonda Taylor, MSN, RN, Vice-Chair
Linda Batch, LPN
Erica Benson-Hallock, MPPA, Public Member
Charlotte Coker, Public Member
Margaret Kelly, LPN
Suelyn M. Masek, RN, MSN, CNOR
Judith D. Personett, EdD, Certified Nurse
Administrator Advanced (CNAA), RN
Gene I. Pingle, RN-BC, BSN
Diane Sanders, RN, BC, MN
Susan Woods, PhD, RN, FAHA, FAAN
Laura Yockey, LPN

Absent:

William Hagens, MA, Public Member
L. Susana Serna, RN, ARNP
Darrell Owens, Ph.D., ARNP, ACHPN

Assistant Attorney General:

Gail Yu, Assistant Attorney General

Staff:

Paula R. Meyer, MSN, RN, Executive Director
Usrah Claar-Rice, MSN, RN, Nursing Education Advisor
Teresa Corrado, LPN, Health Services Consultant
Chuck Cumiskey, BSN, MBA, RN, Nursing Practice Advisor
Mary Dale, Discipline Manager
Sam Prideaux, Chief Investigator
Trent Kelly, Staff Attorney
Terry West, Health Services Consultant
Louise Taylor/ H Louise Lloyd , Secretary

1. Opening —Susan Wong, Chair - DISCUSSION/ACTION

- Called to order - 8:30 AM
- Order of the Agenda – approved
- Correspondence - Heather Schoonover, MN, RN, PHCNS-BC, Chair, Washington Affiliate National Association Clinical Nurse Specialists (CNS) and Sally Watkins, PH.D., MS, RN, Washington State Nurses Association.
 - Thanked the NCQAC for listening at the July 2010 meeting regarding scope for the CNS.
- Announcements - Ms. West gave an update on fees.
 - Department of Health (DOH) plans to file the fee request by September 13, 2010 with an effective date of October 15, 2010.
 - Renewal notices were delayed because of computers problems.

2. Consent Agenda – DISCUSSION/ACTION

Consent agenda items are considered routine agency matters. The NCQAC approves the consent agenda by a single motion without separate discussion. To discuss a separate item requires a motion to remove the item and then place the item on the regular business agenda.

A. Approval of minutes

1. NCQAC Business Meeting,
 - July 9, 2010
2. NCQAC Disciplinary Hearing minutes
3. Continuing Competency sub-committee
4. Licensing and Discipline sub-committee
5. Nursing Program Approval Panel (NPAP)
6. Licensing reports

MOTION: Motion by Dr. Personett with a second by Mr. Pingle to accept the consent agenda. Motion passed.

3. Chair Report –Susan Wong- DISCUSSION/ACTION

A. Steering Committee Retreat – September 1, 2010

1. Commission member expectations – Ms. Rhonda Taylor
 - HB 1103 directed the NCQAC to measure its performance during the pilot project against its past performance, present performance, performance with Medical Quality Assurance Commission (MQAC), and performance with boards and commissions not in a pilot project.
 - A final report is due to the legislature December 15, 2013.
 - The results will compare the effectiveness of licensing and disciplinary activities of each commission, which will include effectiveness of patient safety, budgetary affects, and data of regulatory effectiveness.
 - Ms. Wong and Ms. Meyer propose using National Council of State Boards of Nursing (NCSBN) and will apply for the Institute for Regulatory Excellence to complete the comparison using a national database according to the law.
 - Ms. Wong, Ms. Meyer, and Ms. Taylor will meet with the leadership of the MQAC on September 30, 2010 to discuss the pilot project progress.
2. Role of the mentor – Ms. Margaret Kelly, Dr. Personett
 - Recommend - Commission members complete a document to clarify expectations of commission members and the role of mentors for presentation at the November 2010 meeting.
3. Strategic Plan through June 30, 2013
 - To promote continuity of commission work -
 - When commission positions are vacated, pro tems can apply.
 - When pro tem positions are available, exiting commission members can apply.

- To improve the functioning of the business meetings it is recommended that 50% of the NCQAC meetings are held face-to-face in Tumwater.
4. November 16 Health MAP presentation

MOTION: Motion by Dr. Personett with a second by Gene Pingle to accept the following five recommendations. Motion passed.

- Complete Document of Expectations for Commission members
- Orientation for mentors and complete document of mentor role
- Encourage pro tem member to apply for appointment as Commission members as vacancies open
- Improve functioning of business meetings
- Conduct 50% of the business meetings face-to-face
-

The chair changed the order of the agenda to accommodate the rules hearing at 9:00 am.

4. 9:00 AM - Continuing Competency rules hearing – DISCUSSION/ACTION

CR102 was filed as WSR 10-16-117 on August 5, 2010 and WSR 09-23-081 filed on November 16, 2009. Proposed new rules:

- WAC 246-840-201 Continuing competency purpose statement
- WAC 246-840-202 Continuing competency definitions
- WAC 246-840-203 Components of the continuing competency program
- WAC 246-840-204 Continuing competency requirements – reactivation from expired status
- WAC 246-840-205 Continuing competency requirements – reactivation from inactive status
- WAC 246-840-206 Continuing competency audit process and compliance
- WAC 246-840-207 Failure to meet continuing competency requirements, Amending rules
- WAC 246-840-010 Definitions
- WAC 246-840-020 Documents issued to nurses in Washington
- WAC 246-840-111 Expired license and WAC 246-840-120 Inactive credential
- WAC 246-840-130
- WAC 246-840-117 Criteria for approved refresher courses

MOTION: Ms. Taylor moved with a second from Dr. Woods to adopt the rules as amended. Motion passed.

5. Nursing Commission Newsletter – Terry West – DISCUSSION/ACTION

The Nursing Commission Newsletter publishes the newsletter twice a year. The NCQAC contracts with PCI Publishing, Inc. to produce the newsletter. Ms. West updated the NCQAC on contract terms and progress toward printing the January 2011 issue.

- Assignments for the next newsletter are due September 24, 2010
- The current newsletter is available by E-publication and on the Nursing website.

The Chair called for an Executive Session - The Executive Session is that part of a regular or special meeting closed to the public. The NCQAC entered Executive Session at 11:10 to discuss with our AAG, who is legal counsel to the NCQAC, matters relating to enforcement actions or litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. The executive session ended at 11:30.

- Ms. West will research the Newsletter printing options listed below and report at the November meeting
 - All costs for the newsletter is to be fully paid by advertisements
 - Self published without advertisements

- Continue PCI contract, however, they are not interested in working with a different printing company each time
- Work with the Department of Printing

11:30 – 1:00 PM LUNCH

7. 1:00 PM – OPEN MICROPHONE

Open microphone is for public presentation of issues to the NCQAC.

- No one signed up to speak

8. Chair Report –Susan Wong- DISCUSSION/ACTION

B. National Council of State Boards of Nursing (NCSBN) Annual Meeting, Portland OR, August 10 – 13: Susan Wong, Dr. Susan Woods, Margaret Kelly, Usrah Claar-Rice, Paula Meyer.

- Ms. Wong - Finance committee, NCLEX examination committee, continuing competence committee and the bylaws committee presented recommendations to the Delegate Assembly for adoption.
- Dr. Woods – awards given were for Meritorious Service, Regulatory Achievement, Exceptional Leadership, Exceptional Contribution, and Years of Service to Executive Officers.
 - Dr. Woods has fulfilled her four-year term on the Awards Committee.
- Ms. Kelly – Presentation from the Robert Wood Johnson Foundation on the Future of Nursing
- Ms. Usrah Claar-Rice - The Regulatory session presented topics in education, licensing, discipline, and chemical dependency.
- Ms. Meyer – Laura Rhodes, President, was unable to attend the meeting. Myra Broadway, NCSBN vice president, conducted the meeting. Officer election results: Myra Broadway, president, Shirley Brekken, vice president, Randy Hudspeth, Treasurer. Transition to Practice Committee – Recommends studies of regulatory models in three states. Some states are seeking regulation to require a transition period for new graduates prior to initial licensure. The study tests a regulatory model. The outcomes are designed to provide credibility for those states seeking requirements. The Washington Center for Nursing currently has a Transition to Practice sub-committee working on this issue.

MOTION: Motion from Dr. Personett with a second from Mr. Pingle to have the information regarding the Transition to Practice application for pilot status presented at the November meeting for discussion and a decision. Motion passed.

C. Pearson/VUE test site review – October 12 - 29, 2010 – Susan Wong, Rhonda Taylor, Laura Yockey

- The review date is October 12, 2010.
- Ms. Wong, Ms. Yockey, and Ms. Kelly will review the test site.

9. Executive Director Report – Paula Meyer – DISCUSSION/ACTION

A. NCSBN committee appointments

- Rhonda Taylor, reappointed - Item Review Sub-committee
- Usrah Claar-Rice, reappointed - NCLEX® Examination Committee
- Chuck Cumiskey, reappointed - Taxonomy of Error Root Cause Analysis Program (TERCAP)
- Linda Batch – NCLEX panel of judges
- Diane Sanders, reappointed - Finance committee

B. Steering Committee Position Description revision

Recommended revision additions:

- In order to conduct business related to the pilot project between business meetings, the NCQAC delegated the Steering Committee to act on its behalf. Actions are reported at the next business meeting.
- Draft a strategic plan to present to the NCQAC

MOTION: Motion by Ms. Taylor with a second by Dr. Woods to adopt the revisions in the Steering Committee Position Description. Motion passed.

10. Subcommittee Reports – DISCUSSION/ACTION

A. Licensing and Discipline –William Hagens, Chair

- Update on the sub-committee work plan is in the packet materials
- Early Remediation Report - Project assignments are due the end of September 2010 for presentation at the November meeting.

B. Continuing Competency – Dr. Personett, Chair

- A plan will be formulated for education and outreach in the community

C. Consistent Standards of Practice – Margaret Kelly, Chair

- A five-year plan developed. Presently in phase 1 of developing infrastructure for the sub-committee.

D. ARNP – Dr. Darrell Owens, Chair

- Chronic, non-cancer pain management model rules
 - Ms. Meyer discussed House Bill 2876, which requires five boards and commissions to write rules on chronic non-cancer pain management. The model rules describe experts in pain management, required consultation with a pain management expert when dosage limits of an opioid are approached, and when exemptions from consulting with a pain management expert allowed.
 - Request model rules go through the ARNP sub-committee. The next meeting is on September 14, 2010.
 - Model rules will be presented at the November meeting for consideration.

11. Operating Agreement – Paula Meyer - DISCUSSION/ACTION

The NCQAC approved a draft document and circulated it within the DOH and to the Secretary of Health.

- Delivered to the Secretary of Health on June 10, 2010.
- The NCQAC is operating without an Operating Agreement.
- The Chair will send a letter to the Secretary of Health regarding signature of the document.
 - Commission members request to see the letter that is to be sent to the Secretary of Health.

12. 2008-2009 Nursing Programs Annual Report Summary – Usrah Claar-Rice - DISCUSSION/ACTION

According to WAC 246-840-520: (3) The nursing programs must submit annual reports on forms provided by the commission. Ms. Claar-Rice presented the summary of data from the annual report with editorial changes for the 2008-2009 academic year.

MOTION: Motion by Ms. Taylor with a second by Dr. Woods to accept the annual report with editorial changes. Motion passed.

- 13. Office of Legal Service – Bill Kellington/Trent Kelly - DISCUSSION/ACTION**
Trent Kelly, Office of Legal Services, presented the nursing workload measures and the plans to address the workload.
- Mr. Kelly summarized workload resulting from budget restrictions. Cases continue to increase, creating a large backlog.
 - Older cases may go back to the charging panels for reevaluation.
 - Newly hired staff will be assigned older cases to bring the workload current and reduce the number of backlogged cases.
- 14. Nurse Delegation in Community Based Care Setting – Doris Barrett, DSHS - DISCUSSION/ACTION**
Ms. Barrett, Department of Social and Health Services (DSHS) presented the concept of delegating nursing tasks to the certified home care aides in community based care settings by amending the nurse practice act and the home care aide law. The NCQAC may take a position on draft language that may become request legislation for DSHS. Letters offering support have been received from various organizations
- Ms. Batch, Ms. Kelly, and Mr. Pingle volunteered to work with DSHS staff and will report with recommendation at the November meeting before presentation for legislation in the fall.
- 15. Rules Update – Terry West - DISCUSSION/ACTION**
Ms. West updated the NCQAC on the following sets of rules:
1. Home Care Aides and Medical Assistants, passed in legislation.
Compare requirements for training and examination of Nursing Assistant Certified with the Home Care Aides and Medical Assistants.
 - Will hold hearing in March 2011
 - Rules have to be adopted by June 2011
 2. Early Remediation
 - CR103 filed in August and will be effective September 2010.
 3. ARNP amendment
 - Addition to the rules verbiage if “endorsing from another state with an active CNS”
 - Will start with a CR 102 because the amendment is minor
- 16. Discussion Items – Paula Meyer - DISCUSSION/ACTION**
Discussion Items is a standing agenda item to review issues presented to the NCQAC. Under the Nursing Law and the Uniform Disciplinary Act (UDA), the NCQAC may consider forming advisory opinions, interpretive statements, or declaratory orders. Since this is a discretionary action of the NCQAC, the NCQAC determines the priority and urgency of the issues and the availability of resources to complete work on these issues.
- Update on community meetings, trends in School Nursing, LPN issues, and Mutual State Recognition.
 - Mr. Cumiskey visited 25 sites, focusing on school nurse issues, LPN issues, and Mutual State Recognition. Mr. Cumiskey gave updates on Continuing Competency at each meeting.
 - Presentation of results will be at the November meeting.
- 17. Adjourned at 3:01 PM**