



**Nursing Care Quality Assurance Commission (NCQAC)  
April 15, 2011, 8:30 AM to 10:30 AM  
Continuing Competency Subcommittee Minutes**

**Commission Members:** Judith Personett, EdD, CNAA, RN, Chair  
Diane Sanders, MN, BC, RN  
Linda Batch, LPN  
Charlotte Coker, Public Member  
Gene I. Pingle, RN-BC, BSN

**Pro-Tem Member:** Lois Hoell, MS, MBA, RN

**Absent:** Judith Personett, EdD, CNAA, RN, Chair  
Diane Sanders, MN, BC, RN

**DOH Staff:** Teresa Corrado, LPN, Licensing Manager  
Chuck Cumiskey, Nurse Practice Advisor

**1. Opening**

- Call to order: 8:30 AM

2. Reviewed the February 18, 2011 continuing Competency Subcommittee meeting minutes.

**3. Continuing Implementing the rules project plan development**

**A. Identify and create a list of procedures**

- Audit and noncompliance procedures were identified

**B. Discuss expectations for remedial process**

- The Commission members are aware of their involvement with the remedial process, but would like to see a procedure, documentation with timeframes, and possibly a check sheet.
- Ms. Corrado will meet with Ms. Dale to discuss procedures and processes for remedial process.

**C. Look at draft audit letter**

- The Commission members would like to see the corrective process in this letter. They felt it was a good idea to educate the nurse, at this stage of the process, as to possible consequences of not complying.
- They also suggested bullet statements.

**D. Continued participation in subcommittee by May Commission meeting**

- All members expressed a desire to continue on this subcommittee.

**E. Keeping RN and LPN license question**

- Discussed, no decisions made.

**4. Review web pages - Update progress- Teresa Corrado**

- Ms. Corrado reported that there were a some documents pending publication numbers but that the website is ready launch

**5. Next steps for “retired active” status**

**A. Decision package**

- Staff will look into the status.

**6. Adjourned 10:30 AM**