



**Nursing Care Quality Assurance Commission (NCQAC)
Consistent Standards of Practice (CSP) Minutes
June 10, 2011 9:00AM to 12:00 PM**

Committee Members: Suellyn Masek, RN, MSN, CNOR, Chair
Margaret Kelly, LPN
Bill Hagens, Public Member

Staff: Chuck Cumiskey, BSN, MBA, RN, Nurse Practice Advisor

- 1. Develop a format to follow Medical Quality Assurance Commission example in binder, submit annotated bibliography for each statement**
 - The sub-committee decided to stay with the example that is in the binder but with an annotated bibliography.
 - The sub-committee would like to have some of the groups to have their interpretive statement projects in by August 15, 2011.

- 2. Develop criteria so that CSP members can adequately review Interpretative Statement prior to August 22, 2011 meeting**
 - Briefly discussed and tabled to a future meeting.

- 3. Discuss and develop an approach to present statements to NCQAC at the September, 2011 meeting**
 - The sub-committee will present statements to the NCQAC no later than the November meeting.

- 4. Work on goals, objectives, and time lines for phase II such as, safe to practice**
 - The sub-committee will come back to this issue in November when they have more to discuss.
 - Phase II will take place in 2012

- 5. Present revision of NCQAC Policy F01.01: Development, Rescinding and Archiving of Interpretive Statements, Advisory Opinions, Policy Statements and Declaratory Orders**
 - Mr. Cumiskey will send out an updated
 - Mr. Hagens will do some revisions and have it ready for the next meeting.

- 6. Develop a plan to update web page**
 - Mr. Cumiskey will get back to the sub-committee with a timeline for posting to the Web.
 - a. Remove advisory opinion request form

- b. Replace with new issue review form in phase II

7. Request Consistent Standards link for home page

- Mr. Cumiskey will speak to Terry West to determine how to accomplish this task.

8. Discuss and set implementation plan to publish at least two articles in next Nursing Commission Newsletter.

- a. Discuss timeline
 - Deadline for submission for the Newsletter is September 23, 2011.

9. Plan meeting on monthly basis

- a. Conference call
 - The sub-committee will meet the fourth Monday every month from 10:00am to 11:00am via conference call beginning July 25, 2011
- b. Proposed dates to reflect Commission meetings
 - CSP July 25th, Packet Due August 12th Business Meeting Sept 9th
 - Agenda will need to go out on the list serve on July 11th.
 - CSP Sept 26th, Packet due Oct 21st Business Meeting Nov. 18th
 - CSP Nov 28th, Packet due Dec. 17th Business Meeting Jan. 13th

10. Adjourn – 10:30 a.m.