



**Nursing Care Quality Assurance Commission (NCQAC)
Licensing and Disciplinary Subcommittee
June 27, 2011
310 Israel Road SW, Tumwater, WA 98501
Telephone Conference Call
7:00PM**

Sub-Committee Members: Margaret Kelly, Chair; Susan Wong, Vice Chair; Bill Hagens (excused), Mindy Schaffner (absent)

DOH Staff /Guest: Mary Dale, Teresa Corrado, Sandra (Sam) Prideaux, Miranda Bayne, Paula Meyer (guest)

Call to order 7:00 p.m.

Roll call

Minutes Approved

- 1. Update from the chair/staff – Margaret**
DISCUSSION: Business must be done at an open public meeting; it cannot be conducted via email. Items not fully discussed at the May meeting are on the June agenda for decisions. The subcommittee members are expected to read all documents prior to the meeting, and be ready for discussion and decisions. If not, the item will be deferred until the next meeting.
- 2. Update on the Substance Use and Abuse Team (SUAT) - Paula**
Paula presented the charter adopted by the team, and identified the team members. Members include investigators, staff attorneys, AAG, and commission members. She described the plan to address substance abuse cases.
DISCUSSION: Reports will come from the SUAT to this subcommittee. The commission members assigned to the project will present back to the full commission. Paula will bring another report to the August subcommittee meeting.
- 3. Procedure B19 “Credential Evaluation of Foreign Educated Applicants” - Teresa**
Request for approval of additional services through procedure.
DISCUSSION: Teresa presented the background material developed by Micah Mathews that was sent to members. She answered questions on the procedure regarding length of time before a file is closed and making licensees eligible to take the exam. Teresa said the procedure does not go to the commission for approval. There were several concerns identified in Micah’s background material. Teresa will complete the motion form and bring it back to the July meeting for approval.
- 4. Approved Evaluator – Mary**
One application was submitted for approval to evaluate the respondent in case M2010-343. There is no request to add him to the list of approved evaluators in procedure A24.
DISCUSSION: The applicant was approved for this case.

- 5. Procedure A21 “Decision Making Criteria for License Applications” – Teresa**
The draft procedure was presented with changes highlighted.
DISCUSSION: This procedure was updated to reflect the current RCW and to clarify timeframes for convictions. Staff will draft the motion.
- 6. Investigation Statistics - Susan**
DISCUSSION: Sam was not at the meeting, so Susan presented these statistics, Performance Measures 2.2 and 2.4. Three FTEs were given for investigations, but it was difficult to find nursing investigators who would work for that rate of pay. If we increase pay, would cause a problem in other areas. There were issues with budget, FTEs, and the hiring freeze. We may not see results in 2.4 until later as two investigators are focused on substance abuse cases. Statistics are improving. Continue to bring reports on investigations monthly to track.
- 7. Procedure B15 “Nursing Technician Not in “Good Standing” - Teresa**
Final procedure.
DISCUSSION: Teresa made changes in the document to clarify the graduation date. Teresa will draft the motion.
- 8. Hearings Checklist - Margaret**
Present outline of a proposed checklist for disciplinary hearings.
DISCUSSION: A checklist was not made, but the hearing panel was discussed. Bill reminded the members to be mindful that cases could go to the Supreme Court.
- Aggravating and mitigating factors must be considered;
 - The sanction standards and sanction rules should be on site;
 - If the sanctions are an outlier, rationale should be given as to why the decision was made outside the sanctions;
 - The Panel Chair ensures work is accurate when document created and destroys notes;
 - Ensure what the Health Law Judge has in his notes is agreed upon;
- This should be included in the mentor training. Margaret will discuss with Laura Yockey for mentor training.
- 9. Procedure A27 “Use of Sanction Standards in Discipline Cases” – Mary**
Staff request to add “practice on an expired license” to the Sanction Standards to ensure equal treatment of respondents.
DISCUSSION: The commission cannot waive the refresher course as it is a licensing requirement. It was suggested that an essay not be one of the sanctions. Mary and Adena will look for a class that will work, at least three hours, possibly something on the UDA or the Nursing WAC. Mary will bring this back as a draft procedure change.

Adjournment: 9:00pm