



**Nursing Care Quality Assurance Commission (NCQAC)
Consistent Standards of Practice (CSP) Minutes
August 22, 2011 10:00 AM to 11:30 AM**

Committee Members: Suellyn Masek, RN, MSN, CNOR, Chair
Margaret Kelly, LPN

Staff: Paula Meyer, RN, MSN, NCQAC Executive Director
Shari Kincy, Operations Secretary Senior

Absent: Bill Hagens, Public Member

Call to Order 10:05 AM

Roll Call

- 1. Nurse Consultant Nancee Tardif**
 - a. Will summarize her job priorities
 - The Committee went over the job description.
 - b. Discuss her relationship to CSP & NCQAC
 - The Committee is looking forward to working with Ms. Tardif.
 - Ms. Meyer stated that Ms. Tardif will be a consultant with DSHS and the surveyors.
 - c. Ask for input from CSP subcommittee for their ideas to enhance working relationship
 - The Committee had no comments or ideas at this time.
- 2. Review final draft interpretive statements**
 - a. Medication organizers
 - The Committee reviewed the statement and made some minor changes.
 - The changes will be made and sent to the September Business meeting packet.
 - b. Job Titles/License Titles
 - The Committee reviewed the statement and made some minor changes.
 - The changes will be made and sent to the September Business meeting packet.
 - c. Questions of Assignment
 - The Committee reviewed the statement and made some minor changes.
 - The changes will be made and sent to the September Business meeting packet.

3. Review progress report on each team/Alternates if needed

- The Committee went over the spreadsheet submitted by Mr. Cumiskey.
- Ms. Masek voiced some concern regarding the meeting the deadline for the November packet and presentation.
- Ms. Meyer confirmed with Ms. Masek that she should receive the remainder of the statements by the November deadline and present them at the January meeting.
- Mr. Cumiskey will have a monthly conference call with all the groups to make sure they will make the November deadline.
- Ms. Meyer discussed a meeting she is attending with the seizure management group on August 31, 2011. This meeting will also include a member of the Epilepsy Association.

4. Consistent Standards link for home page timeline/ Issue Review form

- This will be on the agenda for next month.

5. Discuss revision plan for the “Determining Your Scope of Practice” document

- a. Review document to obtain revision ideas
 - This will be on the agenda for next month.
- b. Assign revision team members
 - This will be on the agenda for next month.

6. Discuss and set implementation plan to publish at least 2 Interpretive Statements in next Nursing Commission Newsletter.

- a. Discuss timeline: September 23, 2011 deadline
 - Ms. Masek will submit the Job Titles and Med Organizer statements for the Newsletter and she will write a brief paragraph.
 - This will be done by September 23, 2011.
- b. Decide which two interpretive statements will go in newsletter
 - Ms. Masek will submit the Job Titles and Med Organizer statements for the Newsletter.

7. Solidify plan for the 3 Interpretive Statements with Bibliography presentation in September and November meeting/process of review

- Ms. Masek will present Interpretive Statements at the January 2012 Business meeting.
- In September Ms. Masek will present the Med Organizer, Job Titles and Question of Assignment statements at the September NCQAC meeting.

8. Review July 25, 2011 minutes that are in September NCQAC Business Meeting Packet

- The Committee reviewed and approved the July 25, 2011 meeting minutes.

9. Update on F01.01

- Ms. Masek stated that Mr. Hagens is working on this item.
- This item will be on the agenda for the next meeting.

10. Next meeting September 19, 2011 from 10:00 AM to 11:30 AM

- The agenda for the next meeting needs to go out on September 6, 2011
- Items for the September 19, 2011 agenda include:
 - Adoption of August 22, 2011 minutes
 - Consistent Standards link for home page timeline/ Issue Review form
 - Discuss revision plan for the "Determining Your Scope of Practice" document
 - Update on F01.01
 - Update from Mr. Cumiskey on the progress of the groups
 - Next meeting October 24, 2011 10:00 AM to 11:30 AM

11. Meeting Adjourned 11:10 AM