



**Nursing Care Quality Assurance Commission (NCQAC)  
Special Meeting Minutes  
Room 224 Town Center 3  
243 Israel Road, Tumwater WA 98504-7864  
November 18, 2011 8:30-5:00**

**Commission Members:** Susan Wong, MBA, MPA, RN, Chair  
Susan Woods, Ph.D., RN, FAHA, FAAN, Vice-Chair  
Linda Batch, LPN  
Erica Benson-Hallock, MPPA, Public Member  
Charlotte Foster, RN, BSN, MHA  
Margaret Kelly, LPN  
Suellen M. Masek, RN, MSN, CNOR  
Darrell Owens, Ph.D., ARNP, ACHPN  
Diane Sanders, RN, BC, MN  
L. Susana Serna, RN, ARNP  
Cass Tang, PMP, Public Member  
Rhonda Taylor, MSN, RN  
Laura Yockey, LPN

**Excused Absence:** Gene I. Pingle, RN, BSN-BC, CEN  
William Hagens, MA, Public Member

**Assistant Attorney General:** Gail Yu, Assistant Attorney General

**Staff:** Paula R. Meyer, MSN, RN, Executive Director  
Teresa Corrado, LPN, Health Services Consultant  
Chuck Cumiskey, BSN, MBA, RN, Nursing Practice Advisor  
Mary Dale, Discipline Manager  
Karl Hoehn, Staff Attorney  
Louise Taylor, Secretary  
Mindy Schaffner, Ph.D., MSN-CNS, RN, Nursing Education  
Advisor  
Catherine Woodard, Chief Investigator  
Terry West, Health Services Consultant  
Martha Worcester, Ph.D., ARNP, ARNP Advisor

## 1. 8:30 AM Opening – Susan Wong, Chair – DISCUSSION/ACTION

- A. Call to order - 8:40 AM
- B. Introductions – NCQAC members, staff, audience
- C. Order of the Agenda – move item 12 after item 3
- D. Correspondence - none
- E. Announcements
  - Ms. Masek - accepted as a member of the Institute of Regulatory Excellence (IRE)
  - Ms. Tang - appointed as a public member
    - Mentors – Mr. Hagens and Ms. Benson-Hallock

## 2. Consent Agenda – DISCUSSION/ACTION

Consent agenda items are considered routine agency matters. 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 - September 9, 2011
2. NCQAC Disciplinary Hearing minutes – July 29, 2011 August 25, 2011, September 21, 2011, September 23, 2011
3. Advanced Register Nurse Practitioner (ARNP) ARNP sub-committee – September 2011
4. Continuing Competency sub-committee – September 19, 2011
5. Licensing and Discipline sub-committee - August 29, 2011, September 26, 2011
6. Consistent Standards of Practice sub-committee – August 22, 2011, September 19, 2011, September 23, 2011, October 10, 2011
7. Nursing Program Approval Panel (NPAP) July 21, 2011, September 15, 2011
8. Nursing Assistant – Program Approval Panel (NA-PAP) – July 11, 2011

**MOTION:** Motion by Ms. Yockey with a second from Ms. Batch to accept the consent agenda. Motion passed.

## 3. Chair Report –Susan Wong- DISCUSSION/ACTION

### A. NCSBN, National Council Licensing Examination (NCLEX) - Invitational for RN and LPN, San Francisco, CA, September 26, 2011, report from Dr. Schaffner.

- Examination purpose - test knowledge, skills, ability, basic safety and effective entry level practice.
- 2514 registered nurses (RN) and 2387 practical nurses (PN) helped develop questions.
- Computerized Adaptive Testing (CAT) - automatically evaluates knowledge and abilities.
- Security is consistent at all test centers in the United States and internationally.

### B. NCSBN World Café, December 8-9, Chicago. Dr. Woods chairs the NCSBN Education Committee, hosting the event. Dr. Woods, Ms. Taylor, and Dr. Schaffner will attend this event. Dr. Woods will give a report on the presentations.

- Topics – what would happen if education, accreditation and regulations were in alignment?
- Recommend nursing programs be accredited by national nursing accrediting body.
- Dr. Woods, Ms. Taylor and Dr. Schaffner will attend the follow-up event
  - NCSBN will fund all conference expenses.

**C. Institute of Regulatory Excellence (IRE) project – Ms. Wong, Ms. Meyer**

- A report to the governor and legislature is required to show the efficiency and effectiveness of NCQAC being in the pilot project compared with the Medical Commission and other boards and commissions of Health Services Quality Assurance.
- Ms. Wong is gathering financial data in support of the pilot project.
- Ms. Meyer researches performance measures using the NCSBN Commitment to Ongoing Regulatory Excellence (CORE) database to compare Washington State measures to three other states.

**D. DRAFT procedure H03.01- Out of State Travel**

**MOTION:** Ms. Yockey moved with a second from Ms. Batch to adopt procedure H03.01 Out of State Travel. Motion passed.

**E. Legislative Task Force**

Members of the Legislative Task Force

- Chair – Dr. Woods
  - ARNP – Dr. Owens
  - LPN – Ms. Batch
  - RN – Ms. Wong
  - Public Member – decision will be made later – Ms. Meyer will be informed
  - Staff - Ms. Meyer

*Change in the order of the agenda*

**12. Washington Center for Nursing – Linda Tieman, Dr. Sue Woods, Bill Hagens, Rhonda Taylor – DISCUSSION/ACTION**

**A. Report to the legislature**

RCW 18.79.202 describes the use of a surcharge on nursing licensure fees to support a centralized nursing resource center. The RCW states in part:

(4) The central nursing resource center shall submit a report of all progress, collaboration with other organizations and government entities, and activities conducted by the center to the relevant committees of the legislature by November 30, 2011. The department shall conduct a review of the program to collect funds to support the activities of a nursing resource center and make recommendations on the effectiveness of the program and whether it should continue. The review shall be paid for with funds from the nursing resource center account. The review must be completed by June 30, 2010.

- NCQAC reviewed the report and will submit a report to the legislature for funding Senate Bill 5599. Major areas of focus:
  - Show activities of the NCQAC and its accomplishments while in the pilot project
  - History of Senate Bill 5599
  - Effectiveness of nursing education in the state
  - Funding legislation, state and federal non-profit regulations
  - Show how available funds are disbursed which includes the hiring of minorities

**MOTION:** Dr. Woods moved with a second from Ms. Masek to endorse the report presented by WCN. Motion passed.

*Change in the order of the agenda*

#### **4. Executive Director Report – Paula Meyer – DISCUSSION/ACTION**

##### **A. NCSBN Executive Officer Mentor Program**

- New Executive Officers
  - Elizabeth (Libby) Kiefner-Crawford of Indiana
  - Arley Long, Chair and Executive Director for Northern Mariana Islands
- Ms. Meyer is the mentor for both Executive Officers
- Governor Christine Gregoire approved out-of-country travel for Ms. Meyer
  - NCSBN will pay all travel expenses

##### **B. Health Systems Quality Assurance (HSQA) board/NCQAC leadership webinars**

- Webinars are held quarterly - see dates below  
January 3, 2012    April 3, 2012    July 10, 2012    October 9, 2012

##### **C. 2012 Decision Packages**

- **Retired Active Status**
  - Request to adopt a new fee for Retired Active Status nurses.
  
- **Temporary investigators – use of funds and appropriation**
  - NCQAC will request authorization to spend revenue 15% over allotted revenue costs to hire temporary investigators if, during this biennium, the revenue is 15% over the allotment.
  
- **HSQA decision packages that may impact nursing funds**
  - Prescription monitoring program - Request approval for a \$20 surcharge to nurse practitioners who have prescribing authority.

##### **D. Submitting Business Packet Materials - planning tool**

- Packet materials required to be in 3 weeks prior to the NCQAC meeting so materials can be sent electronically to provide review time

##### **E. Delegation of signature authority - subpoenas, Ms. Woodard**

Request delegation of signature authority for subpoenas be delegated to Ms. Woodard, Chief Investigator.

**MOTION:** Ms. Tang moved with a second from Ms. Masek to approve delegation of signature authority for subpoenas to Ms. Woodard. Motion passed.

##### **F. Executive Order Extending Rules Moratorium to 12/31/12**

- Staff recommend requesting an extension on the rules moratorium which is mandated through 12/31/12.
- Recommendation for exemption
  - Substance Abuse
  - Sexual Misconduct
  - Licensing
  - Pain Management
  - Clinical Nurse Specialist under the Nurse Practitioner definition
  - Retired Active Status
  - Internationally educated
  - Nurse verification fee

**MOTION:** Ms. Batch moved with a second from Ms. Tang to approve the request for an exemption to open rules. Motion passed.

## **5. Subcommittee Reports – DISCUSSION/ACTION**

### **A. Licensing and Discipline – Margaret Kelly, chair**

- **Draft Procedure A27.08**

**MOTION:** Ms. Kelly moved with a second from the subcommittee for the NCQAC to adopt the proposed changes in draft procedure A27.08, Use of Sanction Standards in Disciplinary Action. Motion passed.

- **Early Remediation Program Statistics**
  - Statistics from October 2009 – August 2011 show the breakdown of 110 cases

### **B. Continuing Competency – Rhonda Taylor, chair**

- B20.01 Audit Process policy presented for approval

**MOTION:** Ms. Taylor moved with a second from the subcommittee to approve procedure B20.01 Audit Process to be used by staff. Motion passed.

- **Audit Check**

**MOTION:** Ms. Taylor moved with a second from the subcommittee to approve the audit checklist as a tool for the performance audit review. Motion passed.

- **Attestation**

**MOTION:** Ms. Taylor moved with a second from the subcommittee to approve the renewal attestation for the renewal and audit process. Motion passed.

### **C. Consistent Standards of Practice – Suellyn Masek, chair**

- Item Review from School Nurses of Washington (SNOW) and Office of Superintendent of Public Instruction (OSPI) on Diastat.
  - Requesting RNs validate administration of the medication Diastat and Midazolam to school staff.

**MOTION:** Ms. Masek moved with a second from the subcommittee that the NCQAC approve research by the subcommittee on the administration of Diastat and Midazolam and report back to the NCQAC. Motion passed.

### **D. ARNP – Dr. Darrell Owens, chair**

- **Current work**
  - Position statement that will not use the term ‘mid-level provider’ when referring to nurse practitioners
  - Evaluating title protection for ARNP and the ability to use the title Doctor
  - Waiver exceptions to license by endorsement to Ms. Worcester
- Dr. Worcester gave a presentation on the events of the Nurse Practitioner Pacific Northwest 34<sup>th</sup> Annual National Conference on Advanced Practice in Primary and Acute Care – October 27-28, 2011 Conference discussion Items:
  - ARNP Consensus Model
  - Continuing education requirements for ARNP
  - Survey Consensus Model knowledge
  - Comparing Oregon’s Consensus Model with the status of the ARNP
  - The survey is available on the nursing website until December 31, 2011.

**6. 11:00 AM – Executive Session if needed – No executive session needed.**

11:30 – 1:00 PM Lunch

7. **OPEN MICROPHONE** – No requests

8. **Washington Nursing Action Coalition: Leading Change, Advancing Health, October 7, 2011 – Dr. Susan Woods, Dr. Mindy Schaffner, Charlotte Foster, Linda Batch, Lois Hoell - DISCUSSION/ACTION**

The Washington Nursing Action Coalition works across the state to implement the recommendations from the Institute of Medicine's Future of Nursing Report. Leading Change, Advancing Health was presented in Seattle and included nursing, policy, and community leaders. NCQAC received a report from the presentations.

- IOM report and recommendations
- Priorities – leadership, education, practice, collaboration
- The NCQAC will be involved in a task force reviewing the nursing education WACs

9. **Nominations sub-committee – Bill Hagens, Margaret Kelly, Suellyn Masek - DISCUSSION/ACTION RCW 18.79.100**

**A. Nominations committee position description revisions**

- Two responsibilities for the subcommittee position
  - Prepare the slated of candidates for the annual election of officers
  - Recognize NCQAC members and staff.

**MOTION:** Ms. Masek motioned with a second from the sub-committee to adopt the revisions to the position description. Motion passed.

**B. DRAFT procedure H01.01 Officer Nominations and Vote – minutes only have to record the final tally**

**MOTION:** Ms. Masek motioned with a second by the sub-committee to adopt procedure H01.01, using signed ballots that will be filed with the minutes. Motion passed.

**C. DRAFT procedure H02.01 Officer Elections**

**MOTION:** Ms. Masek motioned with a second by the sub-committee to adopt procedure H02.01. Motion passed.

10. **Certified Nursing Assistants (CNAs) in Nursing Homes and Medication Administration – Susan Wong, Erica Benson-Hallock, Linda Batch, Margaret Kelly, Rhonda Taylor, Paula Meyer - DISCUSSION/ACTION**

NCQAC members and Ms. Meyer traveled to Portland OR to observe certified nursing assistants in a nursing home who administer medications. NCQAC members and Ms. Meyer then met with representatives of the Oregon State Board of Nursing on the Oregon regulations for certified nursing assistants (CNA) and medication administration. Recommendations for potential legislation on this topic were presented to the NCQAC for consideration.

- Representative Green and Representative Cody requested the NCQAC review the requirement issues of CNAs and medication administration in a nursing home.
  - Held state-wide stake holder meetings
  - Dr. Susan Sikma presented literature on certification of nursing assistants for medication administration

- Reviewed Oregon's rules and regulations
- Ms. Taylor gave a summary of the research and meetings. The conclusions and agreement between the task force and the meetings with the stake holders is that
  - NCQAC be given authority to write the rules on CNA for medication administration endorsement
  - RN is responsible for assessment of the patient
  - There should be an education requirement. The NCQAC approves all training programs

**MOTION:** Motion by Ms. Taylor with a second from the task force to accept the concept of an endorsement for certified nursing assistants to administer medication in nursing homes. Motion passed.

**11. Medical Assistants – Teresa Corrado - DISCUSSION/ACTION**

HSQA conducted a sunrise review of medical assistants. Ms. Corrado served on the hearing panel. The draft Medical Assistant Sunrise is available at <http://www.doh.wa.gov/hsqa/sunrise/default.htm> You may email your comments to [sunrise@doh.wa.gov](mailto:sunrise@doh.wa.gov)

**Adjourned - 2:25 PM**