



**Nursing Care Quality Assurance Commission (NCQAC)  
Special Meeting Minutes  
May 9, 2008  
Business Meeting  
310 Israel Rd SE  
Tumwater, WA  
360-236-4713**

**NCQAC Members:**

Judith D. Personett, EdD, CNAA, RN, Chair  
Susan Wong, MBA, MPA, RN, Vice-Chair  
Linda Batch, LPN  
Richard Cooley, LPN  
William Hagens, MA, Public Member  
Rev. Ezra Kinlow, MTH, Public Member  
Darrell Owens, Ph.D., ARNP, ACHPN  
Jackie Rowe, RN  
Erica Benson-Hallock, MPPA, Public Member  
Robert Salas, RN  
Diane Sanders, RN, BC, MN  
Rhonda Taylor, MSN, RN  
Mariann Williams, MPH, MSN, RN, ARNP  
Susan Woods, PhD, RN, FAHA, FAAN  
Laura Yockey, LPN

**Assistant Attorney General:**

Gail Yu, Assistant Attorney General

**Staff present:**

Paula Meyer, MSN, RN, Executive Director  
Terry West, Health Services Consultant  
Usrah Claar-Rice, MSN, RN, Nursing Education Advisor  
Teresa Corrado, LPN, Health Services Consultant  
Chuck Cumiskey, RN, MBA, Nursing Practice Advisor  
Mary Dale, Discipline Manager  
Donna Rogers, Complaint Process Manager  
Marc Defreyn Supervising Staff Attorney  
H. Louise Lloyd, Secretary  
Shari Kincy, Secretary

**1. Dr. Judith D. Personett, Chair called to order at 8:35 AM**

- Introductions – NCQAC members introduced themselves
- Order of the Agenda - accepted
- Correspondence – none
- Announcements

1. Rev. Ezra D, Kinlow, public member and Richard Cooley, LPN will complete their NCQAC terms at the end of June 2008. Paula Meyer, Executive Director, thanked them for their expertise and service. A plaque was presented to both members.
2. Completing their pro tem terms for the NCQAC are Carolyn Nelson, Joanna Boatman, and Cheryl Payseno.
3. Nurse's Week will be celebrated with a cake at the end of the NCQAC meeting.
4. Robert Salas – Congratulations on new baby boy.
5. Hearing dates for 2009 - Dr. Personett requested that each member commit to at two hearings. Submit dates to Adena Nolet. Some members requested a variation in the scheduled dates. Ms. Meyer will attempt to accommodate the requests consider.

**2. Consent Agenda – DISCUSSION/ACTION**

Items listed under the consent agenda are considered routine agency matters and approved by a single motion of the NCQAC without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.

- A. Approval of minutes
  1. NCQAC business meeting, February 28, 2008
  2. NCQAC business meeting, March 7, 2008
  3. Continuing Competency sub-committee minutes
  4. Licensing and Disciplinary sub-committee minutes
  5. Nursing Program Approval Panel minutes
    - a. December 13, 2007
    - b. January 28, 2008
    - c. January 31, 2008

**DISCUSSION:** Ms. Williams questioned whether the requested changes on the January 11, 2008 minutes regarding the clarification of the ARNP rule changes had been made. Ms. Meyer will ensure the changes are made.

March 7, 2008 minutes items 4.B.1. Ms. Taylor will send clarification and expand the explanation regarding the last two sentences on the test question procedure by the Item Review Sub-Committee (IRSC).

**MOTION:** Motion by Mr. Kinlow and second by Ms. Rowe to accept the consent agenda with proposed corrections. Motion passed.

- B. National Council of State Boards of Nursing (NCSBN) correspondence
  1. Current NCLEX Test Plans
  2. Nursing Faculty Shortage conference – report from Usrah Claar-Rice
- C. Integrated Licensure and Regulatory System (ILRS) update

**3. Chair report – Dr. Judith Personett - DISCUSSION/ACTION**

- A. Council of Nursing Educators of Washington State (CNEWS), April 10-11, Spokane

**DISCUSSION:** Usrah Claar-Rice, Dr. Susan Woods, and Rhonda Taylor attended. One of the main topics was the report from the Washington Center for Nursing to be discussed later.

**DISCUSSION:** Dr. Personett attended the Leadership Conference for Boards, Commissions, and the Department of Health (DOH) on May 8, 2008.

**An announcement about the proposed change in fees for licensure.**

All fee requests have to go to the legislature for approval. Ms. Meyer explained that fees cover everything the NCQAC does. It will also cover the University of Washington's on-line library portal. 40 professions will have access to research and evidence based literature. LPN, RN, and ARNP fees are proposed to raise \$20.

Ms. West – The hearing is scheduled in June 2008 and the fees will go into effect in August 2008.

**RN** \$65 for application fee  
\$ 5 Washington Center for Nursing surcharge  
\$20 University of Washington's HEAL-WA fee & operating costs  
\$90

**RN** \$45 for renewal  
\$ 5 Washington Center for Nursing surcharge  
\$20 University of Washington's HEAL-WA fee & operating costs  
\$70

**ARNP, LPN** \$65 application  
\$ 5 Washington Center for Nursing surcharge  
\$20 operating costs  
\$90

**ARNP, LPN** \$45 for renewal  
\$ 5 Washington Center for Nursing surcharge  
\$20 operating costs  
\$70

Late and reactivation fees increase \$20.

Comments may be submitted in writing on the day of the hearing or sent in advance.

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

- A. Legislation and rules update – Nurse Delegation, ARNP rules, ARNP prescriptive authority

**DISCUSSION:**

1. Nurse Delegation of insulin injections by Registered and Certified Nursing Assistant

Ms. Meyer and Ms. Pitzler attended a meeting with the Department of Social and Health Services (DSHS). DSHS is working on curriculum and training for Nursing Assistants (NA) and for RNs who provide the oversight and training in community based care settings. The legislature wants the rules in place by January 1, 2009. It is anticipated that the hearing will be in December 2008.

2. ARNP Prescriptive Authority – Dispensing Schedule II – IV drugs was limited to a 72 hour supply. The legislation removed the 72 hour limit on dispensing Schedule II – IV drugs. The ARNP rules are currently open and the change in these rules may be incorporated. Because the rules are open, we may not have to have another set of rules but this depends on how the Code Reviser's Office will accept the incorporated rule.

Ms. Meyer explained that the CR101 opens the rules for consideration.

3. ARNP rules – A copy of the draft rules were attached to the meeting material for NCQAC members consideration. Contact Ms. Meyer, Ms. Pitzler, or Ms. Schaffner if there are any questions.

- B. Washington Health Professional Services (WHPS) update – Jean Sullivan  
Paula Meyer presented because Ms. Sullivan was unable to attend the meeting.

**DISCUSSION:**

- A decision package was prepared last year requesting more FTEs to provide services for WHPS. The decision package was denied. Because the program is so successful, the caseloads are overburdened. Jean Sullivan had to limit the number that are allowed to enter the program effective April 15, 2008.
- **Recommendation:** Write orders allowing nurses to enter the program within 60 days. Ms. Sullivan feels that there will be an easement in the program that will allow people to enter.
- **Recommendation:** Appoint a task force to review cases. Members: Dr. Personett, Susan Wong, Bill Kellington, Patti Latsch, Steve Saxe, Laura Farris, Mary Dale, and Paula Meyer.
- Ms. Meyer and Ms. Dale will review current cases and the number and age of WHPS cases to the task force for recommendation.
- **MOTION:** Motion by Dr. Woods and second by Mariann Williams to approve a task force to review WHPS cases passed.

- C. NCSBN – NCLEX examination, operational items

The NCSBN informed the NCQAC of unintentional operational items appearing in the examination of two candidates from Washington. The NCQAC will review the results and recommendations from NCSBN. NCQAC will determine if they agree with the recommendations and communication with the NCSBN.

**DISCUSSION:** Two test questions were on the exam that were not yet at the test level. Two candidates from Washington had one question on their exam. When the question was removed from the examination, neither score was affected.

**5. Discussion Items - DISCUSSION/ACTION**

If items are selected for action and a task force assigned, the group will meet once, complete the charter, and then come to the next meeting for decision to proceed.

Update the list of task forces

- A. Review of Nursing Practice Guidelines – During the July workshop advisory opinions and Practice Guideline materials will be reviewed. Recommendations for actions will be developed.
- B. Public Health Nursing Standing Orders – This task force expanded its members because it had an impact on pharmacy and medical. This group has not met since November 2007.
- C. Insulin Injections – Legislation successful.
- D. Revising Botox Position – Worked on with the practice guidelines
- E. End of Life Issues Nursing Home – Susan Wong has been asked to work with Janet Kastl, Emergency Trauma Director. The issues are: Does the Nursing Assistant have the ability to start and practice CPR; what is the LPN role in pronouncing death. Ms. Wong will be joining the work group of John O'Brien. Mr. Hagens requested to join the group. Ms. Wong will find out if that is possible.
- F. Public Member Orientation – Members will develop an orientation because there will be new public members.
- G. Effective Final Orders – Susan Pierini, Marc Defreyn and Ms. Meyer. A presentation regarding Effective Final Orders may be ready for the July workshop.
- H. 100 Year Celebration – Planning will begin soon.

**6. Election of officers – Erica Benson-Hallock, Jacqueline Rowe and Dr. Susan Woods - DISCUSSION/ACTION**

Nominations from the floor will be accepted. The ballot for the officers will be completed by the NCQAC members. Results will be announced. Ballots will be available for viewing. Officers will take their new positions at the beginning of the July 2008 meeting.

**DISCUSSION:** Nominations on the ballot. There were no nominations for the floor.

**Chair** – Dr. Judith Personett

**Vice Chair** – Susan Wong

**MOTION:** Motion by Dr. Susan Woods and second by Rhonda Taylor to approve candidates listed on the ballot. Motion passed.

The NCQAC voted and Terry West collected ballots. Ms. Rowe requested that when the new officers take office that position descriptions listing activities and the time involved be available at the July meeting.

Dr. Personett was voted Chair and Ms. Wong Vice Chair. They begin their term July, 2008.

**7. Location of September 2008 meeting – Dr. Susan Woods - DISCUSSION/ACTION**

The September 2008 meeting is scheduled to be held in Colville. Dr. Woods would like to present a motion to change the location to the University of Washington campus in Seattle.

**MOTION:** Motion by Dr. Susan Woods to have the September 2008 meeting at the University of Washington because of cost.

**DISCUSSION:** By a show of hands, the NCQAC to meet in Colville, as scheduled, include travel to rural areas of the state.

**8. House Bill 1103 NCQAC Pilot Project – Steering Committee - DISCUSSION/ACTION**

House Bill 1103 was passed by the 2008 legislature and signed by the Governor. The bill requires the NCQAC to participate in a five year pilot project. The Steering Committee will present its recommendations for transition, budget, and performance measures.

**DISCUSSION:** Dr. Personett thanked Bonnie King for her many years of work with the NCQAC. Staff members in the audience from DOH introduced themselves.

This bill requires a 5 year pilot project to reorganize the Nursing Commission with more authority granted to the commission.

- A. Executive director will be hired by the NCQAC, employed by the Department of Health and serve at the pleasure of the NCQAC.
  1. The position description for the Executive Director was drafted and approved by Dr. Personett. Kathy Deuel, HR Director, forwarded the position description to the State Commission on Annual Salaries (SCOAS). On June 3, 2008 there will be a meeting to determine the salary. The NCQAC does not have the specifics on how to hire the Executive Director.
- B. Operating Agreement – It is an agreement between the DOH and the NCQAC to determine responsibilities. It is premature to discuss at this time since changes will be needed. The Agreement is usually reviewed at the July and January meetings.
- C. Budget – Will remain the same through June 30, 2009; proposals for 2009-2011 and 2011- 2013 are being developed.
- D. Projects for consideration in pilot project

## E. Strategic Plans

F. Performance Measures will be developed by the NCQAC & the Medical Quality Assurance Commission. There will be baseline measures to compare with past performance, with other commissions in the pilot project and with other boards and commissions within DOH.

**RECOMMENDATIONS:** During the five year project, changes can be made if warranted by the performance.

### **Consideration – Licensing:**

Option 1 – Centralize licensing with the Customer Service Center as originally planned in the reorganization. Two additional options – centralize but maintain your dedicated and trained staff or centralize 100%.

Option 2 – Don't centralize licensing functions. Have dedicated licensing staff report directly to the Executive Director.

**MOTION:** Motion by Dr. Woods and second by Erica Benson-Hallock for option 2 - keep dedicated licensing staff under the control of the NCQAC and report directly to the Executive Director. Motion passed.

### **Consideration - Renewals:**

Option 1 – Continue with the current service agreement.

Option 2 - Bring renewal staff directly under the Executive Director and move toward electronic renewals.

**MOTION:** Motion by Robert Salas and second by Dr. Woods to have dedicated renewal staff under the control of the NCQAC and report directly to the Executive Director. Motion passed.

### **Consideration – Discipline & Complaint:**

Option 1 – Centralize discipline and complaint.

Option 2 – Keep discipline, complaint functions, and compliance dedicated staff under the Executive Director.

**MOTION:** Motion by Mariann Williams and second by Rhonda Taylor to keep dedicated discipline and compliance staff, including case management, to report directly to the Executive Director. Motion passed.

### **Consideration - legal services:**

Option 1 – Keep the legal unit centralized

Option 2 – Dedicated Attorney staff

### **DISCUSSION:**

Bonnie King, Director, HPQA – The same number of FTEs have to be maintained through the end of the biennium. The total number of the investigating unit would be eight investigators, one supervisor, and one support staff.

Karl Hoehn, Legal Services Manager – One consideration of dedicated vs. centralized staff is how the staff are structured and the amount of turnover.

Bill Kellington, Director, Legal Services – The benefit of centralization is flexibility of dedicated staff and ability to cover and spread the caseload when there is staff turnover. With dedicated staff when there is turnover, there can be a lengthy hiring process, training takes time and there is a learning curve, etc.

Robert Salas – Requested updated information regarding attorneys leaving and contact information on new attorneys.

The current supervising staff attorney, Marc Defreyn, builds continuity between the NCQAC and legal services.

Performance Measures: Will revisit in 2010 if the NCQAC is not satisfied with the performance.

**MOTION:** Motion by Dr. Woods and second by Diane Sanders to keep the legal unit centralized but monitor outcome of expectations. A report will be due in July 2009. Motion passed

**MOTION:** Motion by Mariann Williams and second by Dr. Woods to keep dedicated investigators and that they have a nursing background. Motion passed.

**Consideration - Public Disclosure Service Unit:**

Recommendation: Continue with centralization.

**MOTION:** Motion by Erica Benson-Hallock and second by Diane Sanders to continue with centralization of Public Disclosure. A performance report in July 2009 may result in negotiating services if performance is unsatisfactory. Motion passed.

**Consideration – Office of Professional Standards with Health Law Judges:**

**MOTION:** Motion by Dr. Woods and second by Ms. Benson-Hallock to leave the Office of Professional Standards centralized. Motion passed.

**Consideration – Customer Service Center:**

Option 1 – Continue centralization of renewals, refunds, mailing applications, answering telephone.

Option 2 – Have Customer Service Center and functions dedicated to NCQAC and report to the Executive Director.

**MOTION:** Motion by Rhonda Taylor and second by Dr. Woods to leave the Customer Service Center centralized passed.

**Consideration – Executive Director**

**MOTION:** Motion by Mariann Williams and second by Dr. Woods to hire Paula Meyer as the Executive Director. Motion passed.

**9. Master Plan for Nursing Education in WA State – Linda Tieman, Washington Center for Nursing –**

**DISCUSSION/ACTION**

Legislation passed in 2005 required the Washington Center for Nursing to produce a master plan for nursing education. The Master Plan will be reviewed and discussed by the NCQAC. Action will be considered.

Linda Tieman, executive director of the Washington Center for Nursing, presented [A Master Plan for Nursing in Washington State](#). Ms. Tieman explained the legislation requiring the report. The NCQAC members received a copy of the plan. Dr. Personett asked for comments from the audience and asked that people limit their comments to two minutes. More time was allowed as the discussion proceeded.

**DISCUSSION:**

- Ms. Ellie Menzies, SEIU/1199: opposed to the recommendation to require a baccalaureate degree ten years after licensure as a new nurse. The shortage of nurses is a public health crisis and concerned that the recommendation may decrease the number of RNs rather than provide the number of RNs needed as the baby boomer population ages.
- Mr. Jim Crabbe, State Board for Community and Technical Colleges: opposed to the recommendation to require a baccalaureate degree ten years after licensure as a new nurse. The board believes nursing graduates from a community/technical school are very good. Concern related to this recommendation actually reducing the number of RNs. Concern related to the lack of infrastructure to support this recommendation.
- Ms. Madeline Thompson, Workforce Training and Education Coordinating Board: Cannot support the recommendation to require a baccalaureate degree ten years after licensure as a new nurse.
- Ms. Joanna Boatman, pro tem member of the NCQAC: Ms. Boatman was a delegate at the American Association of Nursing annual meeting over 45 years ago, that accepted the baccalaureate degree as the entry level into nursing practice. The controversy related to the education needed has existed since then.

The majority of the discussion related to the recommendation that in the year 2020, if a new nurse does not have a baccalaureate degree, the new nurse would have ten years to achieve this level of education.

**MOTION:** Motion by Bill Hagens and second by Ezra Kinlow that the Washington Center for Nursing Master Plan be received by the NCQAC passed.

**10. Executive Session** - The Executive Session is that part of a regular or special meeting closed to the public.

No executive session was held.

**11. Lunch**

**12. 1:00PM–OPEN MIC**

Open mic is for public presentation of issues to the NCQAC. If the public has issues regarding disciplinary cases, please call 360-236-4716.

- Secretary Selecky – When the governor asked the state auditor to give a performance audit to the Department of Health (DOH) it was an opportunity to regain public confidence. Many changes have been made to become more efficient within the present budget guidelines. Secretary Selecky gave her commitment to make the transition with the 1103 pilot projects smooth. She suggested a project manager to help the medical and nursing commissions with the changes brought by 1103. In the fall, she would like to work on the operating agreement between the NCQAC and DOH.
- Lois Hoell – Concerns: Need a way to help with substance abuse problems and to educate nurses without mandatory reporting.
- Dr. Maura Eagan, Washington State Nursing Centennial Consortium – It has been 100 years since the appointment of the Washington State Board of Nurse Examiners. A celebration is planned and Dr. Eagan requested the NCQAC sponsor a gala event and the history exhibit. She requested a list of all nurses so they can be invited.

**13. Subcommittee reports – DISCUSSION/ACTION**

A. Continuing Competency - Cheryl Payseno, Chair

1. CR 101 rules process

**DISCUSSION:**

CR 101

Phase 1 – Present a conceptual framework in rules workshops.

This is scheduled July – September 15, 2008

Phase 2 – Present the draft rules that will administer the policy to nurses throughout the state – September 15, 2008 – November 15, 2008.

Work on the fiscal impact of the proposed plan.

2. Work plan

3. Presentations using WSU video conferencing need NCQAC members to host the sites, for the trainer for the rules workshops.

A speaker's bureau is planned. NCQAC members volunteer and training is provided.

**DISCUSSION:** Speaking and answering questions is separate from the rules and is a benefit for the public. Mr. Cumiskey needs to know by May 19, 2008 NCQAC members are interested in participating.

4. Professional Practice Panel concept

**DISCUSSION:** The proposal is a practice unit with dedicated staff and pro tems.

Nurses selected for audit would be given 30 days to send in their plan and statement of active practice. They will be given up to 90 days to comply after they have received notification.

5. Survey

A Baseline survey will be sent to 3,000 nurses, selected at random, during June 2008. Office supplies and postage was funded by NCSBN. The survey will be used: to develop baseline data; provide insight to the NCQAC about the general nursing awareness of nursing standards; and to enhance awareness of the continuing competency program. The survey is also looking for current activities that nurses use to stay current in their practice. This information will be used to refine the program. This baseline data will be used to measure success of implementing the continuing competency program. We plan to implement this survey in the future on a consistent basis to determine the degree of assimilation of continuing contingency standards in the general nursing population.

6. Budget

A detailed budget will be developed.

7. Sanctioning Guidelines for Failure to Comply with Continuing Competency requirements

1. Ms. Payseno is writing the Sanction Guideline for failure to comply.
2. Ms. Payseno's term as a pro tem will end June 30, 2008 and Rhonda Taylor will chair the Continuing Competency sub-committee. Dr. Personett thanked Ms. Payseno for her many years of dedicated service to the NCQAC.

B. Licensing and Discipline – Jackie Rowe, Chair

1. Uniform Disciplinary Act Report to the Legislature  
No new recommendations
2. Limited Education Authorization  
Deferred to the July, 2008 meeting
3. Working with an expired license: revision to below threshold criteria and closure codes  
Forgetting to renew - several questions arose on this subject so the committee will revisit the issue.

Policy Guidelines for Review of Commission Report A06.05

Changes to the submitted procedure:

- Under purpose statement, second paragraph – the case management team will be as listed to include the addition of three commission members
- Third paragraph, second line, delete 'Public Member', replace with the commission members.
- Page two criteria for issuance of STIDS – remove paragraph

The policy will be presented to the NCQAC with the corrections and the suggestions regarding the threshold criteria.

4. Implementation of new licensing rules

**DISCUSSION:** Usrah Claar-Rice presented the Washington Administrative Code (WAC) changes:

- WAC 246-840-030 Out of state traditional nursing education, a program approved by another United States Nursing board.
- WAC 246-840-045 Initial licensure for registered nurses and practical nurses who graduate from an international school of nursing.
- WAC 246-840-045(5)(c) Registered nurses must submit (i) A certificate or credential from a commission approved credential evaluating service verifying that

the educational program completed by the applicant is equivalent to registered nursing education in Washington state.

- WAC 246-840-090 Licensure for nurses by interstate endorsement. (4)(b) & (e)(ii).

**MOTION:** Motion by Mariann Williams and second by Erica Benson-Hallock to accept all WACs as presented. Motion passed.

Meeting adjourned at 2:30pm.