



**Nursing Care Quality Assurance Commission (NCQAC)  
July 10, 2009, 8:30am – 5:00pm  
Business Meeting Minutes  
310 Israel Rd SE  
Videoconference  
Tumwater, WA  
Minutes**

**Commission Members:**

Judith D. Personett, EdD, Certified Nurse  
Administrator Advanced (CNAA), RN, Chair  
Susan Wong, MBA, MPA, RN, Vice-Chair  
Linda Batch, LPN  
Erica Benson-Hallock, MPPA, Public Member  
Charlotte Coker, Public Member  
Margaret Kelly, LPN  
Darrell Owens, Ph.D., ARNP, ACHPN  
Gene I. Pingle, RN-BC, BSN  
Jackie Rowe, 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

**Absent:**

William Hagens, MA, Public Member

**Assistant Attorney General:**

Gail Yu, Assistant Attorney General

**Staff present:**

Paula R. Meyer, MSN, RN, Executive Director  
Usrah Claar-Rice, MSN, RN, Nursing Education Advisor  
Teresa Corrado, LPN, Health Services Consultant  
Donna Rogers, Complaint Process Manager  
Cecily Markham, BSN, RN, Nursing Practice Advisor  
Terry West, Health Services Consultant  
H. Louise Lloyd, Secretary  
Shari Kincy, Secretary

The meeting was held by videoconference.

**1. 8:30AM Opening — Dr. Judith D. Personett, Chair - DISCUSSION/ACTION**

- The meeting was called to order at 8:34

- Introductions
  - Reappointed members: William Hagens, Darrell Owens, Diane Sanders, Rhonda Taylor, Susan Woods, Laura Yockey
  - Dr. Casey Marks and Dawn Kappel, National Council of State Boards of Nursing (NCSBN) were introduced.
  - Change of officers: In March, the NCQAC elected Susan Wong as chair and Rhonda Taylor as vice chair. The terms of office begin with this meeting through July 2010.
  - New member, Gene I. Pingle, was introduced
- Order of the Agenda - A motion to accept the order of the agenda passed.
- Correspondence – Gloria Hilsinger, School Nursing. Topic to be considered during Agenda Item 14: Discussion Items
- Announcements
  - The National Council of State Boards of Nursing (NCSBN) appointed Ms. Meyer to their Editorial Board for the new Journal of Nursing Regulation.

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

Consent agenda items are considered routine agency matters. The NCQAC approved the consent agenda by a single motion without separate discussion.

### **A. Approval of minutes**

1. NCQAC Business Meeting
  - a. March 13, 2009
2. NCQAC Disciplinary Hearing minutes
  - a. January 6, 2009
  - b. January 8, 2009
  - b. February 4, 2009
  - c. February 17, 2009
  - d. February 27, 2009
  - e. March 27, 2009
  - f. April 30, 2009
3. Continuing Competency sub-committee
4. Licensing and Discipline sub-committee
  - a. February 23, 2009
  - b. March 30, 2009
5. Nursing Program Approval Panel (NPAP)
  - a. February 5, 2009
  - b. February 19, 2009
  - c. April 9, 2009

### **B. Licensing reports**

1. Nursing numbers
2. Licenses issued

### **C. Rules update**

1. Temporary Practice Permit rules – CR 105
2. ARNP rules
3. Nurse Delegation

### **D. DOH Rules Petition Response Process**

### **E. NCQAC Business Meeting and Hearing Dates and Locations**

### **F. Chair report – Dr. Personett**

### **G. NCSBN letter to governor Jim Douglas and Governor Jennifer M. Granholm**

- Health care reform, cc to Governor Gregoire

### **H. Patient Safety Quarterly – electronic newsletter**

**MOTION:** Motion by Ms. Taylor with a second by Ms. Rowe to adopt the consent agenda. Motion passed.

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

#### **A. 100 Years of Nursing in Washington – Gala event and proclamations – Dr. Personett and Susan Wong**

- Ms. Wong and Dr. Personett presented proclamations from the NCQAC and the NCSBN. Ms. Wong gave a synopsis of the event.

#### **B. NCSBN APRN Roundtable – Mariann Williams**

Ms. Williams attended the Advanced Practice Registered Nurse Roundtable. The APRN committee of the NCSBN, Legislation Accreditation Certification Education (LACE) is working with four aspects of advance practice. The APRN committee found agreement on the following elements of advanced practice:

- Advanced practice includes Clinical Nurse Specialist, Certified Nurse Midwife, Certified Registered Nurse Anesthetist and Nurse Practitioner
- Six population foci
  - Family/individuals across the life span
  - Adult/ gerontology
  - Women's health/gender related health
  - Neo-natal
  - Pediatric
  - Psychiatric
- Title - Advanced Practice Registered Nurse (APRN)
- Independent practice
- Full prescriptive authority
- Pre-approval of APRN education

The NCSBN web site contains more information at <https://www.ncsbn.org/170.htm>.

#### **C. NCSBN Investigator/Attorney Summit – Trent Kelly**

- Mr. Kelly was unable to attend the meeting.

#### **D. NCSBN Substance Abuse subcommittee – Karl Hoehn**

- NCSBN extended the Chemical Dependency Program Review subcommittee for one year.
- The subcommittee is updating the 2001 National Council handbook for chemical dependency programs for nurse managers.

#### **E. NCSBN IT Summit – Terry West – NurSYS® employers and public access**

- NurSYS ® has been updated with public access to the site. NurSYS® is the only non-duplicated database of all licensed nurses in the United States.
- A fraudulent credential portion was added to the site. The information is available to all states. As action is taken in any state related to a fraudulent credential, the information is added to this site. All states can access this information and to evaluate if the person is licensed in Washington.
- Ms. West shared the NCQAC video conferencing information with the summit attendees

#### **F. NCSBN Leadership Succession Committee – Paula Meyer**

- The 2010 positions open for nominations were reviewed. Ms. Meyer asked NCQAC members and staff to let her know if they are interested in positions.
- The positions for next year include president, vice-president and treasurer.

**G. Board/Commission Leadership meeting, June 3** – Dr. Personett, Susan Wong, Paula Meyer. Presentations included:

- Mary Selecky - swine flu
- Brian Peyton - legislative update, budget and the effects, fee increase
- Operating Agreement table top discussions
- Disciplinary update, background checks, pilot project
- HSQA performance management discussion
- Performance measures exercise

**H. Master Plan for Nursing – Bill Hagens** – Mr. Hagens requested to participate in meetings related to the Master Plan, summer 2009. He will relay information to the NCQAC on the implementation plan.

**MOTION:** Ms. Rowe moved with a second from Ms. Yockey that Bill Hagens participate in meetings related to the Master Plan. Motion passed. Ms. Taylor is available if Mr. Hagens has questions related to nursing education.

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

##### **A. NCQAC Budget – Paula Meyer, Terry West - DISCUSSION/ACTION**

Ms. Meyer and Ms. West worked with Dr. Personett, Susan Wong and Lois Hoell on the NCQAC budget. The NCQAC adopted the recommendations at the March meeting. A summary of accounts, actions, and outcomes were presented. The chart of the NCQAC member time per category of pay was presented. Because the NCQAC and staff used many cost savings methods the NCQAC did not overspend the 2007-2009 budget.

- The final report will be available by September 2009
- Revenue forecasting - revenue has decreased steadily for 6 months
- Anticipate a request from the Governor to reduce spending during the next biennium

##### **B. NCQAC Web site – Terry West - DISCUSSION/ACTION**

All health professions web sites are being reviewed and revised. Ms. West presented revisions to the front page of the NCQAC web site.

- Ms. West explained changes
- The Practice Guide is being revised and will be available soon

##### **C. Rescinding signature authority – Paula Meyer - DISCUSSION/ACTION**

In 2005, the NCQAC granted delegated signature authority to Dave Magby, Don Painter and Jim Smith for investigative subpoenas. With the implementation of the 1103 pilot projects, Sandra Prideaux became the Chief Investigator. Ms. Meyer requested the NCQAC rescind the signature authority for Mr. Magby, Mr. Painter, and Mr. Smith.

**MOTION:** Dr. Personett moved with a second by Ms. Rowe to rescind signature authority for Dave Magby, Don Painter, and Jim Smith and recognize Sandra Prideaux, Chief Investigator for signature authority. Motion passed.

##### **D. Commission member recognition - Susan Wong - DISCUSSION/ACTION**

- Mr. Salas completed his appointment on June 30, 2009. The NCQAC recognized and thanked Mr. Salas for his contributions with a plaque.

##### **E. Lap Top, Scanning/Imaging Project – Terry West - DISCUSSION/ACTION**

Ms. West updated the NCQAC on the project and survey results.

- The project is in phase II - scanning investigation files to a secure folder
  - Discussion included the best type of hardware to be purchased for remaining NCQAC members.

**F. NCSBN Representatives, Dr. Casey Marks and Dawn Kappel - DISCUSSION/ACTION**

NCSBN representatives are travelling to all state boards of nursing. Dr. Marks and Ms. Kappel attended this meeting.

- Attending meetings to observe how boards operate.
- Ms. Kappel stated the NCQAC's web page design displays information well and likes the direction the web page is taking.

**5. NCQAC sub-committee and charging panel membership, master calendar - Paula Meyer – DISCUSSION/ACTION**

**A.** The NCQAC reviewed and confirmed members on the Licensing and Discipline and Continuing Competency sub-committees. Susan Wong appointed Bill Hagens chairperson of the Licensing and Discipline sub-committee and Dr. Personett as chair of the Continuing Competency sub-committee.

**B.** The NCQAC reviewed and revised the membership of the charging panels. Susan Wong appointed the following chairs: Ms. Williams, Panel #1, Dr. Personett, Panel #2, Ms. Rowe, Panel #3, and Ms. Taylor, Panel #4.

**C.** The NCQAC reviewed the membership of the Nursing Program Approval Panels (NPAP). Susan Wong appointed Christine Henshaw chair of Panel (a) and Dr. Woods chair of Panel (b).

**D.** The sub-committees, charging panels and NPAP reviewed and confirmed the dates and times of their scheduled meetings. The revised calendar will be distributed to all NCQAC and pro tem members within two weeks of this meeting.

**MOTION:** Motion by Ms. Taylor with a second by Dr. Personett to adopt the master calendar with changes. Motion passed.

**6. Steering Committee Position Description – Paula Meyer - DISCUSSION/ACTION**

The NCQAC participates in the pilot project according to RCW 18.79.390. The NCQAC delegated to the steering committee to represent and act on behalf of the NCQAC as needed between business meetings. The revised position description for the steering committee was presented.

**MOTION:** Motion from Dr. Personett with a second from Ms. Rowe to adopt the revised Steering Committee position description. Motion passed.

**7. Out of State Travel Plan, July 2009 – June 30, 2010 - Paula Meyer - DISCUSSION/ACTION**

The NCQAC plans their out of state travel at the July meeting. All out of state travel that is not financially supported by a third party is subject to approval within the Department of Health due to budgetary limits. The NCQAC presented and adopted this as a plan subject to secondary approval.

1. CLEAR Annual Conference - Bill Hagens
2. NCLEX Invitational - Renae Hannahs
3. Citizens' Advocacy Council - Sending no one due to location of meeting and budget limits
4. NCSBN Mid year meeting - Susan Wong
5. NCSBN Mid year meeting - Rhonda Taylor
6. Federation of Associated Regulatory Boards (FARB) - Charlotte Coker

7. APRN Round Table – Dr. Darrell Owens
8. NCSBN Investigator/Attorney Summit - Sandra Prideaux
9. NCSBN IT Summit - Terry West

**MOTION:** Motion by Dr. Personett with a second from Mr. Pingle and Ms. Coker to accept the list as it appears in the packet material. Motion passed.

**MOTION:** Motion by Dr. Personett with a second from Ms. Taylor to have Ms. Wong attend the NCSBN Mid year meeting. Motion passed.

**MOTION:** Motion from Dr. Woods with a second from Dr. Owens for Ms. Claar-Rice to attend the NCSBN Annual Meeting. Motion passed.

The NCSBN Annual meeting, 2010, will be from August 10 – 13, in Portland OR. Because of the proximity to the WA border, Portland is not considered out of state travel. Awards will be given at that meeting. If the NCQAC would like nominations in 2010, forms will need to be completed. Mr. Hagens worked on the nominations for 2009. The NCQAC will be asked for volunteers to assist in this process.

**MOTION:** Motion from Ms. Williams with a second Ms. Taylor for Mr. Hagens and Ms. Rowe to work on the nominations for the NCSBN Annual meeting in 2010. Motion passed.

**8. 11:00AM - Executive Session was called - closed to the public**

The NCQAC entered Executive Session at 11:20 to discuss with their AAG, who is legal counsel to the commission, matters relating to enforcement actions or litigation or potential litigation. The executive session ended at 12 noon. The meeting reconvened at 1:00 pm.

**11:30 – 1:00 PM LUNCH**

**9. 1:00 PM – OPEN MICROPHONE**

Open microphone is for public presentation of issues to the NCQAC. Speakers were:

- Sophia Aragon - Covering for Sally Watkins - WSN
  - A letter will be posted on the list serve referring employers to the position statement on the question: Can an RN work as an LPN.
- Erin Mayhan - Family Nurse Practitioner – difficulties with reactivation of ARNP license. Referred to staff.

Order of the agenda changed. Number 12 was moved to after the open mic section.

**12. Brief Adjudicative Proceedings (BAPs) – request to delegate to Health Law Judges – Judge Laura Farris- DISCUSSION/ACTION**

The NCQAC delegated to the Health Law Judges on a case by case basis, the authority to act on their behalf as review officer for Brief Adjudicative Proceedings. The most frequent of these appeals deal with applications from non-traditional education. The education and licensure rules were revised and remedied most of these BAP's.

**Request:** The Health Law Judges (HLJ) request the NCQAC lift the case by case limit and delegate all the BAP reviews to them.

**MOTION:** Motion by Dr. Personett with a second by Ms. Sanders to delegate authority to review BAPs to the Health Law Judges. Motion passed.

**10. Nursing Commission News – Terry West - DISCUSSION/ACTION**

The NCQAC reviewed topics, deadlines and theme for January 2010 issue.

- July edition will be mailed in two weeks
- The task force will prioritize the proposed list of articles
- Articles for the next edition are due by September 25, 2009

**11. ARNP Issues – Marianne Williams - DISCUSSION/ACTION**

**A.** Receipt of Credit by ARNPs Supervising Practitioner Students – Ms. Williams requested the NCQAC to review and revise the statement due to rule changes, WAC 246-840-360

**MOTION:** Motion by Ms. Williams with a second from Dr. Owens to revise the advisory opinion to reflect the new rules. Motion passed.

**B.** Since the law and new rules distinguish the licensing for ARNPs to be Certified Nurse Midwives, Certified Registered Nurse Anesthetists, and Advanced Registered Nurse Practitioners, the ARNP members request that composition of ARNP members include these three categories, as NCQAC members or pro tem members.

**MOTION:** Ms. Williams moved with a second from Dr. Owens to recruit ARNPs representing CRNAs, CNMs and NPs to serve on the NCQAC or as a pro tem member. Motion passed.

**13. 2010 Decision Packages - Paula Meyer - DISCUSSION/ACTION**

The NCQAC developed and prioritized their needs for decision packages for the 2010 legislative session. The NCQAC received the most current charts of licensing and disciplinary outcomes. The NCQAC discussed the needs, and priorities.

**A. Washington Health Professionals Services (WHPS)**

- Nurses make up 76% of professionals in the WHPS program

**B. Licensing and Disciplinary Staff**

- Increase in Temporary Practice Permits
- Increase in Background checks
- Increase in endorsements
- Increase in complaints from employers, hospital associations, etc. because licensing takes too long
- There are 960 new investigation cases per year. With the current level of staff we can complete 400 investigations per year.

**C. Continuing Competency**

- No meetings have been held since January 2009

**MOTION:** Motion by Ms. Taylor with a second from Ms. Coker to set priorities as:  
1 - Licensing and Disciplinary, 2 - WHPS, and 3 - Continuing Competency. Motion passed.

**14. Discussion Items – Paula Meyer - DISCUSSION/ACTION**

Discussion Items is a standing agenda item to review issues presented to the NCQAC. Under the Nursing Law and the Uniform Disciplinary Act (UDA), the NCQAC may consider forming advisory opinions, interpretive statements, or declaratory orders. This is a discretionary action of the NCQAC. NCQAC determined the priority and urgency of the issues and the availability of resources to complete the work on the following:

**A.** Role of LPNs – scope of practice questions remain high on the role, limits and abilities for LPNs

**B. Mutual State Recognition of Licenses** – Mark Sansouci, Department of Defense, expressed interest in the NCQAC pursuing the Mutual State Recognition of nursing licenses through the interstate compact.

**C. School nursing** – Ms. Gloria Hilsinger’s letter requests assistance from the NCQAC on delegation in the school setting.

**MOTION:** Motion by Dr. Woods with a second by Ms. Benson-Hallock to set priorities as 1 - School nursing, 2 - Role of LPNs and 3 - Mutual State Recognition of Licenses. Motion passed.

**15. Performance Measures – Paula Meyer - DISCUSSION/ACTION**

RCW 18.79.390 requires the NCQAC participate in a pilot project and the use of performance measures [RCW 18.79.390 (2) (e) and (3)]. The steering committee participated in negotiation of performance measures. Dr. Personett and Susan Wong participated in the HSQA Board and Commission Leadership meeting discussing performance measures. The NCQAC discussed and provided input on the proposed performance measures.

- Ms. Meyer explained the process of deciding what measures will be used for measuring performance. All boards involved must agree on the measures. Ms. Meyer will send the information to the NCQAC when the Steering Committee has reached a decision.

**16. Strategic Plans – Paula Meyer - DISCUSSION/ACTION**

According to the Operating Agreement, the NCQAC develops business plans to support and direct business. Each year, the NCQAC reviews and evaluates their strategic plans. Part of the performance measure process is to assign responsibilities to each measure through the strategic plan. The sub-committees will develop their plans for the upcoming year and present draft plans at the September meeting. As the Performance Measures are adopted, specific assignments for measures to subcommittees will be completed.

**17. Subcommittee Reports – DISCUSSION/ACTION**

**A. Licensing and Discipline – Jackie Rowe**

1. Early Remediation project
  - a. Draft procedure
  - b. Process flow chart

**Request:** Ms. Meyer requested that the July 13, 2009 effective date be delayed so that legal advice can be considered. The plan and implementation will be reviewed in September 2009.

**MOTION:** Motion by Ms. Taylor with a second from Dr. Woods to delay the implementation of the Early Remediation project. Motion passed.

2. Updated complaint form presented

**MOTION:** Motion from the Licensing and Discipline sub-committee with a second to adopt the updated complaint form. Motion passed.

3. Order of the agenda and sub-committee report presentations

**MOTION:** Motion by Ms. Taylor with a second from Ms. Yockey to move the subcommittee report section of the agenda to the morning of each meeting. Motion passed.

**B. Continuing Competency – Rhonda Taylor, Chair**

- The next meeting is July 15, 2009

**18. The meeting adjourned at 2:45.**