



**Nursing Care Quality Assurance Commission (NCQAC)
Regular Meeting Minutes
Friday, July 12, 2013
Point Plaza East, Room 152/153
310 Israel Road SE
Tumwater WA**

Commission Members:

Suellyn Masek, MSN, RN, CNOR, Chair
Erica Benson-Hallock, MPPA, Public Member, Vice-Chair
Linda Batch, LPN
Charlotte Foster, BSN, MHA, RN
Roger Gantz, MUP, BA, Public Member
Lois Hoell, MS, MBA, RN
Margaret Kelly, LPN
Gene I. Pingle, BSN-BC, CEN, RN
Donna L. Poole MSN, ARNP, PMHCNS-BC

Absent:

Diane Sanders, NEA-BC, MN, RN
Laurie Soine, PhD, ARNP
Cass Tang, PMP, Public Member
Rhonda Taylor, MSN, RN

Absent:

Susan Woods, PhD, RN, FAAN
Laura Yockey, LPN

Assistant Attorney General: Gail Yu, Assistant Attorney General

Staff:

Paula R. Meyer, MSN, RN, Executive Director
Anne Schuchmann, MSN, RN Deputy Executive Director
Debbie Carlson, MSN, RN, Nursing Practice Advisor
Teresa Corrado, LPN, Health Services Consultant
Mary Dale, Discipline Manager
Karl Hoehn, Staff Attorney
Shari Kincy, Secretary
Mindy Schaffner, PhD, MSN-CNS, RN, Nursing Education
Advisor
Catherine Woodard, Chief Investigator
Martha Worcester, PhD, ARNP, ARNP Advisor

The NCQAC digitally records all meetings to assist in the production of accurate minutes. All recordings are public record. The minutes of this meeting will be posted on our website after approval at the September 13, 2013 NCQAC meeting. For a copy of the actual recording, please contact the Public Disclosure Records Center (PDRC) at PDRC@doh.wa.gov.

I. 8:30 AM Opening – Suellyn Masek, Chair – DISCUSSION/ACTION

II. Call to order

- A. Introductions – new commission members and new staff
- B. New Officers take their positions – Suellyn Masek, chair; Erica Benson-Hallock, vice chair
- C. Order of the Agenda: item added to Executive Director report: location of September and November 2013 and May 2014 meetings
- D. Correspondence
- E. Announcements – Approximately August 1, the office will move to the first floor, Town Center 1; address remains the same; Medication Assistant Endorsement rules were filed with the Code Revisor’s Office on July 7, 2013.

III. Consent Agenda

Consent agenda items are considered routine agency matters. The 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, May 10, 2013
 - 2. NCQAC Disciplinary Hearing minutes
 - 3. Advanced Registered Nurse Practitioner (ARNP) sub-committee minutes
 - 4. Licensing and Discipline sub-committee
 - 5. Consistent Standards of Practice sub-committee
 - 6. Continuing Competency sub-committee
 - 7. Nursing Program Approval Panel (NPAP)
 - 8. Nursing Assistant – Nursing Program Approval Panel (NA-NPAP)
 - 9. Licensing reports
 - 10. NCSBN IT Conference – Cass Tang, Anne Schuchmann
 - 11. NCSBN Discipline Summit report – Catherine Woodard, Mary Dale, Kathy Anderson
 - 12. NCQAC hours for 2012-2013
 - 13. Western Washington AHEC Industrial Forum – Margaret Kelly
 - 14. NCSBN EO Summit, June 18, 19, Lake Geneva, Wisconsin – Paula Meyer, Suellyn Masek, Lois Hoell
 - 15. Future of Healthcare in Washington State – Sue Woods

MOTION: Motion by Ms. Tang with a second by Ms. Hoell to remove items #1, #4, & #5 for changes. Motion Passed.

MOTION: Motion by Ms. Tang with a second by Ms. Hoell to adopt the consent agenda with edits to items #1, #4, and #5. Motion Passed.

IV. Chair Report –Suellyn Masek

A. HB 1518

1. Delegation to steering committee for actions
 - Ms. Masek requested delegation from the commission to the Steering Committee for work on HB 1518.
 - Ms. Masek requested a change to the position description for the Steering Committee.
2. Report deliverables, timelines
 - Ms. Meyer informed the NCQAC she is searching for a contractor to analyze and evaluate the information gathered in Arizona, work with the steering committee and develop a report for the governor and legislature.
 - Ms. Meyer acknowledged Greg Hammond for his work to find a contractor and complete the process to procure a contractor.
 - Ms. Meyer will have a draft report for the November meeting.

MOTION: Motion by Ms. Taylor with a second by Ms. Hoell to revise the position description to capture HB1518 and delegate the responsibility to act on behalf of the full NCQAC to the Steering Committee. Motion Passed.

B. Institute of Regulatory Excellence draft procedure

MOTION: Motion by Ms. Benson-Hallock with a second by Ms. Hoell to adopt the IRE draft procedure.

Friendly amendment: Friendly amendment by Ms. Kelly for consistency when referring to NCQAC. Motion Passed.

C. Sub-committee and panels: appointment of chair person and members

- Ms. Masek asked the current sub-committee chairs with the exception of Ms. Taylor if they would like to continue as Chair of their sub-committee. All agreed. Ms. Masek appointed Lois Hoell as the chair of the Continuing Competency sub-committee.

V. Executive Director Report – Paula Meyer

- Ms. Meyer discussed the date, time and locations of the September, November, and May meetings.

Motion: Motion by Ms. Kelly with a second by Mr. Pingle to keep the dates of the September, November, and May meetings the same. Motion Passed.

Motion: Motion by Ms. Benson-Hallock with a second from Ms. Hoell to reserve a location for the September meeting somewhere along the I5 corridor, the November meeting via video conference, and May meeting in Spokane. Motion Passed.

A. Commitment to Ongoing Regulatory Excellence (CORE) report

- Ms. Meyer discussed the 1103 report presented in November 2013 that compared performance of the North Carolina Board of Nursing and the Arizona State Board of Nursing with the NCQAC performance. Both North

Carolina and Arizona consistently rank as best performers using the CORE data points. Ms. Meyer explained the logic model used to develop the CORE measures and shared the Washington State results. CORE measures will be used to compare performance in the HB 1518 report.

Motion: Motion by Ms. Hoell with a second by Ms. Kelly to delegate the organization of the report to the Steering Committee as part of HB1518 placing Ms. Benson-Hallock in charge of such organization. Motion Passed.

B. 2013 - 2015 Strategic Plan

- Ms. Meyer acknowledges Oriana Merritt's work for formatting and organizing the draft report.

Motion: Motion by Ms. Tang with a second by Ms. Hoell to adopt 2013-2015 Strategic Plan.

Friendly Amendment: Friendly Amendment by Ms. Tang second by Ms. Foster to remove the specific AAG name in item #3 on page 1 of hard copy. Amendment Passed.

Friendly Amendment: Friendly Amendment by Ms. Poole with a second by Ms. Tang to change a word from "and" to "of" in the consultants section. Motion Passed

C. 2013 – 2015 Budget

- Ms. Meyer discussed the impact legislature's passage of a state budget allotment procedures by legislature, and how the NCQAC was impacted. Kathy Andersen, Anne Schuchmann, and Greg Hammond will work together and use the strategic plan and operating costs to project the 2013-2015 budget.
- Ms. Meyer asked for three Commission members to work with Ms. Schuchmann to provide feedback on the budget. Ms. Tang, Ms. Benson-Hallock and Ms. Hoell volunteered.

VI. Nominations Committee – Cass Tang, Lois Hoell, and Rhonda Taylor

The nominations committee was charged to develop an annual Nursing Commission Award. Applications for the award(s) were submitted. The committee members announced the award winner(s).

- Thomas Bolender, Donna Rogers, and Barbara Elsner were recognized for going above and beyond their daily duties.

VI. 11:30 – 1:00 PM Lunch – Educational Presentation

Interpretive statements, advisory opinions, and declaratory orders – Gail Yu, Debbie Carlson, Dr. Martha Worcester, Gene Pingle

- Ms. Yu presented the difference among interpretive statements, advisory opinions, and declaratory orders.

VII. 1:00PM - OPEN MICROPHONE

The NCQAC reserves time on their agenda for public presentation of issues.

- Dr. Sally Watkins addressed the NCQAC on _____.
- Ms. Benson-Hallock read an email from a nurse in Spokane voicing her

concerns about licensing fees.

VIII. Subcommittee Reports

A. Licensing and Discipline – Margaret Kelly, chair

1. Expired license

- Ms. Hoell updated the NCQAC on the information she discovered on nurses practicing with expired licenses

Motion: Motion with a second from the sub-committee to adopt the revisions to procedures A06 and A27 to close cases of unlicensed practice for less than 2 years as below threshold. Sanctions standards will apply to cases of unlicensed practices for 2 or more years. Motion Failed.

Motion: Motion by Ms. Benson-Hallock with a second from Ms. Foster to send the expired license procedure back to the sub-committee. Motion Passed.

2. Substance Use and Abuse Team (SUAT2)

- Mr. Hoehn briefly updated the NCQAC on the work of SUAT2 related to suspension of a nursing license when Washington Health Professional Services (WHPS) participants fail to comply with their contract.

B. Continuing Competency – Rhonda Taylor, chair

1. Retired Active continuing competency requirements

- Ms. Taylor gave an update on retired active requirement status
- Ms. Taylor is stepping down as chair of the sub-committee and Ms. Masek appointed Ms. Hoell as the new chair

C. Consistent Standards of Practice – Gene Pingle, chair

- Mr. Pingle introduced the newest Nurse Practice Advisory Group (NPAG) members. An orientation to the NPAG duties is scheduled on July 25, 2013.

D. Advanced Registered Nurse Practitioner, Donna Poole, chair

- Ms. Poole reported that the sub-committee will have a retreat to discuss their strategic plan.

IX. Washington Center for Nursing – Linda Tieman

Ms. Tieman, executive director of the Washington Center for Nursing, presented the deliverables due on June 30, 2013. The 2013 legislature passed and Governor Inslee signed House Bill 1343. This law removed the June 30, 2013 deadline to collect the \$5 surcharge on nursing licenses and directs the Department of Health to continue to collect the \$5 surcharge on nursing license fees. The \$5 surcharge supports the work of the Center. The Department of Health will continue to collect the surcharge and grant this to the Center for Nursing based on the satisfaction of the deliverables.

- Ms. Tieman gave an update on the deliverables for the current contract and informed the NCQAC that she and Ms. Meyer and Ms. Schuchmann are working on the next contract.

IX. House Bill 2366 – Suicide Prevention Education – Alyson R. Kohl, MA

Dr. Elaine Walsh and Dr. Carole Hooven of the University of Washington presented the preliminary findings of the study on suicide prevention education. The legislation, passed in 2012, required a thorough analysis of health professional education curriculum dedicated to the prevention of suicides.

- Dr. Walsh and Dr. Hooven gave a presentation to the NCQAC on their preliminary findings and analysis in support of HB2366 on Suicide Prevention Education.

X. NCSBN business reports

A. NCSBN Annual meeting – Suellyn Masek

1. Delegates, attendees

- Ms. Meyer, Ms. Masek, Dr. Schaffner and Ms. Kelly will be attending the annual meeting. Ms. Masek, as the NCQAC chair, and Ms. Meyer, as the executive director, serve as the delegates.

2. Resolutions

- Ms. Masek asked for suggestions from the NCQAC for feedback on the nominations for NCSBN officers. Ms. Benson-Hallock suggested support for Joey Ridenour for Area I director.

3. Dr. Susan Woods will receive the NCSBN Exceptional Contribution Award at the Awards ceremony. Ms. Kelly is a member of the Awards committee.

B. NCSBN Committee reports

1. Leadership Succession Committee – Suellyn Masek

2. Item Review Sub-Committee – Gene Pingle

3. Awards – Margaret Kelly

4. Finance - Lois Hoell

5. APRN – Martha Worcester

- Ms. Worcester stated that the NCSBN APRN Committee has disbanded.

6. Executive Officer Leadership Council – Paula Meyer

XI. 3:45 PM – Meeting Evaluation

PRO	CON
Lunch with staff	Battery life of microphones
Face to Face	Smaller Packets
Individual microphones	Would like improved New Member Orientation
Everyone had sense of humor	Unable to connect to Internet
Continuing training	Could not get post it notes to work in adobe
Staff Awards	

4:00 PM - Closing