



**Nursing Care Quality Assurance Commission (NCQAC)  
Regular Meeting Minutes  
March 14, 2014 8:30 AM  
Center Point Conference Center 20809  
72nd Avenue S. Kent, WA 98032  
Commons Area Mt. Rainer Room**

**Commission Members:**

Suellyn Masek, MSN, RN, CNOR, Chair  
Erica Benson-Hallock, MPPA, Public Member, Vice-Chair  
Mary A. Baroni, PhD, RN  
Linda Batch, LPN  
Jeannie M. Eylar, MSN, RN  
Charlotte Foster, BSN, MHA, RN  
Stephen J. Henderson, JD, MA, Public Member  
Margaret Kelly, LPN  
Gene I. Pingle, BSN-BC, CEN, RN  
Donna L. Poole MSN, ARNP, PMHCNS-BC  
Tracy Rude, LPN  
Laurie Soine PhD, ARNP  
Cass Tang, PMP, Public Member  
Lois Hoell, MS, MBA, RN

**Excused:**

**Assistant Attorney General:**

Gail Yu, Assistant Attorney General

**Staff:**

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

This meeting was digitally recorded 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 they have been approved at the May 9, 2014 NCQAC meeting. For a copy of the actual recording, please contact the Public Disclosure Records Center (PDRC) at [PDRC@doh.wa.gov](mailto:PDRC@doh.wa.gov).

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

**II. Call to order**

- A. Introductions
- B. Order of the Agenda
- C. Correspondence
- D. Announcements: Washington Health Professional Services Annual Report  
Recognition: Jim Burkhardt, Donna Poole

Ms. Meyer lauded Mr. Burkhardt and Ms. Poole for their diligence and dedication to protecting the public. Ms. Meyer read a letter submitted by a resident thanking them for their timely efforts in responding to serious allegations about a nurse practitioner's prescriptive patterns.

**III. 8:40 AM Consent Agenda – DISCUSSION/ACTION A.**

Approval of minutes

- 1. NCQAC Business Meeting minutes, January 10, 2014
- 2. Advanced Practice sub-committee minutes, January 15, 2014, February 19, 2014
- 3. Licensing and Discipline sub-committee minutes, January 27, 2014
- 4. Consistent Standards of Practice sub-committee minutes, February 04, 2014
- 5. Continuing Competency sub-committee minutes, October 18, 2013, December 20, 2013, January 17, 2014
- 6. Federated Association of Regulatory Boards, January 24-26, Austin, Texas -Catherine Woodard, Kathy Anderson, Mary Dale

**Motion:** Motion by Mr. Pingle with a second by Ms. Tang to adopt the consent agenda.

Motion Passed.

**IV. 8:45 AM NCQAC Panel Decisions - DISCUSSION**

The NCQAC delegates the authority as provided by law for certain decisions to a panel of at least three members. Panels must be chaired by a member of the NCQAC. Pro tem members of the NCQAC may serve as panel members. The following minutes are provided for information.

- 1. NCQAC Disciplinary Hearing minutes, August 19, 2013, August 29, 2013, September 25, 2013, October 25, 2013, November 04, 2013, November 21, 2013, December 20, 2013
- 2. Nursing Program Approval Panel (NPAP) October 21, 2014 Panel B

- minutes, January 13 2014 Panel B minutes
3. Nursing Assistant – Nursing Program Approval Panel (NA-NPAP)  
December 9, 2013 minutes

Ms. Meyer explained the addition of item IV to the NCQAC’s standing business meeting agenda. She explained that because the commission delegated final decision making to these panels, the minutes do not need a motion for adoption and have been added as discussion items for review.

**V. 8:45 AM – 9:45 AM Chair Report –Suellyn Masek - DISCUSSION/ACTION**

A. Dates of the July 2014 – June 2015 NCQAC business meetings and hearing dates. NCQAC business meetings are considered regular meetings according to the Open Public Meetings Act. The NCQAC files the meeting dates with the Washington State Code Reviser’s Office once adopted. The NCQAC determines the locations of the business meetings.

Ms. Masek discussed meeting locations for July 2014 – June 2015 and asked for suggestions from commission members. Ms. Masek tasked the Steering Committee to determine where the meetings will be held.

Ms. Masek encouraged NCQAC members to volunteer to participate in hearings by filling out the sign in sheet for scheduled hearings through November 2015, and returning them to NCQAC staff member Adena Nolet.

B. Out of state travel reports

1. NCSBN Mid-year meeting - March 10-12, Kansas City, MO – Suellyn Masek, Mary Baroni, Paula Meyer, Mindy Schaffner.

Ms. Meyer reported that at the National Council of State Boards of Nursing (NCSBN) Mid-year meeting, participants learned the six states that had audits on their alternative to discipline programs were not using the Substance Abuse Disorder Manual (SUDS Manual) published by the NCSBN. Ms. Meyer also explained that Maryann Alexander of NCSBN developed a tool for states to use when auditing their alternative to discipline programs. Ms. Meyer suggested using the tool to evaluate the Washington State Health Professional Services Program for improvement based on the guidelines provided by NCSBN.

Ms. Meyer further discussed how the Executive Officers are addressing Cross-State Licensure with regard to compact and non-compact states and are examining how to collectively work together for nurses to go borderless with licensure.

Ms. Baroni discussed Telehealth and the impacts of cross-state licensure.

Ms. Schaffner discussed technology and its ability to develop a model for evaluation and approval of the growing number of distant learning programs.

Ms. Masek discussed the Presidents’ Meeting and how that group is addressing National Licensure and if entry level to practice should be a BSN, how employers are only hiring BSN’s, and the potential for Federal Regulations to force all states to enter into a compact.

2. NCSBN Institute of Regulatory Excellence annual conference, January 28-30, San Diego, CA - Paula Meyer

Ms. Meyer briefly discussed five perspectives on measuring continuing competency. She further discussed sending a repeat survey out to measure the program's effectiveness since licensure audits began in January.

- C. Annual evaluation: a formal, confidential evaluation distributed to NCQAC members.

Ms. Meyer explained the process of confidential evaluation and that the commission members should receive the evaluation by mail within the next two to three weeks.

Ms. Masek explained the following additions to Out-of-State Travel

Add: Mary Dale, Catherine Woodard, and Anne Schuchmann to National Organization of Alternative Programs, March 25-28.

Add: Mindy Schaffner to the Robert Woods Johnson Academic Progression in Nursing (APIN) grant, March 30-April 1.

Add: Kathy Anderson to the NCSBN Disciplinary Summit, Jun 4-6.

Add: Maryann Williams to the Substance Abuse Monitoring, Apr 22-24.

**Motion:** Motion by Ms. Benson-Hallock to adopt additions to the Out-of-State Travel with a second from Ms. Kelly. Motion Passed.

## **VI. 9:45 AM – 10:45 AM Executive Director Report – Paula Meyer – DISCUSSION/ACTION**

### **A. Draft Operating Agreement**

Ms. Meyer explained that a draft agreement has been forwarded to Department of Health Secretary Dr. John. The Office of the Secretary and Assistant Secretary are in the process of scheduling joint meetings with the Nursing Care Quality Assurance Commission, the Medical Quality Assurance Commission, and the Chiropractic Quality Assurance Commission to begin negotiations for a final draft. Ms. Meyer explained the NCQAC would like to have a final agreement in place by July 1, 2014.

### **B. NCQAC web pages – Anne Schuchmann and Jennifer Anderson**

Ms. Schuchmann explained that the commission members and stakeholders will be receiving an electronic survey asking their feedback for website improvements.

### **C. Out of state travel requests –**

1. National Organization of Alternative Programs, March 25-28, San Diego CA; Mary Dale, Catherine Woodard, Anne Schuchmann
2. Robert Woods Johnson Academic Progression in Nursing (APIN) grant, March 30-April 1, Washington DC; Mindy Schaffner
3. Substance Abuse and Monitoring, April 22-24, Atlanta, GA, ARNP member
4. Kathy Anderson, NCSBN Disciplinary Summit, June 4-6, Park City UT; Ms.

Meyer and Dr. Louise Kaplan as speakers

Ms. Meyer explained that she and Louise Kaplan will be giving a presentation on medical marijuana at the NCSBN Disciplinary Summit and its impacts on nursing in Washington as a result of our state's legalization of marijuana for recreational use.

D. Legal Reviews – Karl Hoehn

Mr. Hoehn reported on the legal review process and engaged in discussion with the commission members.

E. Recruitment for new members – criteria for new members. The NCQAC discusses competencies, characteristics and geographic distribution needed.

Ms. Meyer discussed the five upcoming NCQAC vacancies for July 1, 2014 -- an LPN member, a Public Member, a member of a two-year community and technical college, a staff nurse providing direct patient care, and a nurse practitioner. Ms. Meyer asked the commission for feedback in qualities they feel are needed from applicants to enhance the commission's effectiveness. Commissioners provided the following feedback:

- Ms. Kelly suggested experience with the Washington legislative process
- Ms. Tang suggested experience in drafting and editing documents and more diversity amongst members (i.e. geographical location, gender, age, and ethnicity).
- Ms. Benson-Hallock suggested investigating increasing member term limits as the Medical Commission attempted to accomplish through HB 2570.
- Ms. Eylar suggested more feedback and contact from the Governor and NCQAC staff during the recruitment and appointment process.
- Ms. Benson-Hallock, Ms. Baroni, and Mr. Henderson all suggested that the Governor conduct one-on-one interviews with potential appointees to further discuss the roles, responsibilities, and time commitments of commission members.
- Ms. Tang suggested creating interview videos of existing commission members to help explain the NCQAC roles and responsibilities and upload them to YouTube for applicants to watch.

F. Presentation to delegates from South Africa, March 19: Martha Worcester, Mindy Schaffner, Teresa Corrado

Ms. Worcester explained that The Nursing Commission and Staff were invited by the University of Washington's International Training & Education Center on Health (I-TECH), to provide a half day workshop as part of a weeklong study tour for the South African Nursing Council (SANC).

G. Cost comparison of potential locations for July 2014 meeting

Ms. Meyer explained that based on price difference of the Cedar Brook Lodge and Kent

Center Point conference centers, the NCQAC staff recommends the continued use of the Kent Center Point location, when available and applicable, for most business meetings.

H. Disaster Preparedness – Ms. Meyer reported NCQAC staff is working with the Department of Health on licensure issues in a catastrophic event

Ms. Meyer discussed importance of disaster preparedness on the state and national levels in case there is a need to shift medical personal across borders. Ms. Meyer asked if there were commission members who would like to assist with upcoming projects. Mr. Pingle and Ms. Yu volunteered to assist.

I. Show Cause Hearings, delegation to Health Law Judges – the delegation to the Health Law Judges for show cause hearings need revision due to changes in laws.

**Motion:** Motion by Ms. Kelly with a second by Ms. Tang for the commission to delegate authority to a Health Law Judge to rule on motions for ex parte orders of summary action in adjudicative proceedings under the following conditions:

- Based on action in another state that prohibits a nurse from practicing for an act that is substantially equivalent on an act that would amount to unprofessional conduct in Washington, AND
- Based on final findings issued by the Department of Social and Health Services dated January 1, 2014, or later, of abuse or neglect of a minor or abuse, abandonment, neglect, or financial exploitation of a vulnerable adult.

The commission retains final decision making authority regarding the final disposition of the license.

**Friendly Amendment:** Mr. Henderson suggests friendly amendment to the verbiage of the last work in the first bullet “AND” to read “OR”. Motion Passed.

**10:45 AM – 11:00 AM BREAK**

**VII. 11:00 AM – 12 noon Subcommittee Reports – DISCUSSION/ACTION A.  
Licensing and Discipline – Margaret Kelly, chair**

1. WHPS audit

Ms. Kelly encouraged the commission members to read the Evidence Based Practice book provided to them and use the audit tool provided to them when working on WHPS cases.

2. Discipline charts for 2013

Ms. Kelly acknowledged NCQAC staff members Adena Nolet and Mary Dale’s work on putting together the disciplinary charts in the business packet. NCQAC discussed the data on the charts.

Ms. Kelly acknowledged the Strategic Plan and that the Licensing and Discipline

subcommittee will be moving forward with Juris Prudence exam at their March 2014 meeting as an action item.

**B. Continuing Competency – Lois Hoell, chair** No

report

**C. Consistent Standards of Practice – Gene Pingle, chair**

1. Advisory Opinion – Neonatal Intubation and Related Procedures

Mr. Pingle discussed a formal request the commission received as to whether RNs in the neonatal intensive care unit may intubate and perform other lifesaving measures in the absence of a physician or neonatal nurse practitioner. Mr. Pingle explained that the proposed advisory opinion will provide guidance for nurses and institutions regarding neonatal intubation and related emergency procedures to ensure patient safety.

**Motion:** Motion by Mr. Pingle with a second from the subcommittee to accept the advisory opinion. Motion Passed.

**D. Advanced Practice - Donna Poole, chair**

1. Advanced Practice Rules: considering inclusion of Clinical Nurse Specialist role

Ms. Poole explained that the committee is moving forward with the CNS CR 101 rule and that it has been submitted to the code reviser.

2. APRN Consensus Model: Grandfathering language – February 11, Chicago  
- Paula Meyer

Ms. Meyer provided an update on Grandfathering Language for the APRN Consensus model.

**VIII. 12 noon – 1:00 PM Lunch – GoToMeeting/Webinar training – Cass Tang, Mike Hively**

NCQAC members and staff received training on use of equipment and GoTo Meeting/ Webinar software.

**IX. 1:00PM - OPEN MICROPHONE**

There were no participants for the Open Microphone portion of the meeting.

**X. 1:15 PM – 1:30 PM Legislative Task Force – Erica Benson-Hallock – DISCUSSION/ACTION**

Ms. Benson-Hallock provided an update on legislative bills that are awaiting action by the Governor and the impacts they may have on nursing.

Ms. Benson-Hallock offered to work with Ms. Meyer in drafting a letter to submit to the Governor on the impacts of EHB 2351.

**XI. 1:30 PM – 2:00 PM Nominations Committee – Cass Tang, Erica Benson-Hallock, Dr. Susan Woods - DISCUSSION/ACTION**

A. The Nominations Committee presents the slate of candidates. Each candidate has an opportunity to speak.

**Motion:** Motion by Ms. Tang with a second from the nominations subcommittee to adopt the slate of candidates as Chair: Gene Pingle and Suellyn Masek, and Vice Chair: Lois Hoell and Margaret Kelly. Motion Passed. Each candidate gave a brief presentation and Ms. Benson-Hallock presented on Ms. Hoell's behalf due to her absence.

B. The Nominations Committee reports on nominations for NCSBN awards.

Ms. Kelly excused herself from this portion of the meeting because she is an active member of the NCSBN awards committee. Ms. Tang stated that the nominations committee submitted applications for the NCQAC for the Regulatory Excellence Award and for Ms. Meyer for the Meritorious Service Award.

C. The Nominations Committee proposes changes in the officer position description to allow leadership succession.

Ms. Tang opened the discussion by sharing the nominations subcommittee recommends the creation of a task force to look into leadership succession, given the increasing responsibilities of the NCQAC as a result of enacted legislation. The commission discussed potential merits and drawbacks of changes to the current structure. Ms. Benson-Hallock recommended Ms. Yu be a part of the task force to advise the group on any legal implications.

**XII. 2:00 PM – 2:45 PM Nursing Assistant Certification Examination – Margaret Kelly, Dr. Mindy Schaffner – Discussion/Action**

According to RCW 18.88A, the NCQAC approves the certification examination for certified nursing assistants.

Ms. Kelly and Dr. Schaffner provided the NCQAC with the statutory authority for the NCQAC and Secretary of Health responsibilities with the examination, the contract for the examination and upcoming deadlines. Representatives from NCQAC, DOH and DSHS have scheduled seven meetings to work out the details on streamlining and improving the following:

- NA competency exam, testing contractor and information needed by NCQAC, DOH and DSHS;
- OBRA registry, credentialing and communications;
- military, out-of-state, and other nursing assistant transcript reviews;

- nursing assistant program approval and oversight;
- certificates of completion;
- management of training program complaints;
- regulatory actions in relation to program approvals and on-going oversight; and
- Memorandum of Understanding between NCQAC, DOH and DSHS.

**XIII. 2:45 – Meeting Evaluation**

<b>PROS</b>	<b>CONS</b>
Venue	Food inside meeting area
Open Dialog with Staff	Windowless venue
Respect of one another	Room was cold
Teamwork	Business book not being projected
GoToMeeting training	
Food	
Leadership Discussion	
Content of Agenda	
Paula’s Nomination	
Diversity of Skills discussion	

**3:00 - Closing**