Nursing Care Quality Assurance Commission (NCQAC)
Licensing Sub-committee Minutes
January 25, 2019    9:30 am to 11:30 am

Committee Members Present:    Jeannie Eylar, MSN, RN, Chair
                                Helen Myrick, Public Member
                                Yvonne Strader, RN, BSN, BSNA, MHA

Committee Members Absent:    Adam Canary, LPN

Staff:    Teresa Corrado, LPN, CPM, Licensing Manager
          Karl Hoehn, JD, Legal Manager
          Tori Lane, Nurse Practice Assistant

I.    9:30 AM Opening – Jeannie Eylar, MSN, RN, Subcommittee Chair
      • Roll Call
      • Call to Order

II. Standing Agenda Items
      • Announcements/Hot Topic/NCQAC Business Meeting Updates
        o Rules open for Continuing Competency and several other rules affecting licensing.
      • Approve Minutes for September 28, 2018
        o Consensus to take minutes to the March Commission Meeting
        o These minutes were approved in the January Business Meeting

III. Old Business
      • Continuing Competency Update

IV. New Business
      • Licensing Applications
        o Teresa discussed how the applications have been managed in the past and how licensing is now able to manage them more simplified.
        o Trevor was given InDesign an Adobe product and updated the licensing applications. Copies were sent to colleges as workgroups for students to test them and provide feedback.
        o Once feedback is received from the workgroups Paula makes the final review, we will post.
        o Phase 1- Replacing the PDF with a much better version with clear instructions
        o Phase 2- Have people fill them in electronically.
        o Working with HSQA to make improvements on the applications.
        o Jeannie asked for clarification where we are with online capabilities for renewals and for new applications-
Anyone can renew online unless it’s in an “expired” or “retired active” status. Working with IT to make it possible to renew online late with the additional late fees.

- **Workforce Data**
  - Commission made the submission of workforce data mandatory in rule. All nurses must submit and be enrolled in e-notified.
  - An attestation is on the renewal notices which have to be signed acknowledging they are signed up for e-notified.
  - Reports are run to see who is not enrolled in the e-notified and then emails are sent to let nurses know they need to sign up.
  - About 44% of RNs, 31% of LPNs so about 66,000 who have got it completed.
  - Nurses have not been denied renewals if they have not signed the attestation because if they were denied they would have to become a manual renewal which would greatly increase licensing workload.

- **Rules Workshop**
  - Teresa and Amber presented the rules workshop for continuing competency in Spokane on Tuesday January 22, 2019. The following day to Richland where they had a workshop and then flew back to Seattle and had a workshop. Teresa presented what is known as far as using surveys, if disciplinary cases have decreased since continuing competency. Lack of evidence that the continuing competency mechanism currently in place actually insures a nurse is actually competent.
  - Nurses want the responsibility to insure they maintain their own competency and have no problem being held accountable.
  - Looking at draft language and bringing the draft language to the subcommittee. Then be able to move onto the CR102 stage.
  - Yvonne asked who the audience was at the workshop - Educators from nearby colleges, CRNA’s, long term care, nurses from hospitals, assisted living, and acupuncture.

V. **Work Plan Review**
   - Going over the work plan and revising it during the February meeting

VI. **Ending Items**
   - Open Microphone (as time permits)
     - Jeannie- Application and workforce data update is really helpful to be able to track how many nurses are completing the e-notified.
     - Look forward to see what the summary of the stakeholder meetings will be.
     - Helen- Appreciated the meeting and was very engaged in the discussion.
     - Yvonne- Teresa explained things very well given complex and maybe confusing topics.
   - Review of Actions
   - Meeting Evaluation – All
   - Date of Next Meeting – February 22, 2019
   - Adjournment: 10:30 am

VII.