Nursing Care Quality Assurance Commission (NCQAC)
Special Discipline Sub-Committee Agenda
February 12, 2019   Minutes

You can also dial in using your phone
United States: +1 (646) 749-3122
Access Code: 612-076-709

Committee Members:  
Adam Canary, LPN, Chair  
Edie Higby, Public Member  
Lois Hoell, MS, MBA, RN  
Sharon Ness, RN  excused  
Tiffany Randich, LPN  excused  
Tracy Rude, LPN ad hoc  
Dawn Morrell, RN, BSN, CCRN

Staff:  
Catherine Woodard, Associate Director of Discipline  
Karl Hoehn, Legal Manager  
Grant Hulteen, Chief Investigator  
John Furman, Director, WHPS  
Helen Budde, Case Manager  excused  
Barb Elsner, HSC
I. 3:30 PM Opening – Adam
   - Call to order – Digital recording announcement Tracy called the meeting to order at 3:37 while Adam was joining the call.
   - Roll call

II. WHPS Workgroup – Catherine, John, Karl, and Grant
   - Review WHPS procedures recently approved by the WHPS Task Force.
   - Discuss recommendation to present at the March Commission business meeting.
     - Staff scrolled through each procedure on the screen (which we previously included in the packet emailed ahead) to elicit editorial comments from the subcommittee members and answer questions.
     - Minor edits noted.
     - The subcommittee suggested changing the name of W40 from Medication Management to Medication Use. This is a more accurate description of the procedure.
     - John requested to change W39 Professional Peer Support Groups to allow retired health care professionals to act as group facilitators. Tracy said this was a substantive change that would need to either go back to the workgroup or come back through Discipline Subcommittee. The group agreed consider the proposed revision at the March subcommittee meeting as provided for in the new procedures.
     - After the review and discussion was compete, the subcommittee recommended bringing the 20 procedures to the full commission for review and motion to adopt at the March 8th business meeting.

III. Meeting Evaluation – All
   - Thankful and grateful for everyone’s commitment to public health. Impressed with the final product.
   - Could not have achieved this without John’s guidance. Great having a public member involved who looks at the procedures with fresh eyes.
   - Agrees with the pervious comment. Our function is to protect the public. All the hard work created a really good product that other programs can look at as an example. Thanks to staff.
   - Thank you for reading through the procedures ahead of time. It made the meeting go smoother.
   - Appreciate the hard work.
   - Ditto what everyone else said. The procedures are clearer, easier to follow, and more current.
   - It’s good to get everything straightened around.
   - Appreciates the long process and it definitely shows. Thanks to all who participated.

Closing
   - Adjourned at 5:08 pm.